



Jordan School District #717
 Regular Meeting Agenda

Monday, July 10, 2023 at 6:30 PM
 Regular Meeting
 CERC Multi-purpose Room
 500 Sunset Drive; Suite 3
 Jordan, MN 55352

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13.	Resignation - JV Track Coach - Michael Coddington	
14.	Contract Renewal - Baseball Head Coach - Brandon Arnold	
15.	Contract Renewal - Baseball JV Coach - Alex Beckman	
16.	Contract Renewal - Baseball C Squad Coach - Michael Vohntouka	
17.	Contract Renewal - Baseball MS Coach - Brian Heller	
18.	Contract Renewal - Baseball MS Coach - Andrew Buckner	
19.	Contract Renewal - Track Varsity Boys Head Coach - Ben Nylander	
20.	Contract Renewal - Track Varsity Girls Head Coach - Kelley Walerius	
21.	Contract Renewal - Track JV Coach - Shane Peters	
22.	Contract Renewal - Track JV Coach - Kelly Hyer	
23.	Contract Renewal - Track MS Coach - Nate Kucera	
24.	Contract Renewal - Track MS Coach - Heather Davis	
25.	Contract Renewal - Track MS Coach - Katie Fisher	
26.	Contract Renewal - Track MS Coach - Kevin Schepers	
27.	Contract Renewal - Girls Golf Head Coach - Ozzie Sand	
28.	Contract Renewal - Boys Golf Head Coach - Scott Hennen	
29.	Contract Renewal - Golf JV Coach - Nathan Steele	
30.	Contract Renewal - Golf MS Coach - Jeffrey Schipull	
31.	Contract Renewal - Knowledge Bowl - Rachel Rydberg	
32.	Contract Renewal - Spring Play MS Director - Marie Wignall	
33.	Contract Renewal - Spring Play MS Assistant Director - Janice Lennox	
34.	Contract Renewal - Spring Play Director - Thomas Amundsen	
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36.	Contract Renewal - Spring Weight Room Supervisor - Chris Olson	
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10. Adjourn Regular Meeting	



Request to Address the School Board

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

Citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School District Clerk, or other designee, by noon the day of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to jfremming@isd717.org.

During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 3 minutes of time to speak. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting.

The following conduct is prohibited during the public comment period:

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



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

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

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

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

Please specifically state your purpose for addressing the School Board.

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

Have you previously contacted a School Board member and/or school employee about this issue/concern? YES NO

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

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

School District Clerk

Date/Time Received



Regular Meeting Minutes

Monday, June 12, 2021 at 6:30 PM

Regular Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

1. Call to Order
 - Deb Pauly called the meeting to order at 6:32 pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Sara Lehnen, Molly Monyok, Rob Langheim, Corinne Hennen, Jenny Kusske
 - Absent: Lauren Pedersen
4. Consideration of Agenda
 - Motion to approve the agenda made by Sara Lehnen, Seconded Corinne Hennen; Passed 6-0
5. Public Comments
 - None
6. Jordan Pride Award
 - Superintendent Ranae Case Evenson and Board Chair Deb Pauly presented Cailin Friary the Jordan Pride Award for her extensive service within the Community and serving as the Student Representative on the school board.
 - Abigail King was presented with the Jordan Pride Award for being chosen to participate in MSHSL Visual Art State- Level Showcase. Jordan High School Art teacher Jessica Barnd, spoke about her accomplishments.
7. Consent Agenda
 - 7.1. Minutes
 - o 4.10.2023 Board Minutes Regular Meeting
 - o 4.17.2023 Board Minutes Workshop Meeting

- 4.17.2023 Board Minutes Special Meeting
- 5.08.2023 Board Minutes Regular Meeting
- 5.22.2023 Board Minutes Workshop Meeting
- 7.2. Monthly Finance Reports
 - Amy Hafemann provided reports for the board to review.
- 7.3. Donations
 -

Donor	Designated Purpose	Amount / Item(s)
Gerald and Cheryl Langsweirdt	JHS Music	\$100
Brad or Melanie Haugen	JHS Band	\$75
Michelle Spies	JHS Band	\$100
Scott & Kristin Parrott	JHS Band	\$225
Steven and Bonita Barnd	JHS Band	\$300
Anonymous	Pasta and Pops Fundraiser for JHS Band	\$1,375
Troy and Cassie Mengel	Pasta and Pops Fundraiser for JHS Band	\$40
Brett and Sunny Klein	Pasta and Pops Fundraiser for JHS Band	\$40
Steven and Bonita Barnd	Pasta and Pops Fundraiser for JHS Band	\$200
Stephan and Lanae	Pasta and Pops Fundraiser for JHS Band	\$50
McClellan Jim and Teri	Pasta and Pops Fundraiser for JHS Band	\$500
Violet		
Shari and Dennis Schmit	Pasta and Pops Fundraiser for JHS Band	\$50
Amy and Jeff Vizenor	Pasta and Pops Fundraiser for JHS Band	\$100
Gerald and Cheryl <u>Langsweirdt</u>	Pasta and Pops Fundraiser for JHS Band	\$10

Jordan Pride Booster Club	Subsidizing various activity expenses	\$30,000
Anonymous	Harmonix	\$500
Miscellaneous Donations	Acapella Group	\$1 121.25
New Prague Sportsmans Club	ScottWest Fishing Team	\$1,000

- 7.4. Community Ed and RecSurplus Items
 - Community Ed Director Cullen Bahn submitted surplus items.
- 7.5. 2022-2023 Tenured Teachers
 - Elementary School
 - Katie Fisher
 - Sarah Attig
 - Middle School
 - Rebecca Pauly
 - Maria Hennen
 - Kyle Johnson
 - Rebecca Williams
- 7.6. Resignation - Activities Director - Joseph Perkl
- 7.7. Resignation - JV Cross Country Coach - Hollie Penney
- 7.8. Resignation - HS Choir Teacher - Katie McKnight
- 7.9. Resignation - JV Track Coach - Hollie Penney
- 7.10. Resignation - Kids Company - Tammy Becker
- 7.11. Resignation - 9A Boys Basketball - Timothy Wareham
- 7.12. Resignation - Assistant Boys Basketball - Ty Pivic
- 7.13. Leave of Absence - MS Social Worker - Cassidy Capriglione
- 7.14. Contract Renewal - Assistant Wrestling Coach Justin Stauffacher
- 7.15. Contract Renewal - Assistant Wrestling Coach -Tyler Buesgens
- 7.16. Contract Renewal - Assistant Wrestling Coach - Justin Reinsma
- 7.17 Contract Renewal - Girls Head Wrestling Coach - Jennifer Poasse
- 7.18 Contract Renewal - MS Wrestling Coach - Chad Williams
- 7.19 Contract Renewal - Girls Basketball Head Coach - Kyle Johnson
- 7.20 Contract Renewal - B Girls Basketball Coach - Wade Wittkop
- 7.21 Contract Renewal - C Girls Basketball Coach - Tim Bendzick
- 7.22 Contract Renewal - Varsity Assistant Girls Basketball Coach - Andria Nold
- 7.23 Contract Renewal - MS Girls Basketball Coach - Kevin Schepers
- 7.24 Contract Renewal - Boys Basketball Head Coach - Matt Urbanek

- 7.25 Contract Renewal - JV Boys Basketball Coach - Eric Ritter
 - 7.26 Contract Renewal - B Boys Basketball Coach - Yuriy Malashenko
 - 7.27 Contract Renewal - 9B Boys Basketball Coach - Aaron Gorath
 - 7.28 Contract Renewal - 7A Boys Basketball Coach - Kevin Schepers
 - 7.29 Contract Renewal - 7B Boys Basketball Coach - Nate Kucera
 - 7.30 Contract Renewal - 8A Boys Basketball Coach - Erin Lind
 - 7.31 Contract Renewal - 8B Boys Basketball Coach - Heather Davis
 - 7.32 Contract Renewal - Nordic Ski Head Coach - Lisa Jamison
 - 7.33 Contract Renewal - Nordic Ski Assistant Coach - Brian Jamison
 - 7.34 Contract Renewal - Speech Head Coach - Amy Peters
 - 7.35 Contract Renewal - 1st Assistant Speech Coach - Michelle Spies
 - 7.36 Contract Renewal - 2nd Assistant Speech Coach - Maria Olinger
 - 7.37 Contract Renewal - Winter Cheerleading Head Coach Chania Ruehling
 - 7.38 Contract Renewal - Competitive One Act Play Coach - Marie Wignall
 - 7.39 Contract Renewal - Competitive One Act Play Assistant Coach Janice Lennox
 - 7.40 Contract Renewal Robotics Head Coach - Joseph Huebl
 - 7.41 Contract Renewal - Robotics Head Coach - Stephen McClellan
 - 7.42 Contract Renewal Winter Weight Room Supervisor - Ozzie Sand
- Motion to approve the consent agenda made by Sara Lehnen,
Seconded Corinne. Hennen; Passed 6-0

8. Action / Discussion Items

- 8.1. Review and Act on 22-23 Revised Budget
 - Amy Hafemann presented the revised budget for 22-23.
 - Motion to approve the 22-23 revised budget made by Sara Lehnen, Seconded Rob Langheim; Passed 6-0
- 8.2. Review and Act on 23-24 Proposed Adopted Budget
 - Amy Hafemann presented the proposed adopted 23-24 budget.
 - Motion to approve made by Molly Monyok, Seconded Rob Langheim; Passed 6-0
- 8.3. Review and Act on Property, Casual, Workers Comp Insurance
 - Amy Hafemann presented a proposal submitted for Property, Casual, Workers Comp Insurance.
 - Motion to approve made by Molly Monyok, Seconded Rob Langheim; Passed 6-0
- 8.4. Review and Act on SW Metro LTFM Resolution
 - Amy Hafemann presented the annual SW Metro LTFM Resolution.
 - Motion to approve made by Corinne Hennen, Seconded Jenny Kusske

- o Roll Call Vote: Sara Lehnen – Aye, Molly Monyok – Aye, Rob Langheim – Aye, Corinne Hennen – Aye, Jenny Kusske – Aye, Deb Pauly– Aye; Passed 6-0
- 8.5. Review and Act on SW Metro Safe Schools Resolution
 - o Amy Hefemann presented the annual SW Metro Safe Schools Resolution.
 - o Motion to approve made by Sara Lehnen, Seconded Molly Monyok; Passed 6-0
 - o Roll Call Vote: Molly Monyok – Aye, Rob Langheim – Aye, Corinne Hennen – Aye, Jenny Kusske – Aye, Deb Pauly– Aye, Sara Lehnen – Aye; Passed 6-0
- 8.6. MSHSL Annual Agreement
 - o This is an annual renewal of the district's membership in the MSHSL. MSHSL provided a required video for the board to view.
 - o Motion to approve made by Molly Monyok, Seconded Jenny Kusske;
 - o Roll Call Vote: Molly Monyok – Aye, Rob Langheim – Aye, Corinne Hennen – Aye, Jenny Kusske – Aye, Deb Pauly– Aye, Sara Lehnen – Aye; Passed 6-0
- 8.7. Legislative Update - Informational
 - o Ben Bakeberg presented on the recent legislative updates and the impact on schools across the state.

9. Board and Administrative Reports

- 9.1 Superintendent's Report
- 9.2 HS Principal's Report
- 9.3 MS Principal's Report
- 9.4 ES Principal's Report
- 9.5 Director of Teaching and Learning's Report
- 9.6 Community Education & Recreation Director's Report
- 9.7 Communication Director's Report
- 9.8 Nutritional Services Director's Report
- 9.9 Special Services Director's Report
- 9.10 Facilities Director Report
- 9.11 School Board Member Reports / Committee Reports
 - o 5/14/21 & 6/11/21: SCALE
 - o 5/18/21: Health & Safety Meeting
 - o 5/26/21: Booster Club
 - o 6/8/21: Joint Powers
 - o 6/14/21: AIPAC
 - o 6/14/21: Policy Committee
 - o 8/5/21: MSBA Summer Seminar - Register by June 30th

10. Adjourn Regular Meeting

- Motion to adjourn the regular meeting at 8:43pm.

School Board Clerk

Date



School Board Meeting Minutes Workshop Meeting Minutes

Monday, June 26, 2023 at 5:30 PM
Work Session Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. E-Sports Update

- Cullen Bahn and Stephen Damlo shared an update regarding E-Sports. Jordan Schools will bring back E-Sports with a new partnership with MNVL (Minnesota Varsity League). There are two seasons and it will begin this fall season. Designated space will be at JMS.

2. JHS Updates

- Jeff Vizenor provided an update on new graduation requirements resulting from the latest Legislation session. Changes will take place in the 2025-26 school year. Jeff also discussed graduation topics and provided an update regarding new Alternative Learning Programming, called SURGE, that will start in the fall. Qualifying students will be notified later in August.

School Board Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

June 27, 2023

Board of Education Meeting

Finance Report

July, 2023 financial reports show activity that has been completed for FY2022-2023 thru June, 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 June. We tried to do as much clean up before June 30th as was possible, so the \$ amount of payments for June is quite large.

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

Now that June 30th is past, the year end work will officially begin. I will keep you updated on the district's financial status for fiscal year ending 2022-2023 as the audit draws near.

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

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4110	1000 PETALS LLC				
	0717	001	108864		
	E 01	005	110 000 305 988	SHIP Grant-Mindfulness-QPR Training 5/5/23	Check
				6/28/2023	
	PO#: 56798	Voucher #:	125027 Invoice	Invoice No: 3545	
					Paid Amt: \$2,500.00
					Check Amount: \$2,500.00
					Vendor Total: \$2,500.00
26733	ACT				
	0717	001	108816		
	E 01	300	211 000 461 000	ACT Plus Writing Accommodations	Check
					\$845.00
	E 01	300	211 000 461 000	ACT Plus Writing-Paper	
					\$8,613.00
	PO#: 56793	Voucher #:	124825 Invoice	Invoice No: 24273	
				6/15/2023	
					Paid Amt: \$9,458.00
					Check Amount: \$9,458.00
					Vendor Total: \$9,458.00
26895	AMAZON CAPITAL SERVICES				
	0717	001	108807		
	E 01	300	211 000 401 000	B079GS4YQS Energizer AAA Batteries (48 Cou	Check
					\$26.99
	E 01	300	211 000 401 000	Amazon Shipping Charge	
					\$0.00
	E 01	300	211 000 401 000	Discount	
					(\$1.81)
	PO#: 56657	Voucher #:	124745 Invoice	Invoice No: 141Y-R3QQ-677J	
				6/9/2023	
					Paid Amt: \$25.18
					Check Amount: \$25.18
	0717	001	108817		
	E 01	300	790 000 849 000	B07PSL9ZDL XYBAGS Graduation Gifts with Ir	Check
					\$17.98
	E 01	300	790 000 849 000	Amazon Shipping Charge	
					\$0.00
	PO#: 56588	Voucher #:	124826 Invoice	Invoice No: 1VGF-HWQH-G6YP	
				6/15/2023	
					Paid Amt: \$17.98
					Check Amount: \$17.98
	0717	001	108865		
	E 04	005	582 165 430 000	B00178KLEY Aleene's All Purpose Tacky Glue, 1	Check
					\$4.88
	E 04	005	582 165 430 000	B001EEV9QU Foam Princess Tiara Assortment	
					\$25.96
	E 04	005	582 165 430 000	B004D9DMMW Darice Big Value Plastic, 9mm,	
					\$12.60
	E 04	005	582 165 430 000	B00JM5GW10 Play-Doh Modeling Compound 1	
					\$15.98
	E 04	005	582 165 430 000	B0110E4EIQ Colorations Sidewalk Chalk for Kid	
					\$18.49
	E 04	005	582 165 430 000	B01LWIA3XR Golden Barrel Light Corn Syrup (
					\$11.33
	E 04	005	582 165 430 000	B071JPD9M3 Elmer's Liquid School Glue, Clear	
					\$21.88
	E 04	005	582 165 430 000	B07C1L5JCJ JPSOR 900pcs Craft Gemstone /	
					\$8.99
	E 04	005	582 165 430 000	B07KB2XPXN Flexicore Packaging Yellow Gift v	
					\$11.78
	E 04	005	582 165 430 000	B07VCL3N83 Dawn Ultra Original Dish Deterge	
					\$8.79
	E 04	005	582 165 430 000	B08591J2GG WATINC 60 pcs Hawaiian Scratc	
					\$16.99
	E 04	005	582 165 430 000	B085BZJQ87 200 Pcs Colorful Plastic Long Dis	
					\$8.99
	E 04	005	582 165 430 000	B08C9J2PD3 It's Just - Baking Soda, Sodium B	
					\$14.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES					
		0717	001		108865		
				E 04	005 582 165 430 000	B08P5569PX Amazon Brand - Happy Belly Disti	\$9.10
				E 04	005 582 165 430 000	B08S82DDKH Amazon Basics Painting Canvas	\$17.98
				E 04	005 582 165 430 000	B0931QGLRN [2000 Count] Bamboo Wooden T	\$5.93
				E 04	005 582 165 430 000	B09TZW9643 chiazilla 30 Packs Summer Craft	\$15.99
				E 04	005 582 165 430 000	B09WV4JURC Caydo 200 PCS Pipe Cleaners (\$6.98
				E 04	005 582 165 430 000	B0B2JRHHS7 100 Pcs Faux Flower Heads Arti	\$14.99
				E 04	005 582 165 430 000	Amazon Shipping Charge	\$0.00
PO#: 56775		Voucher #:				6/28/2023	Paid Amt: \$252.62
		124987	Invoice				
				E 01	100 203 000 401 164	B002NGOH1W Magformers Basic Set (30 piece	\$97.56
				E 01	100 203 000 401 164	B00BSYUQI Fat Brain Toys Squigz Deluxe 50 F	\$97.90
				E 01	100 203 000 401 164	B01NAD9HD9 Picasso Toys PTB120 120pc Bri	\$50.00
				E 01	100 203 000 401 164	B0762HXK1Q Meland Marble Run - 132Pcs Ma	\$75.58
				E 01	100 203 000 401 164	B08T91BVLML COUOMOXA Magnetic Building ;	\$31.98
				E 01	100 203 000 401 164	B0B19XRXPZ FUBAODA Kids 600pcs Set Buil	\$37.98
				E 01	100 203 000 401 164	B0B3MG8L8X 48PCS Toddler Wooden Stackin	\$29.99
				E 01	100 203 000 401 164	B0B3MG8L8X 48PCS Toddler Wooden Stackin	\$29.99
				E 01	100 203 000 401 164	Amazon Shipping Charge	\$0.00
PO#: 56740		Voucher #:				6/28/2023	Paid Amt: \$450.98
		124988	Invoice				
				E 04	005 582 165 430 000	1F6Q-LFNQ-HJXX Craft Kits/Corn Syrup	(\$27.32)
PO#: 56903		Voucher #:				6/28/2023	Paid Amt: (\$27.32)
		124989	Invoice				
				E 04	005 582 165 430 000	B08M17RJZPZ Atoylink 42PCS Lacing Beads Mk	\$14.99
				E 04	005 582 165 430 000	B0962P81HS Partywind 190 Styles Luminous H	\$6.99
				E 04	005 582 165 430 000	B09TZW9643 chiazilla 30 Packs Summer Craft	\$11.99
				E 04	005 582 165 430 000	Amazon Shipping Charge	\$0.00
PO#: 56903		Voucher #:				6/28/2023	Paid Amt: \$33.97
		124990	Invoice				
				E 01	100 620 000 401 800	0399239545 "Slowly, Slowly, Slowly," Said the S	\$27.98
				E 01	100 620 000 401 800	0545208882 Prince of the Elves: A Graphic Nov	\$49.98
				E 01	100 620 000 401 800	0545813883 The Truth About Stacey: A Graphic	\$40.02
				E 01	100 620 000 401 800	0545886236 Claudia and Mean Janine: A Graph	\$47.98
				E 01	100 620 000 401 800	0545946077 Ultimate Bug Rumble (Who Would	\$4.99
				E 01	100 620 000 401 800	0545946093 Ultimate Jungle Rumble (Who Wou	\$4.99
				E 01	100 620 000 401 800	0606237437 I Survived Hurricane Katrina, 2005	\$16.80
				E 01	100 620 000 401 800	0989711692 Mystery In Rocky Mountain Nation	\$22.96
				E 01	100 620 000 401 800	0997867507 Learn to Read Hebrew in 6 Weeks	\$21.49
				E 01	100 620 000 401 800	1338120921 I Survived The Sinking of the Titani	\$19.99
				E 01	100 620 000 401 800	1338320254 Ultimate Dinosaur Rumble (Who V	\$4.99
				E 01	100 620 000 401 800	1338323334 Bo's Magical New Friend: A Branc	\$22.49
				E 01	100 620 000 401 800	1338672118 Wairus vs. Elephant Seal (Who W	\$4.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type			
26895		AMAZON CAPITAL SERVICES								
		0717	001		108865					
		E	01	100	620	000	401	800	1338672169 Ultimate Reptile Rumble (Who Wo	\$4.99
		E	01	100	620	000	401	800	1338745581 The Missing Magic: A Branches Bc	\$17.49
		E	01	100	620	000	401	800	1338745638 Storm on Snowbelle Mountain: A B	\$18.49
		E	01	100	620	000	401	800	1338846620 Cat Kid Comic Club: Collaborations	\$22.47
		E	01	100	620	000	401	800	1426317212 Ultimate Bodypedia: An Amazing In	\$15.99
		E	01	100	620	000	401	800	1426329059 National Geographic Kids Ultimate	\$13.99
		E	01	100	620	000	401	800	1426373414 Bite, Sting, Kill: The Incredible Scie	\$13.49
		E	01	100	620	000	401	800	1508682151 LeBron James: The Inspiring Story	\$9.99
		E	01	100	620	000	401	800	1609915046 Ripley's Believe It Or Not! Escape I	\$18.98
		E	01	100	620	000	401	800	1684463971 Mindful Mr. Sloth	\$11.60
		E	01	100	620	000	401	800	1775436063 The Dinky Donkey	\$25.95
		E	01	100	620	000	401	800	1982170336 KG: A to Z: An Uncensored Encycl	\$15.29
		E	01	100	620	000	401	800	3967721183 All Things Spiders For Kids: Filled '	\$22.99
		E	01	100	620	000	401	800	3967721361 All Things Sloths For Kids: Filled W	\$22.99
		E	01	100	620	000	401	800	6199221982 Sloths The Ultimate Sloth Book for	\$15.99
		E	01	100	620	000	401	800	B086PJ4BY1 X-Acto® TeacherPro® Classroom	\$39.02
		E	01	100	620	000	401	800	Amazon Shipping Charge	\$0.00
									Paid Amt:	\$579.36
		PO#: 56530								
		Voucher #:	124991		Invoice		Invoice No:	ES Book Fair \$	6/28/2023	
		E	01	100	203	000	401	164	B00X4OCIUO hand2mind Interlocking UniLink I	\$8.76
		E	01	100	203	000	401	164	B01J7WB866 Play-Doh Party Bag Dough, 15 C	\$11.50
		E	01	100	203	000	401	164	B06Y3S92JC Sand Timers Combo Pack, 12PC:	\$6.98
		E	01	100	203	000	401	164	B075V2BYM2 WXBOOM Self Adhesive Dots 14	\$21.10
		E	01	100	203	000	401	164	B0784NM4LW Apache Laminating Pouches 3 ir	\$103.84
		E	01	100	203	000	401	164	B07FM4PRY8 SUNEE 30 Packs Oversized Ret	\$19.85
		E	01	100	203	000	401	164	B07H31XMNW 36pcs Plastic Envelopes, Clear	\$36.46
		E	01	100	203	000	401	164	B07L3C77RP Really Good Stuff EZread Letter T	\$17.96
		E	01	100	203	000	401	164	B07PFM9Q37 novelinks Photo Case 4" x 6" Phc	\$45.78
		E	01	100	203	000	401	164	B07YBPHGR8 Yuanhe Magnetic Bingo Chips w	\$17.69
		E	01	100	203	000	401	164	B081K7GGFJ 100 Peeples - 24mm Plastic Gan	\$15.99
		E	01	100	203	000	401	164	B08QHKGZGRF Gneric Drawstring Backpack Bi	\$30.99
		E	01	100	203	000	401	164	B097T41H9N Pngy 25PCS Bubble Fidget Pop t	\$37.98
		E	01	100	203	000	401	164	B09CKM4Z8B Eye Finger Puppets Googly Eye	\$8.99
		E	01	100	203	000	401	164	B09NQQFK8D hand2mind FingerFocus Highlig	\$25.98
		E	01	100	203	000	401	164	B09WTVZQMF Loose Leaf Binder Rings, 22mm	\$7.49
		E	01	100	203	000	401	164	B09XQTXXTJ 24 Pack Mini Stress Balls Bulk fc	\$11.49
		E	01	100	203	000	401	164	B0B58R6X6C EOOOT 32pcs Poly Zip Envelope	\$19.98
		E	01	100	203	000	401	164	B0BPWV4SVZ hand2mind Little Minds at Work	\$29.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES	0717	001	108865			
	PO#: 56739	Voucher #:					6/28/2023	
							Amazon Shipping Charge	Check
					164	401		\$0.00
							Invoice No: 1NFY-77PF-1L9M	
					164	401		
							1951287134 A Little SPOT of Emotion 8 Book B	Check
					165	430		\$43.52
							B0006HUQZ6 Swingline Stapler, 747 Desktop S	Check
					165	430		\$14.64
							B0006PKZ22 Learning Resources Three Bear F	Check
					165	430		\$11.59
							B001E5E9RA Gillette Foamy Regular Shaving C	Check
					165	430		\$29.64
							B004NCEL4M Melissa & Doug Deluxe Poundin	Check
					165	430		\$19.54
							B005E9K084 Colorations Liquid Watercolor Pai	Check
					165	430		\$76.84
							B00TP1UA00 Didax Educational Resources Un	Check
					165	430		\$14.27
							B0118WXUM Yaylabs SoftShell Ice Cream Ball	Check
					165	430		\$42.00
							B01GQ5GQEG Goldfish Crackers Big Smiles V	Check
					165	430		\$11.31
							B0110E4EIQ Colorations Sidewalk Chalk for Kid	Check
					165	430		\$18.32
							B01MZ2ONRY BagDream Gift Bags 8x4.25x10.	Check
					165	430		\$26.99
							B071YQQFXN Ocean Sea Animal, 52 Pack Ass	Check
					165	430		\$12.95
							B073F9H93D SGILE Magnetic Drawing Board 1	Check
					165	430		\$39.98
							B07D45W364 Pirate's Booty Aged White Chedc	Check
					165	430		\$14.38
							B07DQJ7VD1 AINOLWAY Water Beads (Half F	Check
					165	430		\$23.98
							B07FM4PRY8 SUNEE 30 Packs Oversized Ret	Check
					165	430		\$19.85
							B07N7PBXGF PicassoTiles 50 Piece Race Car	Check
					165	430		\$59.99
							B07V284GL5 Tempera Paint Sticks, 30 Colors	Check
					165	430		\$55.96
							B07ZNR6BBJ Paint Brushes, Anezus 30 Kids F	Check
					165	430		\$14.69
							B0843HW6C9 Kidoozie Ball Drop Toddler Toy	Check
					165	430		\$19.40
							B08591J2GG WATINC 60 pcs Hawaiian Scratc	Check
					165	430		\$16.99
							B08744CV78 Sensory Cloud Clay 8.8oz Tub, Nr	Check
					165	430		\$26.99
							B087P6JGDH Sisticter Teepee Tent for Kids wit	Check
					165	430		\$34.99
							B08CRPPQQC RAINBOW TOYFROG Math M	Check
					165	430		\$10.99
							B08KXPCWXT PietyPet 25 Pack Aquarium Plar	Check
					165	430		\$13.99
							B08L94GDWC 14 PCS Plastic Egg Shakers Pe	Check
					165	430		\$11.99
							B08M17RJPZ Atoylink 42PCS Lacing Beads Mc	Check
					165	430		\$14.99
							B08R3TW6PD Upgraded Magnetic Blocks Touc	Check
					165	430		\$16.99
							B08SJ3F3XH 25 Count Hawaiian Leis Necklace	Check
					165	430		\$11.95
							B08Z6BM2QX KidKraft Hop & Slide Frog Toddle	Check
					165	430		\$50.99
							B0922T42HS ?2 Pack?ABenkle Small Woven E	Check
					165	430		\$14.99
							B095PG2GMK Straw Constructor Toys STEM E	Check
					165	430		\$25.99
							B0962P81HS Partywind 190 Styles Luminous H	Check
					165	430		\$6.99
							B09C3HYG2N NaturalCozy 5-Piece Rectangle	Check
					165	430		\$29.69
							B09CTZCTLT Montessori Toys for Toddlers, Ch	Check
					165	430		\$24.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES					
		0717	001		108865		
		E	04	005	582	165 430 000	\$24.29
		E	04	005	582	165 430 000	\$9.99
		E	04	005	582	165 430 000	\$19.99
		E	04	005	582	165 430 000	\$9.99
		E	04	005	582	165 430 000	\$28.99
		E	04	005	582	165 430 000	\$11.79
		E	04	005	582	165 430 000	\$41.99
		E	04	005	582	165 430 000	\$49.99
		E	04	005	582	165 430 000	\$8.41
		E	04	005	582	165 430 000	\$0.00
							Paid Amt: \$1,088.78
		124993			Invoice No: Preschool Supplies	6/28/2023	
		E	04	005	582	165 430 000	\$8.89
		E	04	005	582	165 430 000	\$11.59
		E	04	005	582	165 430 000	\$22.19
		E	04	005	582	165 430 000	\$44.00
		E	04	005	582	165 430 000	\$19.59
		E	04	005	582	165 430 000	\$12.99
		E	04	005	582	165 430 000	\$18.99
		E	04	005	582	165 430 000	\$129.99
		E	04	005	582	165 430 000	\$28.99
		E	04	005	582	165 430 000	\$27.95
		E	04	005	582	165 430 000	\$33.98
		E	04	005	582	165 430 000	\$13.99
		E	04	005	582	165 430 000	\$21.98
		E	04	005	582	165 430 000	\$22.72
		E	04	005	582	165 430 000	\$36.45
		E	04	005	582	165 430 000	\$0.00
							Paid Amt: \$454.29
		124994			Invoice No: 1VNG-NKJD-CPDR	6/28/2023	
		E	04	005	582	165 430 000	\$12.99
		E	04	005	582	165 430 000	\$16.49
		E	04	005	582	165 430 000	\$17.98
		E	04	005	582	165 430 000	\$13.21
		E	04	005	582	165 430 000	\$59.95
		E	04	005	582	165 430 000	\$39.98
		E	04	005	582	165 430 000	\$8.90
		E	04	005	582	165 430 000	\$7.99
		E	04	005	582	165 430 000	\$4.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void	Date	Pmt Type	
26895									
AMAZON CAPITAL SERVICES									
		0717	001		108865				
		E	04	005	582	165	430	000	
		B07YLLQMHT GoSports 8.5 inch Playground B							\$29.99
		E	04	005	582	165	430	000	
		B0822NDGG2 BTSKY Plastic Sorting Bowls, A							\$11.99
		E	04	005	582	165	430	000	
		B084BTPVFQ Kinetic Sand, The Original Molda							\$19.99
		E	04	005	582	165	430	000	
		B091JQ7W7 BrainSpark Translucent Digit Blo							\$30.99
		E	04	005	582	165	430	000	
		B09BHH4HRT Alphabet Line Bulletin Board Set							\$9.99
		E	04	005	582	165	430	000	
		B09Z5YT94K TW SHINE Christmas Lights, 20f							\$9.49
		E	04	005	582	165	430	000	
		B0B1MY53FD LESONG Alphabet Letters Sens							\$20.69
		E	04	005	582	165	430	000	
		B0B41QV2HC 30 Pcs Halloween Fairy Garden							\$17.99
		E	04	005	582	165	430	000	
		B0B4Y2XPK5 Kinetic Sand, 2.5lbs Blue Play Sa							\$14.99
		E	04	005	582	165	430	000	
		B0B4Y7THFQ Kinetic Sand, 2.5lbs Purple Play							\$14.99
		E	04	005	582	165	430	000	
		B0BCFG4JRB Lewtemi 3 Pcs 18 Inch Hopper E							\$23.99
		E	04	005	582	165	430	000	
		Amazon Shipping Charge							\$0.00
PO#:	56901	Voucher #:	124995	Invoice		No:	1QYF-HL74-RQW7	6/28/2023	Paid Amt: \$387.57
								Check Amount: \$3,699.05	
								Vendor Total: \$3,742.21	
1508									
APPLE INC									
		0717	001		108818				
		E	01	300	292	000	302	000	
		10.9 in iPad - Silver							\$838.00
PO#:	56562	Voucher #:	124823	Invoice		No:	AL23754013	6/15/2023	Paid Amt: \$838.00
								Check Amount: \$838.00	
								Vendor Total: \$838.00	
1183									
APPLE INC.									
		0717	001		108819				
		E	01	300	292	000	401	300	
		10.9 Inch iPad - Silver							\$1,257.00
		E	01	300	292	000	401	300	
		10.2 inch iPad - Space Gray							\$598.00
PO#:	56563	Voucher #:	124824	Invoice		No:	AL23888529	6/15/2023	Paid Amt: \$1,855.00
								Check Amount: \$1,855.00	
								Vendor Total: \$1,855.00	
28892									
AVIBEN									
		0717	001		108866				
		E	01	005	110	000	305	000	
		June 2023 403b Admin Fee							\$270.07
PO#:		Voucher #:	124986	Invoice		No:	28227	6/28/2023	Paid Amt: \$270.07
								Check Amount: \$270.07	
								Vendor Total: \$270.07	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5928	BEACH, KRISTINE	0717	001	108867	
		E 01	005 760 720 360 000	FY23 Non Public Transportation	Check
				6/28/2023	
					\$385.00
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00
11220	BENJAMIN BUS	0717	001	108820	
		E 01	128 211 318 360 000	A&I-Northrup Aud	Check
		E 01	300 292 733 360 000	Adapted SB	\$339.73
		E 01	300 211 733 360 000	Art Team	\$1,583.68
		E 01	300 291 733 360 389	Band	\$470.40
		E 01	128 294 733 360 315	MS BB	\$810.13
		E 01	300 294 733 360 315	HS BB	\$334.51
		E 01	300 296 733 360 333	HS SB	\$3,360.74
		E 01	300 211 733 360 000	CIS	\$674.24
		E 01	300 291 733 360 388	Choir	\$454.72
		E 01	128 292 733 360 313	MS Golf	\$402.45
		E 01	300 292 733 360 313	HS Golf	\$350.19
		E 01	128 296 733 360 333	Holzer Field MS SB	\$282.24
		E 01	300 294 733 360 318	Boys Lacrosse	\$250.88
		E 01	300 296 733 360 318	Girls Lacrosse	\$1,834.56
		E 01	128 211 320 360 000	Native Am Tutor	\$1,834.56
		E 01	128 296 733 360 333	MS SB	\$439.04
		E 01	300 296 733 360 333	HS SB	\$344.96
		E 01	005 760 723 360 000	SPED FMSC	\$710.83
		E 01	300 291 733 360 372	Speech	\$313.60
		E 01	128 292 733 360 320	MS Track	\$1,024.43
		E 01	300 292 733 360 320	HS Track	\$1,402.48
		E 01	005 760 720 440 000	Fuel Cost	\$3,301.52
		E 01	005 760 723 360 000	SPED In District	\$2,067.16
		E 01	005 760 728 360 000	Homeless	\$11,877.66
		E 01	005 760 723 360 000	SPED	\$1,989.40
					\$23,512.65
					Paid Amt: \$59,966.76
					Check Amount: \$59,966.76
					Vendor Total: \$59,966.76
					Check
					\$2,593.84
					\$13,127.94
					\$1,951.67

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
11220		BENJAMIN BUS	0717	001	108868		Check	
				E 01	005 760 728 360 000	Homeless		\$6,489.56
				E 01	005 760 723 360 000	SPED		\$30,698.50
				E 01	100 203 733 360 231	1st Grade Lagoon Park		\$125.44
				E 01	100 203 733 360 232	2nd Grade Lagoon Park		\$62.72
				E 01	100 201 733 360 228	Kindergarten Crayola		\$731.73
				E 01	100 203 733 360 231	1st Grade MN Zoo		\$1,160.32
				E 01	100 203 733 360 232	2nd Grade Ninja Park		\$109.76
				E 01	100 203 733 360 231	1st Grade Ninja Park		\$62.72
				E 04	005 582 733 360 000	ELS Ninja Park		\$62.72
				E 01	128 211 320 360 000	AIPAC		\$135.89
				E 01	100 203 733 360 234	4th Grade Science Museum		\$742.19
				E 01	100 203 733 360 233	3rd Grade Target Field		\$648.11
				E 04	005 570 733 360 000	Kids Co		\$282.24
				E 01	128 211 733 360 000	5th grade Children's Theater		\$1,176.00
				E 01	128 211 733 360 000	6th Grade Ninja Park		\$62.72
				E 01	128 211 733 360 000	MS Stud Co		\$292.69
				E 01	128 211 733 360 000	7th Grade Target Field		\$1,473.92
				E 01	128 211 733 360 000	8th Grade Valley Fair		\$611.52
				E 01	300 292 733 360 000	Adapted Softball		\$1,217.81
				E 01	300 291 733 360 389	Band		\$397.23
				E 01	128 294 733 360 315	MS Baseball		\$1,162.93
				E 01	300 294 733 360 315	HS Baseball		\$4,006.24
				E 01	300 211 733 360 000	NHS		\$297.92
				E 01	128 292 733 360 313	MS Golf		\$1,385.07
				E 01	300 292 733 360 313	HS Golf		\$1,442.56
				E 01	300 294 733 360 318	Boys Lacrosse		\$1,379.84
				E 01	300 296 733 360 318	Girls Lacrosse		\$1,379.84
				E 01	005 760 723 360 000	SPED Lagoon Park		\$62.72
				E 01	128 211 320 360 000	AIPAC Tutor		\$188.16
				E 01	128 296 733 360 333	MS Softball		\$1,753.55
				E 01	300 296 733 360 333	HS Softball		\$3,332.00
				E 01	128 292 733 360 320	MS Track		\$1,865.93
				E 01	300 292 733 360 320	HS Track		\$7,594.34
				E 01	005 760 723 360 000	SPED SOAR		\$182.93
PO#: 56933		Voucher #:		125001	Invoice	Invoice No: May 2023		
						6/28/2023		
							Paid Amt:	\$90,251.27
							Check Amount:	\$90,251.27
							Vendor Total:	\$150,218.03

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26156 BIFFS, INC.							
		0717		001	108869		
		E 01	300	292	000 335 300	HS Spring Sports 5/17/23-6/13/23	Check
							\$720.00
		PO#: 56916	Voucher #:	125000	Invoice	Invoice No: W920440	
						6/28/2023	
							Paid Amt: \$720.00
							Check Amount: \$720.00
							Vendor Total: \$720.00
2649 BIRCHEM, BRIE							
		0717		001	108870		
		E 01	005	760	720 360 000	FY23 Non Public Transportation J. Bircherm	Check
						6/28/2023	\$385.00
		PO#: 56916	Voucher #:	125051	Invoice	Invoice No: FY23	
						6/28/2023	
							Paid Amt: \$385.00
							Check Amount: \$385.00
							Vendor Total: \$385.00
1292 BIX PRODUCE CO.							
		0717		001	108871		
		E 02	128	770	701 490 000	Inv#05707435	Check
							\$172.80
		PO#: 56916	Voucher #:	124996	Invoice	Invoice No: 05707435	
						6/28/2023	
							Paid Amt: \$172.80
		PO#: 56916	Voucher #:	124997	Invoice	Invoice No: 00367583	
						6/28/2023	
							Paid Amt: (\$3.54)
		PO#: 56916	Voucher #:	124997	Invoice	Invoice No: 00367583	
						6/28/2023	
							Paid Amt: (\$3.54)
		PO#: 56916	Voucher #:	124998	Invoice	Invoice No: 00373030	
						6/28/2023	
							Paid Amt: (\$23.40)
		PO#: 56916	Voucher #:	124998	Invoice	Invoice No: 00373030	
						6/28/2023	
							Paid Amt: (\$23.40)
		PO#: 56916	Voucher #:	124999	Invoice	Invoice No: 05762893	
						6/28/2023	
							Paid Amt: \$267.48
							Check Amount: \$267.48
							Vendor Total: \$413.34
10254 CITY OF JORDAN							
		0717		001	108821		
		E 01	005	715	342 310 000	March-May 2023 SRO	Check
						6/15/2023	\$23,491.74
		PO#: 56672	Voucher #:	124828	Invoice	Invoice No: 00003137	
						6/15/2023	
							Paid Amt: \$23,491.74
							Check Amount: \$23,491.74
							Vendor Total: \$413.34
108872							
		0717		001	108872		
		E 01	100	810	000 330 204	ES	Check
							\$2,196.81
		E 01	128	810	000 330 204	MS	
							\$2,218.81
		E 01	300	810	000 330 204	HS	
							\$2,565.95
		E 01	005	810	000 330 204	Athletic Complex	
							\$538.00
		E 04	005	505	321 330 000	ES CE	
							\$49.93
		E 04	005	505	321 330 000	CE	
							\$95.09
		E 04	005	582	344 330 000	School Readiness	
							\$149.78
		E 02	100	770	701 330 000	ES Food Service	
							\$99.85
		E 02	128	770	701 330 000	MS Food Service	
							\$126.79

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10254 CITY OF JORDAN					
	0717	001	108872		Check
		E 02	300 770 701 330 000		\$163.78
		E 04	005 505 321 330 550		\$729.04
					HS Food Service
					CERC
PO#:	Voucher #:	125002	Invoice	6/28/2023	Paid Amt: \$8,933.83
			Invoice No: 6/7/23		Check Amount: \$8,933.83
<hr/>					
26629 CLANCY'S					
	0717	001	108873		Check
		E 18	005 298 301 899 000		\$660.00
					Grassman/Holzer Field Rentals Apr-May 2023
PO#:	Voucher #:	125003	Invoice	6/28/2023	Paid Amt: \$660.00
			Invoice No: Field Rentals		Check Amount: \$660.00
					Vendor Total: \$33,085.57
<hr/>					
29143 COLLEGE BOARD					
	0717	001	108863		Check
		E 01	005 020 000 401 000		\$96.55
					Pizza
PO#:	Voucher #:	124969	Invoice	6/26/2023	Paid Amt: \$96.55
			Invoice No: 6/26/23		Check Amount: \$96.55
					Vendor Total: \$96.55
<hr/>					
4924 COLVIN, MEGAN					
	0717	001	108808		Check
		E 01	300 211 000 461 000		\$1,232.00
		E 01	300 211 000 461 000		\$80.00
		E 01	300 211 000 461 000		(\$490.00)
					Used AP Exams
					AP Unsuied Examns or cancelaation fee
					MN Subsidy for standra-fee students
PO#:	Voucher #:	124746	Invoice	6/19/2023	Paid Amt: \$822.00
			Invoice No: A241156901		Check Amount: \$822.00
					Vendor Total: \$822.00
<hr/>					
2629 COMCAST					
	0717	001	108786		Check
		E 04	005 505 321 320 550		\$2.25
					CERC Services 5/18/23-6/17/23
PO#:	Voucher #:	124667	Invoice	6/2/2023	Paid Amt: \$2.25
			Invoice No: 5/8/23		Check Amount: \$2.25

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
2629					
COMCAST					
	0717	001	108822		
	E 04	005 505 321 320 550		CERC Service 6/4/23-7/4/23	Check
		124829 Invoice		6/15/2023	\$2.25
PO#:					Paid Amt: \$2.25
					Check Amount: \$2.25
				Vendor Total:	\$4.50
6195					
DAHMAN, GRACE					
	0717	001	108787		
	E 04	005 505 321 305 515		Aug 2022	Check
	E 04	005 505 321 305 515		1/14/23-2/18/23	\$60.00
		124668 Invoice		6/2/2023	\$120.00
PO#:					Paid Amt: \$180.00
					Check Amount: \$180.00
				Vendor Total:	\$180.00
6135					
DAVIS, BRAYDEN					
	0717	001	108875		
	E 04	005 505 321 305 515		Hubman BB Camp 6/20/23-6/23/23	Check
		125049 Invoice		6/28/2023	\$440.00
PO#:					Paid Amt: \$440.00
					Check Amount: \$440.00
				Vendor Total:	\$440.00
5617					
DECORY, TRAVIS					
	0717	001	108788		
	E 01	005 211 320 305 000		Celebration of Life 5/29/23	Check
		124669 Invoice		6/2/2023	\$900.00
PO#:					Paid Amt: \$900.00
					Check Amount: \$900.00
				Vendor Total:	\$900.00
6195					
DAHMAN, GRACE					
	0717	001	108862		
	E 01	005 211 320 305 000		Hides for Big Drum	Check
	E 01	005 211 320 305 000		Cutting Lace for Drum	\$650.00
	E 01	005 211 320 305 000		Dye for Drum & Processing	\$400.00
	E 01	005 211 320 305 000		Drum Sticks	\$650.00
	E 01	005 211 320 305 000		Materials for Drum Sticks	\$300.00
	E 01	005 211 320 305 000		Drum Lacing	\$100.00
	E 01	005 211 320 305 000		Drum Blessing, Memorial & Drum Art	\$1,800.00
		124943 Invoice		6/23/2023	\$600.00
PO#:					Paid Amt: \$4,500.00
					Check Amount: \$4,500.00
				Vendor Total:	\$5,400.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5930	DORR, SHARON	0717 001	108876		Check
		E 01 005 760 720 360 000			
					\$385.00
PO#:	Voucher #:	125053 Invoice	Invoice No: FY23	6/28/2023	Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00
27964	ELSENPETER, LISA	0717 001	108789		Check
		B 02 230 000			
					\$140.65
PO#:	Voucher #:	124670 Invoice	Invoice No: Refund	6/2/2023	Paid Amt: \$140.65
					Check Amount: \$140.65
					Vendor Total: \$140.65
6211	EMPIRE ALL STARS	0717 001	108877		Check
		E 04 005 505 321 305 515			
					\$315.00
PO#:	Voucher #:	125004 Invoice	Invoice No: Cheer Camp	6/28/2023	Paid Amt: \$315.00
					Check Amount: \$315.00
					Vendor Total: \$315.00
27162	EVENT SOUND & LIGHTING	0717 001	108823		Check
		E 01 300 259 000 305 218			
					\$4,093.00
PO#:	Voucher #:	124830 Invoice	Invoice No: 6317	6/15/2023	Paid Amt: \$4,093.00
					Check Amount: \$4,093.00
					Vendor Total: \$4,093.00
5850	EVERY MEAL	0717 001	108878		Check
		E 18 100 298 301 899 000			
					\$4,225.00
PO#:	Voucher #:	125005 Invoice	Invoice No: FY23 Donation	6/28/2023	Paid Amt: \$4,225.00
					Check Amount: \$4,225.00
					Vendor Total: \$4,225.00
4209	FERBER, LEEANN	0717 001	108879		Check
		B 02 230 000			
					\$118.50
PO#:	Voucher #:	125006 Invoice	Invoice No: Refund	6/28/2023	Paid Amt: \$118.50
					Check Amount: \$118.50
					Vendor Total: \$118.50

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
6197					
FIELDS, ELIZABETH					
	0717	001	108790		
	B	02 230 000			Check
				RVEC Lunch Account Refund FY23	\$87.70
PO#: 56800	Voucher #:	124671	Invoice	Invoice No: Refund	
				6/2/2023	
				Paid Amt: \$87.70	
				Check Amount: \$87.70	
				Vendor Total: \$87.70	
4666					
FREMMING, JAMIE					
	0717	001	108791		
	E	04 005 505 321 401 000			Check
				AARP Class Supplies	\$24.56
PO#: 56806	Voucher #:	124672	Invoice	Invoice No: Reimbursement	
				6/2/2023	
				Paid Amt: \$24.56	
				Check Amount: \$24.56	
				Vendor Total: \$24.56	
28334					
FRICKE, VICKI					
	0717	001	108880		
	E	04 005 505 321 305 550			Check
				Personal Training May 2023	\$262.50
PO#: 56924	Voucher #:	125007	Invoice	Invoice No: May 2023	
				6/28/2023	
				Paid Amt: \$262.50	
				Check Amount: \$262.50	
				Vendor Total: \$262.50	
4267					
FULTON, LISA					
	0717	001	108814		
	E	01 005 211 320 305 000			Check
				2 Day Horse Camp June 15-16, 2023-BP Billed	\$4,600.00
PO#: 56846	Voucher #:	124820	Invoice	Invoice No: June 15-16, 2023	
				6/13/2023	
				Paid Amt: \$4,600.00	
				Check Amount: \$4,600.00	
				Vendor Total: \$4,600.00	
27120					
GOPHER STATE ONE-CALL					
	0717	001	108809		
	E	01 005 810 000 305 000			Check
				May 2023 Emailed Tickets	\$47.25
PO#: 56820	Voucher #:	124747	Invoice	Invoice No: 3051079	
				6/9/2023	
				Paid Amt: \$47.25	
				Check Amount: \$47.25	
				Vendor Total: \$47.25	
10242					
GROTH MUSIC					
	0717	001	108810		
	R	01 128 000 000 619 923			Check
				Neckstrap - JMS Band	\$11.10
PO#: 56820	Voucher #:	124748	Invoice	Invoice No: 3443467	
				6/9/2023	
				Paid Amt: \$11.10	
				Check Amount: \$11.10	
				Vendor Total: \$11.10	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
27889						
GUMMERT, JENNY						
	0717	001	108881		Check	
	E 01	005 760 720 360 000		FY23 Non Public Transportation J. Gummert		\$385.00
PO#:	Voucher #:	125054	Invoice	Invoice No: FY23	Paid Amt:	\$385.00
				6/28/2023	Check Amount:	\$385.00
Vendor Total:						\$385.00
5678						
HAGEN, TESSA						
	0717	001	108824		Check	
	E 04	005 505 321 305 515		Tae Kwon Do Spring Session 4/19/23-5/24/23		\$396.00
PO#:	Voucher #:	124833	Invoice	Invoice No: Spring Session 2	Paid Amt:	\$396.00
				6/15/2023	Check Amount:	\$396.00
Vendor Total:						\$396.00
25404						
HALLER, PETE						
	0717	001	108792		Check	
	E 01	300 296 000 305 333		5/9/23		\$88.00
	E 01	300 296 000 305 333		5/16/23		\$88.00
PO#:	Voucher #:	124673	Invoice	Invoice No: SB Official	Paid Amt:	\$176.00
				6/2/2023	Check Amount:	\$176.00
Vendor Total:						\$176.00
5922						
HALLS OF MAGIC LLC						
	0717	001	108861		Check	
	E 04	005 570 321 369 000		Kids Co Performance 6/22/23		\$375.00
PO#:	Voucher #:	124941	Invoice	Invoice No: 2448	Paid Amt:	\$375.00
				6/16/2023	Check Amount:	\$375.00
Vendor Total:						\$375.00
27447						
HASTINGS CREAMERY, LLC						
	0717	001	108825		Check	
	E 02	128 770 701 495 000		St Johns		\$402.57
	E 02	300 770 701 495 000		SWM		\$338.04
	E 02	100 770 701 495 000		ES		\$3,300.47
	E 02	128 770 701 495 000		MS		\$634.74
	E 02	300 770 701 495 000		HS		\$488.56
PO#:	Voucher #:	124832	Invoice	Invoice No: April 2023	Paid Amt:	\$5,164.38
				6/15/2023	Check Amount:	\$5,164.38
Vendor Total:						\$5,164.38

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4279		HERO'S TIMING					
		0717		001	108826		
		E 01	300	292	000	305	320
		124831	Invoice	Invoice No: 863		Meet Management-04/27 Track & Field Meet	\$1,100.00
		PO#: 56704	Voucher #:			6/15/2023	
							Paid Amt: \$1,100.00
							Check Amount: \$1,100.00
							Vendor Total: \$1,100.00
6201		HORSLEY, JANET					
		0717		001	108827		
		B 02	230	000		Lunch Account Refund P. Horsley	\$9.25
		124834	Invoice	Invoice No: Refund		6/15/2023	
		PO#: 56848	Voucher #:				
							Paid Amt: \$9.25
							Check Amount: \$9.25
							Vendor Total: \$9.25
6217		I & S GROUP					
		0717		001	108920		
		E 06	100	870	024	305	000
		125014	Invoice	Invoice No: 93218		2024 JES BLDG BOND	\$77,500.00
		PO#: 56764	Voucher #:			6/28/2023	
							Paid Amt: \$77,500.00
							Check Amount: \$77,500.00
							Vendor Total: \$77,500.00
6175		IND SCH DIST #726					
		0717		001	108828		
		E 01	300	211	000	530	217
		124835	Invoice	Invoice No: 8192		Sound Proof Panels-HS Donation \$	\$2,000.00
		PO#: 56584	Voucher #:			6/15/2023	
							Paid Amt: \$2,000.00
							Check Amount: \$2,000.00
							Vendor Total: \$2,000.00
25958		INNOVATIVE GRAPHICS					
		0717		001	108882		
		E 04	005	505	321	401	515
		125009	Invoice	Invoice No: 53167		May 2023 Jordan CERC Building Girls tshirts 2'	\$189.00
		PO#: 56700	Voucher #:			6/28/2023	
							Paid Amt: \$189.00
		E 04	005	505	321	401	515
		125010	Invoice	Invoice No: 53056		May 2023 CERC soccer tshirts 3 each	\$36.00
		PO#: 56764	Voucher #:			6/28/2023	
							Paid Amt: \$36.00
		E 04	005	505	321	401	515
		125011	Invoice	Invoice No: 53273		Jaguars BBall Camp June 2023 106 each	\$954.00
		PO#: 56861	Voucher #:			6/28/2023	
							Paid Amt: \$954.00
		E 04	005	505	321	401	518
		125012	Invoice	Invoice No: 53272		Spring 2023 Scott West Fishing shirts 66 each	\$2,310.00
		PO#: 56860	Voucher #:			6/28/2023	
							Paid Amt: \$2,310.00
		E 04	005	505	321	401	515
		125013	Invoice	Invoice No: 53285		June 2023 Baseball shirts, hats for summer ball	\$5,044.00
		PO#: 56863	Voucher #:			6/28/2023	
							Paid Amt: \$5,044.00
							Check Amount: \$5,044.00
							Vendor Total: \$8,533.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
24970 JORDAN ACE HARDWARE					
	0717	001	108883		
	E 01	300 292 000 401 300		Complex	Check
	E 01	100 810 000 350 274		ES In House Repairs	\$4.99
	E 01	300 810 000 350 274		HS In House Repairs	\$25.55
	E 01	128 810 000 350 274		MS In House Repairs	\$59.53
	E 01	300 810 000 350 199		HS Upkeep Grounds	\$18.99
	E 01	005 810 000 401 000		Maintenance Supplies	\$68.51
	E 01	300 810 000 401 000		HS Maintenance Supplies	\$229.00
	E 01	300 291 000 430 374		Spring Play	\$47.81
	E 01	128 250 000 430 000		JMS FACS	\$50.97
	E 04	005 505 321 401 550		CERC	\$18.48
	E 01	300 260 000 430 000		HS Science Supplies	\$34.62
	E 01	300 361 830 430 000		GTE Supplies	\$17.99
					\$72.71
PO#:	Voucher #:	125018	Invoice No:	May 2023	6/28/2023
					Paid Amt: \$683.14
					Check Amount: \$1,233.05
					Vendor Total: \$1,233.05
29171 JORDAN AREA FOOD SHELF					
	0717	001	108829		
	E 18	128 298 301 899 000		Festival of Nations Donation FY23	Check
PO#:	56882	Voucher #:	124836	Invoice No:	6/15/2023
					Paid Amt: \$198.33
					Check Amount: \$198.33
					Vendor Total: \$198.33
3513 JORDAN BOOSTER CLUB					
	0717	001	108830		
	E 01	300 292 000 401 300		Fall & Winter Concessions FY23	Check
PO#:	56878	Voucher #:	124837	Invoice No:	6/15/2023
					Paid Amt: \$289.12
					Check Amount: \$289.12
					Vendor Total: \$289.12
10692 JOSTENS INC					
	0717	001	108884		
	E 01	300 790 000 849 000		Diploma for Grace Dahmen	Check
PO#:	56710	Voucher #:	125015	Invoice No:	6/28/2023
					Paid Amt: \$16.40
					Check Amount: \$16.40
					Vendor Total: \$16.40

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
6194 KIENITZ, BRADY					
	0717	001	108794		
	E 01	128 294 000	305 315	MS BB Official 5/4/23	Check
					\$120.00
PO#:	Voucher #:	124675	Invoice No:	MS BB Official	Paid Amt: \$120.00
					Check Amount: \$120.00
Vendor Total:					\$120.00
5768 KILGREN, KRISTIN					
	0717	001	108885		
	E 04	005 505 321	401 000	6/12/23 Radermachers-Best School Day Ever C	Check
					\$10.23
PO#:	Voucher #:	125019	Invoice No:	Reimbursement	Paid Amt: \$10.23
					Check Amount: \$10.23
Vendor Total:					\$10.23
22573 KROELLS, LINDA					
	0717	001	108831		
	E 04	005 505 321	305 515	Tae Kwon Do Spring Session 2 4/19/23-5/24/23	Check
					\$396.00
PO#:	Voucher #:	124838	Invoice No:	Spring Session 2	Paid Amt: \$396.00
					Check Amount: \$396.00
Vendor Total:					\$396.00
5242 KVISTAD/KEITH&TERESA					
	0717	001	108886		
	B 02	230 000		Lunch Account Refund J. Kvistad FY23	Check
					\$840.30
PO#:	Voucher #:	125062	Invoice No:	Refund	Paid Amt: \$840.30
					Check Amount: \$840.30
Vendor Total:					\$840.30
00041 LANGSWEIRDT GERALD C					
	0717	001	108795		
	E 01	300 790 000	849 000	Graduation Flowers & Mileage FY23	Check
					\$352.00
PO#:	Voucher #:	124676	Invoice No:	Reimbursement	Paid Amt: \$352.00
					Check Amount: \$352.00
Vendor Total:					\$352.00
2757 LANO EQUIPMENT, INC					
	0717	001	108832		
	E 01	005 810 302	530 000	BobCat-UW56	Check
					\$66,582.00
	E 01	005 810 302	530 000	Deluxe Road Package	\$2,895.00
	E 01	005 810 302	530 000	Add'l Items	\$6,636.36
	E 01	005 810 302	530 000	Dealer PDI	\$150.00
	E 01	005 810 302	530 000	Freight	\$1,480.00
	E 01	005 810 302	530 000	Trade in Value	(\$25,000.00)

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
2757					
LANO EQUIPMENT, INC.					
	0717	001	108832		Check
	E 01	005 810 302 530 000		Surcharge Discount Offset (\$11,417.00)	
PO#: 55347	Voucher #:	124839	Invoice No: 01-994089	6/15/2023	
					Paid Amt: \$41,326.36
					Check Amount: \$41,326.36
					Vendor Total: \$41,326.36
3560					
LARSON ENGINEERING, INC.					
	0717	001	108833		Check
	E 06	005 870 023 305 000		Abatement Bond 4/23/23-5/22/23	\$2,377.00
PO#: 56881	Voucher #:	124840	Invoice No: 0001350	6/15/2023	
					Paid Amt: \$2,377.00
					Check Amount: \$2,377.00
					Vendor Total: \$2,377.00
6200					
LOBITZ, ADRIANNA					
	0717	001	108811		Check
	E 01	300 296 000 305 333		SB Official 4/18/23	\$88.00
PO#: 56918	Voucher #:	124749	Invoice No: SB Official	6/9/2023	
					Paid Amt: \$88.00
					Check Amount: \$88.00
					Vendor Total: \$88.00
25398					
LUCAS, JACOB					
	0717	001	108796		Check
	E 01	300 294 000 305 315		5/19/23	\$95.00
	E 01	300 294 000 305 315		5/4/23	\$95.00
PO#: 56918	Voucher #:	124677	Invoice No: BB Official	6/2/2023	
					Paid Amt: \$190.00
					Check Amount: \$190.00
					Vendor Total: \$190.00
5383					
LUCAS/AUDREY					
	0717	001	108887		Check
	E 04	005 508 321 305 000		MOXX Fitness Session 10 5/1/23-6/15/23	\$576.10
PO#: 56918	Voucher #:	125020	Invoice No: Session 10	6/28/2023	
					Paid Amt: \$576.10
					Check Amount: \$576.10
					Vendor Total: \$576.10
5932					
MAHONEY, DEB					
	0717	001	108888		Check
	E 01	005 760 720 360 000		FY23 Non Public Transportation M Mahoney	\$385.00
PO#: 56918	Voucher #:	125055	Invoice No: FY23	6/28/2023	
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6216 MAHOWALD TREE MOVING							
		0717	001	108889			
		E 06 005 870 023 305 000			Abatement Bond-CERC Lot Tree Move	\$1,400.00	Check
PO#:	56936	Voucher #:	125023	Invoice	Invoice No: 1148		
						Paid Amt:	\$1,400.00
						Check Amount:	\$1,400.00
						Vendor Total:	\$1,400.00
6214 MAHTO, SAMUEL							
		0717	001	108890			
		E 04 005 505 321 305 515			Youth Basketball 1/14/23-2/18/23	\$20.00	Check
		E 04 005 505 321 305 515			Youth Basketball 6/20/23-6/23/23	\$440.00	
PO#:	56934	Voucher #:	125024	Invoice	Invoice No: Youth Basketball		
						Paid Amt:	\$460.00
						Check Amount:	\$460.00
						Vendor Total:	\$460.00
23240 MASBO							
		0717	001	108797			
		E 01 005 110 000 366 000			2023 Legislative Conference-June 1, 2023	\$50.00	Check
PO#:	56770	Voucher #:	124683	Invoice	Invoice No: 5027781		
						Paid Amt:	\$50.00
						Check Amount:	\$50.00
						Vendor Total:	\$50.00
6220 MAXSON, MISTY							
		0717	001	108891			
		E 01 005 760 720 360 000			FY23 Non Public Transportation A. Kraus	\$385.00	Check
PO#:		Voucher #:	125059	Invoice	Invoice No: FY23		
						Paid Amt:	\$385.00
						Check Amount:	\$385.00
						Vendor Total:	\$385.00
4713 MCCLELLAN, STEPHEN							
		0717	001	108834			
		E 01 300 361 830 433 000			12/14/22 VEX Robotics	\$58.64	Check
		E 01 300 361 830 433 000			2/18/23 Menards	\$32.46	
		E 01 300 361 830 433 000			5/27/23 Harbor Freight	\$180.48	
		E 01 300 361 830 433 000			11/15/22 EBay	\$21.42	
PO#:	56855	Voucher #:	124874	Invoice	Invoice No: Reimbursement		
						Paid Amt:	\$293.00
		E 01 300 361 830 433 000			Woodcraft 9/1/22	\$67.16	
		E 01 300 361 830 433 000			Menards 3/12/23	\$13.39	
PO#:	56890	Voucher #:	124842	Invoice	Invoice No: Reimbursement		
						Paid Amt:	\$80.55
						Check Amount:	\$373.55
						Vendor Total:	\$373.55

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
19813 METRO ECSU - REGION 11					
	0717	001	108892		
	E 01	128 211 000	401 381	Rose Gulbranson, Registration Fee for virtual PE	Check
		Invoice No: INV0001759			\$25.00
	PO#: 56816	Voucher #:		6/28/2023	
				Paid Amt: \$25.00	Check Amount: \$25.00
				Vendor Total: \$25.00	
5867 METRONET					
	0717	001	108835		
	E 04	005 582 344	320 000	ES School Readiness	Check
	E 04	005 570 321	320 000	Kids Co	\$25.79
	E 02	005 770 701	320 000	ES Food Service	\$7.37
	E 04	005 505 321	320 550	CERC	\$3.68
	E 02	005 770 701	320 000	MS Food Service	\$17.06
	E 01	128 211 000	320 000	MS	\$4.26
	E 02	005 770 701	320 000	HS Food Service	\$405.13
	E 01	300 211 000	320 000	HS	\$9.04
	E 01	100 203 000	320 000	ES	\$443.19
		Invoice No: June 2023			\$331.55
	PO#: 5867	Voucher #:	124875	6/15/2023	
				Paid Amt: \$1,247.07	Check Amount: \$1,247.07
				Vendor Total: \$1,247.07	
26865 MID COUNTY FABRICATING INC.					
	0717	001	108798		
	E 01	300 361 830	433 000	Misc. Steel/Aluminum Sheets	Check
		Invoice No: 43239			\$108.00
	PO#: 56497	Voucher #:	124678	6/2/2023	
				Paid Amt: \$108.00	Check Amount: \$108.00
				Vendor Total: \$108.00	
1586 MIDWEST SPECIAL INSTRUMENTS					
	0717	001	108812		
	E 01	005 720 000	350 000	Recalibration of Audiometers S. Jenc	Check
	E 04	005 583 354	350 000	Recalibration of Audiometer S. Jenc	\$75.00
	E 04	005 583 354	350 000	Cal of GSI-39 v5	\$75.00
		Invoice No: 2305610-IN			\$120.00
	PO#: 55943	Voucher #:	124750	6/9/2023	
				Paid Amt: \$270.00	Check Amount: \$270.00
				Vendor Total: \$270.00	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
29035	MILLER, SARAH	0717 001	108893		Check
		E 01 005 211 320 305 000			\$402.66
	PO#: 56906	Voucher #: 125022	Invoice No: Reimbursement	6/28/2023	
					Paid Amt: \$402.66
					Check Amount: \$402.66
					Vendor Total: \$402.66
6205	MN DEPT OF EDUCATION	0717 001	108836		Check
		E 01 100 412 420 220 000			\$24.60
	PO#: 56885	Voucher #: 124873	Invoice No: 00000746223	6/15/2023	
					Paid Amt: \$24.60
					Check Amount: \$24.60
					Vendor Total: \$24.60
4016	MN HORSE AND HUNT CLUB	0717 001	108837		Check
		E 04 005 505 321 401 514			\$1,800.00
	PO#: 56870	Voucher #: 124841	Invoice No: 3/30/23	6/15/2023	
					Paid Amt: \$1,800.00
					Check Amount: \$1,800.00
					Vendor Total: \$1,800.00
16835	MN SOUTH CENTRAL SERVICE COOP.	0717 001	108838		Check
		E 01 005 865 352 305 000			\$605.61
		E 01 005 865 349 305 000			\$115.00
	PO#: 56747	Voucher #: 124844	Invoice No: 21834	6/15/2023	
					Paid Amt: \$720.61
					Check Amount: \$720.61
					Vendor Total: \$1,189.62
3967	MN VALLEY ELECTRIC COOPERATIVE	0717 001	108839		Check
		E 01 005 810 000 330 201			\$16.11
	PO#: 56939	Voucher #: 125025	Invoice No: 21897	6/28/2023	
					Paid Amt: \$469.01
					Check Amount: \$469.01
					Vendor Total: \$1,189.62
5066	MONTGOMERY SPORTSMEN'S CLUB	0717 001	108840		Check
		E 04 005 505 321 401 514			\$2,548.00
	PO#: 56663	Voucher #: 124843	Invoice No: 5/3/23	6/15/2023	
					Paid Amt: \$2,548.00
					Check Amount: \$2,548.00
					Vendor Total: \$16.11

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5066 MONTGOMERY SPORTSMEN'S CLUB						
	0717	001	108840			
	E 04	005	505	321	401	514
	Youth Trap Rounds May 2023					\$1,386.00
PO#: 56871	Voucher #:	124871	Invoice	Invoice No: 5/31/23	6/15/2023	
						Paid Amt: \$1,386.00
						Check Amount: \$3,934.00
						Vendor Total: \$3,934.00
5933 MURRAY, RYAN						
	0717	001	108895			
	E 01	005	760	720	360	000
	FY23 Non Public Transportation G. Murray					\$385.00
PO#: 56871	Voucher #:	125056	Invoice	Invoice No: FY23	6/28/2023	
						Paid Amt: \$385.00
						Check Amount: \$385.00
						Vendor Total: \$385.00
26451 MUSIC MART						
	0717	001	108841			
	R 01	128	000	000	619	923
	slide grass and reeds					\$25.66
PO#: 56830	Voucher #:	124845	Invoice	Invoice No: 1551929	6/15/2023	
	R 01	300	000	000	619	923
	Vandoren MIP Cusion 1 pack					\$11.49
PO#: 56825	Voucher #:	124846	Invoice	Invoice No: 1543384	6/15/2023	
	R 01	300	000	000	619	923
	LaVoz Bari Sax Reeds					\$22.25
PO#: 56825	Voucher #:	124847	Invoice	Invoice No: 1542333	6/15/2023	
	R 01	300	000	000	619	923
	Legere Alto Sax Reeds (2)					\$66.30
PO#: 56825	Voucher #:	124848	Invoice	Invoice No: 1520603	6/15/2023	
	R 01	300	000	000	619	923
	Rovner Eb Contra Lig					\$23.85
PO#: 56825	Voucher #:	124849	Invoice	Invoice No: 1511754	6/15/2023	
	R 01	300	000	000	619	923
	2 Legere Clarinet Reeds					\$66.30
PO#: 56825	Voucher #:	124850	Invoice	Invoice No: 1532177	6/15/2023	
	R 01	300	000	000	619	923
	Legere Alto Sax Reed					\$33.15
PO#: 56825	Voucher #:	124851	Invoice	Invoice No: 1533047	6/15/2023	
	R 01	300	000	000	619	923
	2 Legere Clarinet Reeds					\$66.30
PO#: 56825	Voucher #:	124852	Invoice	Invoice No: 1534097	6/15/2023	
	R 01	300	000	000	619	923
	Batch of reeds					\$268.54
PO#: 56825	Voucher #:	124853	Invoice	Invoice No: 1538122	6/15/2023	
	R 01	300	000	000	619	923
	Vandoren MIP Cusions					\$22.99
PO#: 56825	Voucher #:	124854	Invoice	Invoice No: 1546077	6/15/2023	
	R 01	300	000	000	619	923
	Legere Alto Sax Reeds (2)					\$66.30
PO#: 56825	Voucher #:	124855	Invoice	Invoice No: 1511987	6/15/2023	
	R 01	300	000	000	619	923
	Legere Clarinet Reed					\$33.15
PO#: 56825	Voucher #:	124856	Invoice	Invoice No: 1540230	6/15/2023	
	E 01	300	258	000	430	000
	LP Shakers (3)					\$47.97
PO#: 56826	Voucher #:	124857	Invoice	Invoice No: 1522712	6/15/2023	
						Paid Amt: \$47.97

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
26451		MUSIC MART						
			0717	001	108841		Check	
				E 01	300 258 000 430 000	Flute/Clar/Pic Stand		\$48.99
PO#:	56826	Voucher #:		124858	Invoice	Invoice No: 1514987	Paid Amt:	\$48.99
				E 01	300 258 000 430 000	With Every Winter's Breath Sheet Music		\$59.50
PO#:	56826	Voucher #:		124859	Invoice	Invoice No: 1476539	Paid Amt:	\$59.50
				E 01	300 258 000 430 000	Icesicles - 9 christmas ensembles for percussic		\$81.00
PO#:	56826	Voucher #:		124860	Invoice	Invoice No: 1476545	Paid Amt:	\$81.00
				E 01	300 258 000 430 000	William Tell Overture		\$20.00
PO#:	56826	Voucher #:		124861	Invoice	Invoice No: 1511063	Paid Amt:	\$20.00
				E 01	300 258 000 430 000	Mars (From the planets)		\$80.00
PO#:	56826	Voucher #:		124862	Invoice	Invoice No: 1512352	Paid Amt:	\$80.00
				E 01	300 258 000 430 000	SCORE - At Twilight		\$15.00
PO#:	56826	Voucher #:		124863	Invoice	Invoice No: 1520586	Paid Amt:	\$15.00
				E 01	300 258 000 430 000	The Lord of the Rings: The Two Towers		\$162.95
PO#:	56826	Voucher #:		124864	Invoice	Invoice No: 1524165	Paid Amt:	\$162.95
				E 01	300 258 000 430 000	Independence Day		\$150.00
PO#:	56826	Voucher #:		124865	Invoice	Invoice No: 1533152	Paid Amt:	\$150.00
				E 01	300 258 000 350 000	Yamaha Bari Sax Assembly		\$275.00
PO#:	56824	Voucher #:		124866	Invoice	Invoice No: 1518952	Paid Amt:	\$275.00
				E 01	300 258 000 350 000	Key Guard Screw (10)		\$19.50
PO#:	56824	Voucher #:		124867	Invoice	Invoice No: 1522479	Paid Amt:	\$19.50
				E 01	300 258 000 350 000	Piccolo Repair - 132677		\$57.50
PO#:	56824	Voucher #:		124868	Invoice	Invoice No: 1519843	Paid Amt:	\$57.50
				E 01	128 258 000 350 000	MS Band Repair		\$114.20
PO#:	56884	Voucher #:		124869	Invoice	Invoice No: MS Band Repair	Paid Amt:	\$57.50
				R 01	128 000 000 619 923	MS Band Resale		\$114.20
PO#:	56883	Voucher #:		124870	Invoice	Invoice No: 1529239/1464879	Paid Amt:	\$114.20
							Check Amount:	\$25.98
								\$1,863.87
Vendor Total:								\$1,863.87
2013		NAC MECHANICAL & ELECTRICAL SERVICES						
			0717	001	108799		Check	
				E 02	300 770 701 350 000	JHS Freezer/Cooler Alarms-3/28/23		\$4,250.00
PO#:	56771	Voucher #:		124679	Invoice	Invoice No: 210451	Paid Amt:	\$4,250.00
							Check Amount:	\$4,250.00
			0717	001	108859		Check	
				E 01	100 720 170 530 000	JES RTU Main Contract MN State Testing Gran		\$65,949.00
PO#:		Voucher #:		124907	Invoice	Invoice No: A4510-01	Paid Amt:	\$65,949.00
				E 01	100 720 170 530 000	JES Gym Destratification MN State Testing Grai		\$27,225.00
PO#:		Voucher #:		124908	Invoice	Invoice No: A4472-01	Paid Amt:	\$27,225.00
								\$27,225.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
2013		NAC MECHANICAL & ELECTRICAL SERVICES					
		0717	001	001	108859		
			E 01	100 720 170 530 000	JES New Addition Destrat MN State Testing Gra		Check
	PO#:	Voucher #:		124909 Invoice	Invoice No: A4473-01	6/15/2023	Paid Amt: \$27,225.00
			E 01	100 720 170 530 000	JES Additional Destrat Fans MN State Testing G		Paid Amt: \$2,200.00
	PO#:	Voucher #:		124910 Invoice	Invoice No: A4474-01	6/15/2023	Paid Amt: \$2,200.00
			E 01	128 720 170 530 000	JMS Commons Destrat Fans MN State Testing I		Paid Amt: \$22,807.00
	PO#:	Voucher #:		124911 Invoice	Invoice No: A4538-01	6/15/2023	Check Amount: \$145,406.00
							Vendor Total: \$149,656.00
1946		NASSP/NHS/NJHS					
		0717	001	108842			
			E 01	300 291 000 401 384	7510042 Gold Honor Stole		Check \$364.00
			E 01	300 291 000 401 384	7110121 Membership Pin w/ card		\$85.00
	PO#:	Voucher #:		124877 Invoice	Invoice No: FY23 Supplies	6/15/2023	Paid Amt: \$449.00
							Check Amount: \$449.00
							Vendor Total: \$449.00
26584		NEW DOMINION SCHOOL					
		0717	001	108843			
			E 01	998 408 740 394 000	SPED		Check \$5,082.00
			E 01	998 211 000 390 000	Reg Ed		\$1,936.41
	PO#:	Voucher #:		124878 Invoice	Invoice No: 11620	6/15/2023	Paid Amt: \$7,018.41
			E 01	998 211 000 390 000	Reg		\$1,383.15
			E 01	998 408 740 394 000	SPED		\$3,630.00
	PO#:	Voucher #:		124876 Invoice	Invoice No: 11549	6/15/2023	Paid Amt: \$5,013.15
							Check Amount: \$12,031.56
							Vendor Total: \$12,031.56
5626		NOVAK, HEATHER					
		0717	001	108896			
			E 04	005 505 321 305 503	Class		Check \$835.12
			E 04	005 505 321 305 503	Supplies		\$246.97
	PO#:	Voucher #:		125026 Invoice	Invoice No: Reimbursement	6/28/2023	Paid Amt: \$1,082.09
							Check Amount: \$1,082.09
							Vendor Total: \$1,082.09

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
6219 O'BRIEN,JONATHAN & SARA								
		0717	001		108897			
		E 01	005	760	720	360	000	
		FY23 Non Public Transportation O. O'Brien						\$385.00
		PO#:	Voucher #:	125061	Invoice	No: FY23	6/28/2023	
							Paid Amt: \$385.00	
							Check Amount: \$385.00	
							Vendor Total: \$385.00	
10987 OWENS COMPANIES, INC.								
		0717	001		108860			
		E 01	300	720	170	530	000	
		JHS Trane Air Handler Upgrade MN State Testir						\$26,400.00
		PO#:	Voucher #:	124912	Invoice	No: 34643	6/15/2023	
							Paid Amt: \$26,400.00	
							Check Amount: \$26,400.00	
							Vendor Total: \$26,400.00	
4739 PERKL, JOE								
		0717	001		108844			
		E 01	300	292	000	366	300	
		Dec 2022						\$88.13
		E 01	300	292	000	366	300	
		Jan-Jun 2023						\$565.92
		PO#:	Voucher #:	124879	Invoice	No: Reimbursement	6/15/2023	
							Paid Amt: \$654.05	
							Check Amount: \$654.05	
							Vendor Total: \$654.05	
6210 PIERCE, WHITNEY								
		0717	001		108898			
		E 04	005	505	321	305	515	
		Youth Soccer Camp 6/12/23-6/15/23						\$250.00
		PO#:	Voucher #:	125028	Invoice	No: Soccer Camp	6/28/2023	
							Paid Amt: \$250.00	
							Check Amount: \$250.00	
							Vendor Total: \$250.00	
5071 QUADIENT FINANCE USA, INC								
		0717	001		108899			
		E 01	128	211	000	329	000	
		6/9/23-MS Postage Meter Fill						\$400.00
		E 01	300	211	000	329	000	
		6/2/23-HS Postage Meter Fill						\$400.00
		PO#:	Voucher #:	125029	Invoice	No: 6/15/23	6/28/2023	
							Paid Amt: \$800.00	
		E 01	100	203	000	329	000	
		ES Postage Meter Fill 6/2/23						\$400.00
		PO#:	Voucher #:	125030	Invoice	No: 6/18/23	6/28/2023	
							Paid Amt: \$400.00	
							Check Amount: \$400.00	
							Vendor Total: \$1,200.00	
11072 RADERMACHER FOODS INC.								
		0717	001		108813			
		E 04	005	582	344	401	000	
		Early Explorers						\$30.76
		PO#:	Voucher #:	124751	Invoice	No: Acct#23233	6/19/2023	
							Paid Amt: \$30.76	
		E 01	300	211	318	401	000	
		ELC Conversation						\$44.93

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
11072	RADERMACHER FOODS INC.					
	0717	001	108813			
		E 01	100 212 000 401 225	Art to Remember	Check	
		E 01	300 292 000 302 000	Booster Club	\$6.46	
		E 01	300 212 000 430 000	HS Art	\$8.99	
		E 01	300 331 830 433 000	HS FACS	\$11.49	
		E 01	300 211 000 401 217	HS Jeff V.	\$323.60	
		E 01	300 260 000 430 000	HS Science	\$53.82	
		E 01	128 250 000 490 000	JMS FACS Food	\$24.56	
		E 01	128 250 000 430 000	JMS FACS Instructional	\$566.57	
		E 02	005 770 707 490 000	Food Service Catering	\$40.99	
					\$9.96	
PO#:	Voucher #:	124752	Invoice	Invoice No: Acct#26200	6/9/2023	Paid Amt: \$1,091.37
		E 01	300 211 318 401 000	ELC Conversation	\$103.74	
		E 01	100 203 320 430 000	AIPAC	\$28.14	
		E 01	300 292 000 302 000	Booster Club	\$89.62	
		E 01	100 203 000 401 164	ES Special Projects	\$59.31	
		E 01	300 331 830 433 000	HS FACS	\$244.09	
		E 01	300 260 000 430 000	HS Science	\$14.75	
		E 01	128 250 000 490 000	JMS FACS	\$541.32	
		E 01	128 250 000 430 000	JMS FACS Instructional	\$41.71	
		E 01	128 258 000 401 000	MS Band	\$19.95	
		E 01	128 740 000 430 000	MS Social Worker	\$67.83	
		E 02	005 770 707 490 000	Food Service Catering	\$43.59	
PO#:	Voucher #:	124753	Invoice	Invoice No: Acct#26200	6/9/2023	Paid Amt: \$1,254.05
						Check Amount: \$2,376.18
	0717	001	108845		Check	
		E 04	005 570 321 401 000	Kids Co	\$53.24	
PO#:	Voucher #:	124880	Invoice	Invoice No: Acct#26211	6/15/2023	Paid Amt: \$53.24
						Check Amount: \$53.24
	0717	001	108900		Check	
		E 04	005 580 325 401 000	ECFE	\$9.39	
		E 04	005 582 344 401 000	E. Explorers	\$108.13	
PO#:	Voucher #:	125032	Invoice	Invoice No: Acct#23233	6/28/2023	Paid Amt: \$117.52
						Check Amount: \$117.52
						Vendor Total: \$2,546.94
3845	RADICK, JEFFREY					
	0717	001	108846		Check	
		E 04	005 505 321 305 514	Caribou Gun Club 5/25/23	\$396.55	
		E 04	005 505 321 305 514	S St Paul Gun Club 6/3/23	\$184.68	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
3845					
	RADICK, JEFFREY	0717 001	108846		
		E 04 005 505 321 305 514		USA Target League Tourney Reg 6/1/23	Check
					\$475.00
	PO#: 56889	Voucher #: 124884	Invoice No: Reimbursement	6/15/2023	
					Paid Amt: \$1,056.23
					Check Amount: \$1,056.23
					Vendor Total: \$1,056.23
4630					
	RAKERS, KIIRSTEN	0717 001	108847		
		E 01 005 420 740 366 000		May 2023 Mileage-BP Billed for 1/2	Check
					\$137.48
	PO#: 56891	Voucher #: 124882	Invoice No: Reimbursement	6/15/2023	
					Paid Amt: \$137.48
					Check Amount: \$137.48
					Vendor Total: \$137.48
20698					
	RATWIK, ROSZAK & MALONEY, PA	0717 001	108848		
		E 01 005 160 000 305 000		April 2023 Services	Check
					\$325.00
	PO#: 56844	Voucher #: 124883	Invoice No: 73723	6/15/2023	
					Paid Amt: \$325.00
					Check Amount: \$325.00
					Vendor Total: \$325.00
6198					
	REITMEIER, KEITH	0717 001	108800		
		E 01 300 810 000 401 000		Kohls 4/23/23	Check
					\$59.99
		E 01 300 810 000 401 000		Kohls 5/14/23	
					\$49.99
	PO#: 56804	Voucher #: 124680	Invoice No: Reimbursement	6/2/2023	
					Paid Amt: \$109.98
					Check Amount: \$109.98
					Vendor Total: \$109.98
26128					
	RIDGES AT SAND CREEK	0717 001	108901		
		E 01 300 292 000 305 313		Matches, Meets-2023 Golf Season	Check
					\$1,600.00
		E 01 300 292 000 305 313		Practices-2023 Golf Season	
					\$1,400.00
	PO#: 56893	Voucher #: 125031	Invoice No: 241130	6/28/2023	
					Paid Amt: \$3,000.00
					Check Amount: \$3,000.00
					Vendor Total: \$3,000.00
6215					
	ROBINSON, NOAH	0717 001	108902		
		E 04 005 505 321 305 515		Hubman BB Camp 6/23/23-6/23/23	Check
					\$440.00
	PO#: 56893	Voucher #: 125048	Invoice No: Hubman BB Camp	6/28/2023	
					Paid Amt: \$440.00
					Check Amount: \$440.00
					Vendor Total: \$440.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
6203					
	ROCKEY, JAIME	0717	001	108849	
	E 04	005	507	321	305 000
	Springtime Foraging 101/Light Tasting 5/17/23				
					\$165.90
	PO#: 56857	Voucher #:	124881	Invoice No: 5/17/23	
					Paid Amt: \$165.90
					Check Amount: \$165.90
					Vendor Total: \$165.90
6114					
	RYDBERG, RACHEL	0717	001	108801	
	E 01	300	790	000	849 000
	Mileage				
	E 01	300	291	000	401 384
	Sam's 5/20/23				
	E 01	300	291	000	401 384
	Costco 5/22/23				
	E 01	300	790	000	849 000
	Costco 5/22/23				
	PO#: 56803	Voucher #:	124681	Invoice No: Reimbursement	
					Paid Amt: \$275.59
					Check Amount: \$275.59
					Vendor Total: \$275.59
3904					
	SABART, BRIAN	0717	001	108903	
	E 01	005	760	720	360 000
	FY23 Non Public Transportation L. Sabart				
					\$385.00
	PO#: 56926	Voucher #:	125057	Invoice No: FY23	
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00
4811					
	SAND, OZZIE	0717	001	108904	
	E 01	300	292	000	305 313
	6/6/23-Golf Range Balls ReimbursementGolf Re				
					\$20.00
	PO#: 56926	Voucher #:	125034	Invoice No: Reimbursement	
					Paid Amt: \$20.00
					Check Amount: \$20.00
					Vendor Total: \$20.00
4939					
	SCHIPPER, MARGARET	0717	001	108905	
	E 01	300	640	316	366 000
	CIS Training Mileage 6/13/23				
					\$106.11
	PO#: 56926	Voucher #:	125047	Invoice No: Reimbursement	
					Paid Amt: \$106.11
					Check Amount: \$106.11
					Vendor Total: \$106.11
2514					
	SCHMITT, JASON	0717	001	108906	
	E 01	005	760	720	360 000
	FY23 Non Public Transportation T. Schmidt				
					\$385.00
	PO#: 56926	Voucher #:	125058	Invoice No: FY23	
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
11383 SCHOOL SPECIALTY LLC					
	0717	001	108907		
	E 01	100 259 000	430 000	054945 Tru-Ray Sulphite Construction Paper, 1{	\$10.20
	E 01	100 259 000	430 000	054921 Tru-Ray Sulphite Construction Paper, 1{	\$10.20
	E 01	100 259 000	430 000	054924 Tru-Ray Sulphite Construction Paper, 1{	\$10.20
	E 01	100 259 000	430 000	054918 Tru-Ray Sulphite Construction Paper, 1{	\$10.20
	E 01	100 259 000	430 000	067506 School Smart Poly Sheet Protectors, Toj	\$6.00
	E 01	100 259 000	430 000	084856 School Smart Packing Tape Dispenser \	\$17.28
	E 01	100 259 000	430 000	038178 School Smart Full Strip Stapler	\$1.60
	E 01	100 259 000	430 000	1538487 Business Source Pen-Style Staple Rer	\$2.59
PO#: 56292	Voucher #:	125035	Invoice No: 308104279396	6/28/2023	Paid Amt: \$68.27
					Check Amount: \$68.27
					Vendor Total: \$68.27
6206 SCHULTE, DAVID					
	0717	001	108815		
	E 04	005 570 321	369 000	Entertainment	\$330.00
	E 04	005 570 321	369 000	Travel Fee	\$50.00
PO#:	Voucher #:	124822	Invoice No: 1510	6/15/2023	Paid Amt: \$380.00
					Check Amount: \$380.00
					Vendor Total: \$380.00
25338 SCOTT COUNTY TREASURER					
	0717	001	108850		
	E 01	005 730 000	379 000	1st Quarter 2023 Therapist Time	\$6,931.60
PO#: 56768	Voucher #:	124890	Invoice No: 22394-17	6/15/2023	Paid Amt: \$6,931.60
					Check Amount: \$6,931.60
					Vendor Total: \$6,931.60
10214 SOUTHWEST METRO INTERMEDIATE DISTRICT					
	0717	001	108851		
	E 01	998 211 160	303 012	ESSER III-Federal	\$751.84
	E 01	998 211 160	304 012	ESSER III-SW Metro	\$18,585.85
PO#: 56877	Voucher #:	124886	Invoice No: 4428	6/15/2023	Paid Amt: \$19,337.69
					Check Amount: \$19,337.69
PO#: 56746	Voucher #:	124887	Invoice No: 4476	6/15/2023	Paid Amt: \$2,672.64
					Check Amount: \$2,672.64
PO#: 56745	Voucher #:	124888	Invoice No: 4501	6/15/2023	Paid Amt: \$6,966.12
					Check Amount: \$6,966.12
	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

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10214							
SOUTHWEST METRO INTERMEDIATE DISTRICT							
		0717	001	108851			
		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#: 56774	Voucher #:	124889	Invoice	Invoice No: 4522	6/15/2023	
							Paid Amt: \$17,272.63
							Check Amount: \$46,249.08
		0717	001	108908			
		E 01	998	211	000 390 000	J. Quinnessa Johnson	\$6,514.56
		E 01	998	211	000 390 000	Richardde Pierce	\$4,176.00
	PO#: 56940	Voucher #:	125036	Invoice	Invoice No: 4584	6/28/2023	
		E 01	998	203	000 390 000	E. Bily	\$4,485.69
		E 01	998	211	000 390 000	B. Hein-Weeks/A. Johnson-Efta	\$9,651.03
	PO#: 56938	Voucher #:	125037	Invoice	Invoice No: 4558	6/28/2023	
		E 01	998	211	000 390 000	FY23 Tuition Billing @ Anicca 4th Qtr	\$3,006.72
	PO#: 56937	Voucher #:	125038	Invoice	Invoice No: 4572	6/28/2023	
							Paid Amt: \$3,006.72
							Check Amount: \$27,834.00
							Vendor Total: \$74,083.08
17589							
ST JOHN THE BAPTIST SCHOOL							
		0717	001	108909			
		E 04	701	590	350 305 000	Health Aid Hours	\$8,634.62
		E 04	701	590	350 305 000	Health Aid Supplies	\$210.38
	PO#: 56907	Voucher #:	125033	Invoice	Invoice No: 6/13/23	6/28/2023	
							Paid Amt: \$8,845.00
							Check Amount: \$8,845.00
							Vendor Total: \$8,845.00
6053							
STREHL, JOEL							
		0717	001	108852			
		E 01	300	291	000 305 374	Spring musical technical services	\$1,750.00
	PO#: 56726	Voucher #:	124885	Invoice	Invoice No: 5/9/23	6/15/2023	
							Paid Amt: \$1,750.00
							Check Amount: \$1,750.00
							Vendor Total: \$1,750.00
6218							
SWANSON, CRAIG & PENNY							
		0717	001	108910			
		E 01	005	760	720 360 000	FY23 Non Public Transportation E. Swanson	\$385.00
	PO#: 56937	Voucher #:	125060	Invoice	Invoice No: FY23	6/28/2023	
							Paid Amt: \$385.00
							Check Amount: \$385.00
							Vendor Total: \$385.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
4922	T MOBILE	0717	001	108911		
		E 01 005 630 000	320 000	Hot Spots-End of Contract FY23	Check	\$1,507.10
PO#: 56935	Voucher #:	125042	Invoice	Invoice No: 4121/23		
					Paid Amt:	\$1,507.10
					Check Amount:	\$1,507.10
					Vendor Total:	\$1,507.10

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
4700	TEACHERS ON CALL	0717	001	108853		
		E 04 005 582 344	394 999	Para ECFE	Check	\$153.98
		E 01 100 411 740	307 999	ES SPED Para		\$810.96
		E 01 100 411 740	307 999	ES		\$1,488.23
		E 01 100 400 000	307 999	ES SPED Non Licensed		\$595.29
		E 01 100 412 740	307 999	ES SPED		\$396.86
		E 01 300 400 000	307 999	HS SPED Non Licensed		\$198.43
		E 01 300 211 000	394 999	HS		\$198.43
		E 01 128 416 740	307 999	MS SPED Para		\$297.68
		E 01 128 211 000	394 999	MS		\$1,785.88
PO#: 56756	Voucher #:	124895	Invoice	Invoice No: 146965		
					Paid Amt:	\$5,925.74
		E 01 100 203 000	394 999	ES		\$793.72
		E 01 100 411 740	307 999	ES Para SPED		\$692.90
		E 01 100 400 000	307 999	ES SPED Non Licensed		\$793.72
		E 01 300 400 000	307 999	HS SPED Non Licensed		\$396.86
		E 01 300 211 000	394 999	HS		\$396.86
		E 01 128 211 000	394 999	MS		\$694.51
PO#: 56755	Voucher #:	124896	Invoice	Invoice No: 146708		
					Paid Amt:	\$3,768.57
		E 04 005 582 344	394 000	Preschool		\$198.43
		E 04 005 582 344	394 000	ECFE Para		\$153.98
		E 01 100 203 000	394 999	ES		\$2,083.53
		E 01 100 400 000	146 000	ES SPED Para		\$143.71
		E 01 100 400 000	307 999	ES SPED Non Licensed		\$892.94
		E 01 300 211 000	394 999	HS		\$1,190.58
		E 01 128 211 000	394 999	MS		\$1,289.80
		E 01 128 400 000	307 999	MS SPED Non licensed		\$396.86
PO#: 56802	Voucher #:	124897	Invoice	Invoice No: 147211		
					Paid Amt:	\$6,349.83
		E 01 128 211 000	394 999	MS Bonus		\$396.86
		E 01 128 211 000	394 999	ES Bonus		\$595.29
		E 01 128 211 000	394 999	HS Bonus		\$198.43
		E 01 100 408 740	307 999	ES SPED Para		\$138.58
		E 01 300 211 000	394 999	HS		\$99.22

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4700		TEACHERS ON CALL					
		0717	001		108853		
		E 01	300	400	000 307 999	HS SPED Unlicensed	Check
		E 01	128	211	000 394 999	MS	\$198.43
		E 01	128	411	740 307 999	MS SPED Para	\$99.22
		E 01	128	400	000 307 999	MS SPED Unlicensed	\$143.71
							\$198.43
							Paid Amt: \$2,068.17
							\$1,984.30
							\$198.44
							\$277.16
							\$595.29
							\$138.58
							\$396.86
							\$396.86
							\$595.29
							\$1,587.44
							\$99.22
							Paid Amt: \$6,269.44
							Check Amount: \$24,381.75
							Vendor Total: \$24,381.75
4945		TECH ACADEMY/COMPUTER EXPLORERS					
		0717	001		108912		
		E 04	005	505	321 305 503	6/9/23 Intro to 3D Printing & CAD 8 students	Check
							\$720.00
							Paid Amt: \$720.00
							Check Amount: \$720.00
							Vendor Total: \$720.00
5903		TILL 360, LLC					
		0717	001		108913		
		E 01	005	640	316 305 000	Step 3 Sept&Nov 2022, & Jan 2023	Check
		E 01	005	640	316 305 000	Step 4 Feb 17, 2023	\$1,500.00
		E 01	005	640	316 305 000	Step 5 March 2023	\$4,000.00
							\$500.00
							Paid Amt: \$6,000.00
							Check Amount: \$6,000.00
							Vendor Total: \$6,000.00
5534		TLC MUSIC					
		0717	001		108854		
		E 04	005	505	321 305 503	TLC Music Session 1/6/23-3/31/23	Check
							\$651.00
							Paid Amt: \$651.00
							Check Amount: \$651.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5534							
TLC MUSIC							
		0717		001	108914		
		E 04	005	505	321 305 503	Spring Session 4/7/23-5/26/23	Check
							\$495.60
		PO#: 56917	Voucher #:	125040	Invoice	Invoice No: 4/7/23-5/26/23	
							Paid Amt: \$495.60
							Check Amount: \$495.60
							Vendor Total: \$1,146.60
5999							
TWIN CITY HARDWARE COMPANY							
		0717		001	108855		
		E 01	300	865	368 350 000	Materials	Check
		E 01	300	865	368 350 000	Labor	\$4,343.18
							\$1,515.00
		PO#: 56649	Voucher #:	124891	Invoice	Invoice No: PS12187713	
							Paid Amt: \$5,858.18
		PO#: 56643	Voucher #:	124892	Invoice	Invoice No: PS12187714	
							Paid Amt: \$10,302.01
		PO#: 56650	Voucher #:	124893	Invoice	Invoice No: PS12187715	
							Paid Amt: \$1,116.68
		PO#: 56651	Voucher #:	124894	Invoice	Invoice No: PS12187719	
							Paid Amt: \$4,959.49
							Check Amount: \$22,236.36
							Vendor Total: \$22,236.36
1619							
VIZENOR, JEFF							
		0717		001	108915		
		E 01	300	640	316 366 000	Raising Canes	Check
		E 01	300	640	316 366 000	Roadhouse Brewery	\$15.81
							\$16.00
							\$226.63
		PO#: 56925	Voucher #:	125044	Invoice	Invoice No: Reimbursement	
							Paid Amt: \$258.44
							Check Amount: \$258.44
							Vendor Total: \$258.44
5347							
VOGEL/ABIGAL							
		0717		001	108916		
		E 04	005	505	321 305 515	Youth Soccer Camp 6/12/23-6/15/23	Check
							\$400.00
		PO#: 56919	Voucher #:	125043	Invoice	Invoice No: Soccer Camp	
							Paid Amt: \$400.00
							Check Amount: \$400.00
							Vendor Total: \$400.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5619 VOHNOUTH, BROOKE							
		0717	001		108802		
	E	01	300	211	302	460	000
							Book Fee Refund-Book was Turned In
							\$13.01
PO#: 56796 Voucher #: 124682 Invoice Invoice No: Refund 6/2/2023							
							Paid Amt: \$13.01
							Check Amount: \$13.01
							Vendor Total: \$13.01
6202 WENGER, STACI							
		0717	001		108856		
	E	02	100	770	701	401	000
							Walmart 5/14/23-FY23 Cooks Clothing Allowanc
							\$27.98
PO#: 56854 Voucher #: 124901 Invoice Invoice No: Reimbursement 6/15/2023							
							Paid Amt: \$27.98
							Check Amount: \$27.98
							Vendor Total: \$27.98
5532 WEX BANK							
		0717	001		108917		
	E	04	005	505	321	440	507
							CE/Drivers Ed
							\$93.52
	E	01	005	790	733	440	000
							Regular
							\$153.19
	E	01	005	810	000	440	000
							Tractor/Mower/Pickup
							\$732.44
	E	02	005	770	701	440	000
							Food Van
							\$82.84
PO#: 56945 Voucher #: 125008 Invoice Invoice No: 89854609 6/28/2023							
							Paid Amt: \$1,061.99
							Check Amount: \$1,061.99
							Vendor Total: \$1,061.99
26252 WHITESIDE, ROBIN							
		0717	001		108918		
	E	01	300	640	316	366	000
							Staff Dev Mileage June 12-13, 2023
							\$122.62
PO#: 56945 Voucher #: 125046 Invoice Invoice No: Reimbursement 6/28/2023							
							Paid Amt: \$122.62
							Check Amount: \$122.62
							Vendor Total: \$122.62
6212 WILSON, KELSEY							
		0717	001		108919		
	E	04	005	505	321	401	503
							Costco 6/11/23
							\$23.98
	E	04	005	505	321	401	503
							Walmart 6/11/23
							\$17.40
	E	04	005	505	321	401	503
							Target 6/11/23
							\$37.03
	E	04	005	505	321	401	503
							Radermachers 6/10/23
							\$18.58
	E	04	005	505	321	401	503
							Target 6/11/23
							\$16.97
	E	04	005	505	321	401	503
							Radermachers 6/13/23
							\$8.38
	E	04	005	505	321	401	503
							Dollar Tree
							\$57.50
PO#: 56931 Voucher #: 125045 Invoice Invoice No: Reimbursement 6/28/2023							
							Paid Amt: \$179.84
							Check Amount: \$179.84
							Vendor Total: \$179.84

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4886		ZAHLER PHOTOGRAPHY OF ANNANDALE					
		0717	001	R	01 100 203 000 619 804		
					108857		
		PO#: 56686			Voucher #: 124902 Invoice	6/15/2023	Check
					Invoice No: 655		
					R 01 128 000 000 619 268		
					2022-23 JMS yearbooks - Resale		
		PO#: 56698			Voucher #: 124903 Invoice	6/15/2023	Check
					Invoice No: 653		
							Paid Amt: \$5,673.75
							Paid Amt: \$3,984.30
							Check Amount: \$9,658.05
							Vendor Total: \$9,658.05
							Report Total: \$810,338.33

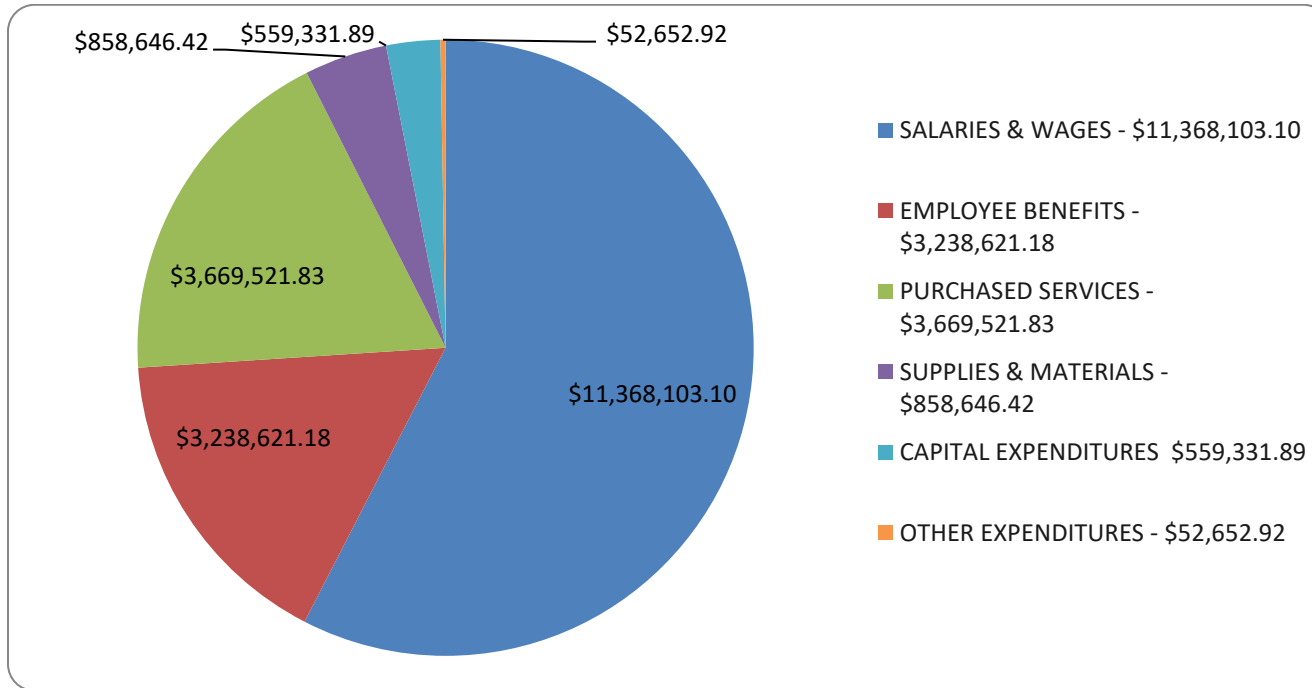
Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$647,797.43
02 Food Service Fund	\$11,595.89
04 Community Education	\$64,584.68
06 Building Fund	\$81,277.00
18 Custodial Fund	\$5,083.33
Report Total	\$810,338.33



FUND 01 - EXP GUIDELINE BY OBJECT

JULY, 2023



TOTAL EXPENDITURES – FUND 01 - THROUGH June, 2023 – 19,746,877.34

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/Items
Herman's Landscape Supplies	Jordan Trap Team	\$500
Lindsey's BBQ and Grill	Jordan Trap Team	\$200
Fish Lake Sportsmen's Club	Jordan Trap Team	\$595
Michael & Kristi Johnson	Jordan Trap Team	\$200
Deborah and Scott Hagen	Jordan Trap Team	\$200
Ray's Remodeling Inc.	Jordan Trap Team	\$200
Brent Raduenz & Barbara Hennen	Jordan Trap Team	\$300
Fish Lake Sportsmen's Club	Jordan Trap Team	\$1,000
Penney Family Chiropractic	Jordan Trap Team	\$300
Jerome & Kristine Beach	Jordan Trap Team	\$100
Robert & Amy Mahowald	Jordan Trap Team	\$200
The Pickle Pig	Jordan Trap Team	\$300
Jeffrey & Amy Radick	Jordan Trap Team	\$100
Ryguy Asphalt Repair	Jordan Trap Team	\$300
John and Jeanette Radick	Jordan Trap Team	\$300
Ahlbrecht Masonry Inc.	Jordan Trap Team	\$300
Hennen Equipment Inc.	Jordan Trap Team	\$200
South Side Electric Inc.	Jordan Trap Team	\$300
Jordan Transformer	Jordan Trap Team	\$300

Lawns are Us	Jordan Trap Team	\$100
Wolf Motors	Jordan Trap Team	\$300
Goldsmith Eye Care	Jordan Trap Team	\$100
South Metro Carpet & Upholstery	Jordan Trap Team	\$200
Innovative Insurance	Jordan Trap Team	\$100
Rollx Vans	Jordan Trap Team	\$200
Jeffrey & Amy Radick	Jordan Trap Team	\$340
Matthew and Carol Frey	Jordan Trap Team	\$170
Tom Leclair & Lana Plashchynskaya	Jordan Trap Team	\$170
Eric Hinkel	Jordan Trap Team	\$180
Tony & Alisha Cooley	Jordan Trap Team	\$255
Jody Peterson	Jordan Trap Team	\$170
Thomas & Janet Dold	Jordan Trap Team	\$170
Scott & Deborah Hagen	Jordan Trap Team	\$340
Christian & Michelle Stay	Jordan Trap Team	\$170
Derek and Jennifer Everett	Jordan Trap Team	\$255
Robert & Amy Mahowald	Jordan Trap Team	\$340
Matt & Jodi Bertrang	Jordan Trap Team	\$85
Ray's Remodeling Inc.	Jordan Trap Team	\$255
Derek and Jennifer Everett	Jordan Trap Team	\$50
Brent Raduenz & Barbara Hennen	Jordan Trap Team	\$340
Christian & Michelle Stay	Jordan Trap Team	\$25
Jennifer & Dale Lecy	Jordan Trap Team	\$85
Jeff Matz Flooring	Jordan Trap Team	\$200
Anonymous	Jordan Trap Team	\$2,125
Charlotte Senske (Donna James Memorial)	JHS Concert Choir	\$250
Total Home Solutions LLC	JHS Band	\$1,000

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
Suspension Notice

Student Name:	Grade:	School:
Name of Referring Staff:	Date:	

TO: Parent/Guardian Name: _____ Phone: _____
Address: _____

This is notification that your child ____ has been suspended. The suspension will begin on the following date: ____ at ____ o'clock. This suspension is for ____ days.

The student **must** return to my office on ____ at ____ with **or** without a parent or guardian.

Signature of Administrator: _____ Phone Number: _____

- Grounds for Suspension:
- Violation of school regulations
 - Conduct that disrupted the education of others
 - Conduct that endangered the student, other students, or school property

Statement of Facts Leading to Suspension (if incident involved a "dangerous weapon," description of the weapon required.)

Statement of Student: Student agrees with the above statement of facts.
 Student does not agree with the above statement of facts, and his/her statement follows

Student Signature: _____ Date: _____

Student sent home without a conference because of an immediate or substantial danger.

Readmission Plan:

**** Student is NOT allowed on any school district property during the suspension****

For All Students: Including this suspension, the total days of suspension during this school year: ____
If the total number of days exceeds 10, the school will assist the parent(s) in accessing a *Mental Health Screening*.

For Students with IEP's: If the total number of days is **5 or more or exceeds 10 cumulative for the year**, a *Manifestation Determination Review* has been scheduled as a part of this suspension.
Date of Meeting: ____

For all Students: Total number of days of in-school suspension in addition to these day: ____

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 10th, 2023

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes sections 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death

to the student or another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports.
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota

Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school

district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including,

but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 1. a student causes or is likely to cause serious physical harm to other students or staff;
 2. the student's parent or guardian specifically consents to the use of recess detention; or
 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;

- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. Each teacher has the discretion to remove a student for inappropriate behavior as determined by the teacher. Upon asking the student to leave the classroom and report to the office, the teacher will notify the main office of the name of the student removed.
2. Disciplinary action may be taken as a result of any behavior which is disruptive of the education processes or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.
3. Teachers will contact the administration and/or complete appropriate behavior referral form in a timely manner.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

E. Responsibility for and Custody of a Student Removed From Class.

1. Each teacher has the discretion to determine how to deal with inappropriate behavior by a student. The teacher may instruct the student to a designated supervised area or the office. When they are sent to the office, the teacher will notify the office staff of the name of the student

reporting to the office. When appropriate or necessary, the teacher will contact the office to request an escort.

2. Administrators have broad discretion to determine the consequences based on the minimum and maximum consequences established in the student handbooks. In unusual situations administrators may impose discipline less than the minimum. In the event the student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Administrators will take appropriate action for each student removed from class on a case-by-case basis. Such action may include, but is not limited to, warning, student conference, parent conference, detention, or suspension.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

Parents will be notified of consequences when students are dismissed from class. Notification may be in the form of a phone call, written communication, or conference.

H. Disabled Students; Special Provisions.

1. Consideration of whether there is a need for further assessment will be determined by the Individual Education Plan (IEP) team members.
2. Consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined will be determined by the IEP team members.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. A chemical abuse pre-assessment team will be established pursuant to Minnesota Statutes section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes section 121A.29

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

- K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.*
- L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.*
- M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and*
- N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.*

XII. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or

guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring,

modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative

conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to

improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation

of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating

access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program)

Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



SOCIAL MEDIA GUIDELINES FOR STAFF

The line between professional and personal relationships is blurred within a social media context. While these guidelines are in no way intended to limit or infringe upon your rights to comment upon the workplace, it remains good practice to never post anything that would embarrass you or the Jordan Public Schools, or would call your professional reputation into question. Use common sense when posting online.

SOCIAL MEDIA TYPES OF ACCOUNTS AND ACCOUNT USE

The **first step to establishing a social media presence is to determine which kind of account fits your needs and desired purpose.** Consider your role in education and how social media can support and enhance your daily work and professional goals. Before you set up your account, please keep in mind that social media accounts require time and maintenance in order to be successful.

Types of social media accounts

	Personal Account	Personal/Professional Account	Program/District Level Account
Account Owner	Owned by individual	Owned by individual	Owned by a district staff member as a representative of the district
Account Purpose	Used for personal purposes	Used for purposes such as professional development and establishing a professional learning network (PLN)	Used for purposes such as family/student/team engagement, community outreach, and/or establishing a professional learning network (PLN)
Naming Requirement	No naming requirement	No naming requirement (the name should not reflect a whole department (i.e. Jordan Science) since this is an individual account)	Must be assigned by the Jordan Communications Department and follow the ISD717 naming conventions when possible (i.e. @jordandance717, @jordansummit717)
Email Requirement	Must be created with a personal email account (you should not use a district email)	Can be created with district assigned email address	Must be created with an email assigned from the Jordan Communications Department (do not use your personal school email account or secondary gmail)

	address for a personal social media account)		account)
Notes	Account holder is responsible for reviewing district guidelines as they relate to personal accounts	Account holder is responsible for adhering to all applicable district policies/guidelines since this account may have professional ties to ISD717	Account must be requested from and approved by the Jordan Communications Department

Do not create any social media account, blog, or website intended to represent the Jordan Public Schools without prior approval from the Jordan Communications Department.

Personal Social Media Account: *Owned by an individual and used for personal purposes.*

- You are personally responsible for the content you publish online or choose to share or repost.
- Special care should be taken when posting personal photographs. Remember your social network site is an extension of your personality and professional reputation. Even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- While the Jordan School District respects the rights of its employees to exercise their rights, employees should not make any derogatory statements about colleagues or students on social media.
- Do not post photos or videos that contain identifying information concerning any students, on your personal media, without prior parental consent.

Personal/“Professional” Account: *Owned by an individual and used for purposes such as professional development and establishing a professional learning network (PLN).*

- You are personally responsible for the content you publish online or choose to share or repost.
- Because you may be referring to Jordan Public Schools on this “professional” account, keep your posts positive and do not engage in negative or critical conversations online.
- Remember your social network site is an extension of your personality and professional reputation.

Program/District Level Social Media Account: *Owned by a district staff member as a representative of the district and used for purposes such as family/student/team engagement, community outreach, and/or establishing a professional learning network (PLN).*

- We encourage our staff to be innovative with the use of social media in their classrooms and programs and welcome new social media channels to be set up when appropriate. You must have approval to start a new district channel.
- Successful social media requires maintenance and regular monitoring. Consider this before requesting a channel.
- Passwords should not be shared, even with other Jordan staff, without prior approval from the Jordan Communications Department.

Employee-Student Relations: *The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies create greater opportunity for interactions between employees and students. **These additional guidelines are for your own and our students' protection.***

- Employees must exercise great care in connecting with students on any social media channels (personal or professional). It would be the District's recommendation that you do not send permission-based friend or follower requests to students from your personal social media, for example Facebook friend requests. It is the District's recommendation that employees wait until students reach graduation before accepting friend requests on their personal social media accounts (this does not apply to an account that is professional or program/district in nature).
- Any employee-student communications or relationships via social media should be of an appropriate professional nature. Employees are responsible for immediately reporting to the district any inappropriate communication received from a student; this is as much for your protection as the students.

Safety and Confidentiality: *Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of student information.*

- Confidential student or personnel information should not be posted online. Keeping student educational designation confidential is important (i.e. a student should never be identified in a photo as a special needs or English Learner (EL) student). Be sure not to violate any provision of the Family Education Rights and Privacy Act (FERPA). Consult the district "no media" list from the Communications Department. If a student is on the "no media" list, no photos or names can be shared without parental permission. Please include the Jordan Communications Department on parental permissions.
- Just like in the classroom, you have a responsibility for addressing inappropriate student behavior or activity witnessed on these social networks, including legal requirements for mandated reporting.

Professionalism: *District approved social media accounts are seen as extensions of the district and must reflect the mission, vision, and values of Jordan Public Schools.*

- Maintain professional boundaries. All online dialogue and interactions with students on social media pages should be for educational purposes only.
- Keep your posts positive and do not engage in negative or critical conversations online. The district recommends that you do not discuss students, co-workers, or District policies and procedures in a social media forum.
- Retweets, likes, and favorites are perceived as endorsements. These interactions should be done with care.
- At times, students or members of the public may create social media pages (not managed by the district) that represent student groups within the district (i.e. @JHStthemes). When employees, including coaches or advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.
- Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee.

HOW TO GET APPROVAL FOR A NEW DISTRICT SOCIAL MEDIA CHANNEL(S)

***Do not create a Program/District level social media account prior to following these steps.**

Remember: Successful social media requires maintenance and regular monitoring. Consider this before requesting a channel.

1. Fill out the "[Jordan Public Schools Social Media Channel Approval Form](#)" found on the District website under STAFF. You will be asked to provide:
 - a. Name of group/team/department and/or project requesting the channel
 - b. Desired name of social media channel (this may be different than the page handle)
 - c. Purpose of account and targeted audience
 - d. Who will be responsible for monitoring and updating channel content
 - e. How often the channel content will be updated
2. The Jordan Communications Department will review and respond within 72 hours.
3. Once approved, you are considered a channel manager. Your channel will be set up by the Jordan Communications Department and the login and password will be sent to you. Password changes should be requested through the Jordan Communications Department.

HOW A CHANNEL MUST BE MAINTAINED

This set of guidelines outlines expectations of all participants of any ISD717 social media channel. With questions, contact the Jordan Communications Department.

Profile/About:

- All District channels should be identified as part of Jordan Public Schools.
- Include a link to the district website homepage or to corresponding website page (i.e. basketball social media should link to the district basketball website).

Cover photos and avatars (profile picture):

- Pick a cover and avatar (profile picture) that will help users visualize what your page is about and that are also reflective of the ISD717 community. Most often, you will be provided, by the Jordan Communications Department, a profile picture that reflects the branding of the district.
- Be sure to update the cover photo as needed.
- If a graphic or logo is needed, please contact the Jordan Communications Department.

Posting Photos and videos:

- You may only post photos of students who have permission through our Family Education Rights and Privacy Act (FERPA) form. A confidential list of “no media” students is shared to all certified staff via the Jordan Communications Department. Do not publicly single out students on the no media list. For unique ways to include all students in a photo while maintaining “no media” status, contact the Jordan Communications Department.
- Keeping student educational designation confidential is important (i.e. a student should never be identified in a photo as a special needs or English Learner (EL) student).
- When referring to students, use first names only (exceptions can be made at the high school level or consent of the Jordan Communications Department).
- Only Jordan Public School staff members approved to be page managers may post photos and videos on school social media channels.
- Settings should be set so followers do not have the ability to “tag” photos posted by the school.

Maintenance:

- Program/district-level accounts may be maintained by one or more staff members. When multiple staff members are responsible, please work together to ensure a consistent voice.
- Only staff members/coaches are allowed to manage district approved social media. Management and access to district accounts should not be given to students or parents. Any exceptions must be approved by the Communications and Marketing Department.
- At a minimum, keep your accounts fresh by posting once per week. However, multiple posts per week is recommended.
- After posting, reload the page and review the post and test all links, etc. to ensure they are working properly. Always review grammar and punctuation.

Monitoring and responding to criticism:

- To build your social media community you may need to interact with your followers when appropriate and positive.
- Regular monitoring is required so that you can address or remove any inappropriate posts/comments in a timely manner.

- Remember that not every comment needs either a response or acknowledgement.
- Use restraint when responding to negative or inaccurate comments.
- Try pointing to existing information found online in your answers when correcting people.
- If negativity on your Facebook page breaks the social media guidelines established by the Jordan Public Schools, you can delete the comment. Other things to consider:
 - It's okay to let a negative comment sit without a response (as long as it doesn't violate guidelines). Do not immediately delete a negative comment as it can cause your community to get upset.
 - If needed, you may choose to "hide" a comment on Facebook. This means only the person who posted the comment and their friends can see it. Once hidden, you can seek assistance from the Jordan Communications and Marketing Department.
 - When needed, negative comments should be addressed offline.
 - To take a comment offline you can respond to the person with a simple statement such as, "We would be happy to discuss this with you, please message your phone number or email address to continue the discussion".
 - Remember emails can be shared online so it's best to address the person on the phone when possible.
 - Contact the Jordan Communications Department for help if you are ever unsure of a response or have an extremely upset or negative person posting on your page.

No endorsements or advertisements:

- Ethically, Jordan Public Schools' representatives cannot promote products, ~~or~~ businesses, or political figures/organizations through official district channels.
 - The exception is when a student group is participating in a fundraiser or event at a business (i.e. Pizza Ranch Fundraiser); ~~—~~ a third party is involved with the event (ie. third party run Community Ed events).
- Do not follow or like other political or potentially controversial social media users (i.e. political parties, politicians or corporations) as this could be seen as an endorsement of that organization and their ideology.

ANNUAL ACCOUNT MAINTENANCE

This set of guidelines is based on social media best practices for organizations where more than one individual may have access to social media account(s).

- Passwords for all Program/District level accounts will be updated on an annual basis by the Jordan Communications Department. Account passwords may be changed outside of the annual update as requested to the Jordan Communications Department (ie. when a staff member with access leaves, when an account gets locked, etc.)
- All staff requiring access to a Program/District level account will be required to request access on an annual basis.
- As a reminder, passwords should not be shared, even with other Jordan staff, without prior approval from the Jordan Communications Department.

JORDAN PUBLIC SCHOOLS POLICY

Adopted: April 9th, 2018

Reviewed: July 10th, 2023

524.1 SOCIAL MEDIA POLICY

I. PURPOSE

The school board recognizes the value of staff inquiry, investigation, and innovation using new technology tools to enhance the learning experience and interpersonal communication. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This policy addresses employees' use of private and district-connected internet content including: websites, blogs, wikis, social networks (Facebook, Twitter, Instagram, Snapchat, Reddit, etc), online forums, and any other social media.

II. GENERAL STATEMENT OF POLICY

III. The District recognizes the importance of online social media networks as a communication and learning tool. Toward that end, the District provides district- approved social media tools and technologies for e-learning and encourages use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent (or designee) and parental consent for student participation on social networks.

IV. DEFINITIONS

A. Public social media networks are defined to include: websites, blogs, wikis, social networks, online forums, and any other social media generally available to the public or consumers that do not fall within the District's electronic technologies network. Examples of public social media networks are Facebook, Twitter, LinkedIn, Flickr, YouTube, blog sites, Instagram, SnapChat, Reddit, etc. This would not include internal only networks like Schoology.

B. District approved social media tools are those that fall within the District's electronic technologies network (outlined in the social media guidelines) or which the District has approved for educational use. District approved social media tools include Facebook, Twitter, and Instagram.

V. REQUIREMENTS

Individual sites and departments or even teachers may choose to establish an official presence on public online social media sites with prior administrative approval (see social media guidelines for details). Once approved, this presence will be included in the definition of “district approved social media tools” as noted above. For any district-approved social media account, a district employee shall be designated as the site manager. Any security, login credentials, or passwords for such accounts must be created by the communications department. Passwords should not be shared without approval by the communications department.

Because readers of social media networks may view the employee as a representative of the schools and the District, the District requires employees to observe the following rules on any district approved social media tools:

1. An employee’s use of these district approved networks and an employee’s postings, displays, or communications must comply with all state and federal laws and any applicable District policies, including responsibilities for mandated reporting.
2. On district-approved social media accounts, employees and the public must be respectful and professional in all communications (by word, image or other means). Obscene, profane or vulgar language; communications or conduct that is harassing, threatening, bullying, libelous, or defamatory; personal attacks of any kind; offensive terms that target any specific race, ethnicity, color, creed, immigration status, religion, national origin, sexual orientation including gender identity and expression, marital status, familial status, socioeconomic status, physical appearance, status with regard to public assistance, disability, age, family care leave status or veteran status, or academic status related to student performance; terms that incite violence; election campaigning for a political office or ballot proposition; communication that discusses or encourages any illegal activity or the inappropriate use of alcohol; or sexual harassment; will be removed from district social media pages and, for employees, may result in further disciplinary actions. Comments or posts will also be removed if they violate the Terms of Use of the social media platform, are spam, are clearly 'off topic,' divulge personal student or staff information or promote services or products.
3. Employees should not use their District email address for communications or registration on public social media networks that have not been approved by the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent’s designee.
4. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.
5. Employees may not post images ~~89~~ of coworkers without the coworker’s consent.

6. Images of students may be posted on official district social media accounts if the student has a consent to release educational data form on file that has been signed by a parent or guardian. Images of students taken in the public arena, such as at sporting events or fine arts public performances, are exceptions to this rule.
7. Employees may not post any private or confidential images of the District premises and property, including floor plans.
8. When a social media account is used to communicate with students or colleagues, even when said communications are private, those personal social media pages, often in their entirety, could become subject to investigation in the event of a legal inquiry, requested under FERPA or the Minnesota Data Practices Act, or requested as part of a Freedom of Information 5 U.S.C. § 552 request.

VI. PERSONAL SOCIAL MEDIA

An employee's use of social media for personal reasons during the workday that are not related to one's job duties should be kept to a minimum and must not interfere with one's work responsibilities.

While the District does not actively monitor or restrict an employee's personal use of public online social media, it may take appropriate responsive action when it becomes aware of, or reasonably suspects, conduct or communication on a public online media site that creates an unlawful disruption or violates applicable district policies, professional codes of ethics or other laws. An employee who is responsible for a social media network posting that fails to comply with the rules set forth in district policy may be subject to discipline as outlined in respective policies. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information on any public forum or website.

- Legal References:**
- 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 - 17 U.S.C. § 101 *et seq.* (Copyrights)
 - 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 - 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 - 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 - Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 - Minn. Stat. § 125B.15 (Internet Access for Students)
 - Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
 - Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
 - United States v. American Library Association*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
 - Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)
 - Layshock v. Hermitage Sch. Dist.*, 412 F.Supp. 2d 502 (W.D. Pa. 2006)
 - M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 519 (Interviews of Students by Outside Agencies) Policy 521 (Student Disability Nondiscrimination) Policy 522 (Student Sex Nondiscrimination)
Policy 606 (Textbooks and Instructional Materials)
Policy 806 (Crisis Management Policy)
Policy 904 (Distribution of Materials on School District Property by Nonschool Person)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: March 11th, 2019

Revised: July 10th, 2023

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

E. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

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

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

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

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

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

V. REQUEST FOR SUMMARY DATA

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

or confidential data.

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

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

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

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

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

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

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

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

VIII. COSTS

A. Public Data

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

B. Summary Data

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

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

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

C. Data Belonging to an Individual Subject

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

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

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

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

IX. ANNUAL REVIEW AND POSTING

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

Data Practices Contacts

Responsible Authority:

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

952-492-6200; revenson@isd717.org

Data Practices Compliance Official:

Finance Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; ahafemann@isd717.org

Data Practices Designee(s):

Communications Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; epickle@isd717.org

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

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

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

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

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

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

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

INDEPENDENT SCHOOL DISTRICT NO. 717
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy, also known as the Emergency Action Plan, has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum

to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the

building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file

in the school district office, or in a secondary location in single building school districts.

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire

equipment, the distance may need to be extended.)

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff,

students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive

evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an

individual who may be at risk of harming oneself or others;

- b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
- a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

A. Fire

B. Hazardous Materials

- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

I. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such

as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
Minnesota School Safety Center - Resources (mn.gov)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 10th, 2023

Revised:

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan) , and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone Coordinator” is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level

administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. "Standing Order" means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and

operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building

administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored

in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References:

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross References: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

[1] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IM) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

104 SCHOOL DISTRICT MISSION STATEMENT

MISSION STATEMENT

The mission of the Jordan School District is to inspire a caring community to ignite learning, innovation, and success for all.

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be

developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes Section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;

6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce Risk of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student’s level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student’s age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student’s unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student’s regression and recoupment over the summer;

2. Observations of the student’s tendency to regress over extended breaks in instruction during the school year; and
3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student’s progress and maintenance of skills during the regular school year.
2. The student’s degree of impairment.
3. The student’s rate of progress.
4. The student’s behavioral or physical problems.
5. The availability of alternative resources.
6. The student’s ability and need to interact with nondisabled peers.
7. The areas of the student’s curriculum which need continuous attention.
8. The student’s vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and

rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It

shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively

engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: Helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways: responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline,

cooperation, and respect for others).

- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach age-appropriate approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety feedback opportunities that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and

Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student’s educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent, or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and

further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by the High School Principal to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in undesignated student areas.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The District is not liable for any damage that may occur to the motor vehicle as a result of inspections and searches.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Permit #

Student Parking Permit Form

STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

PARENT INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City, State: _____ Zip Code: _____ Phone: _____

VEHICLE INFORMATION

License Plate #: _____ Make/Model: _____ Color: _____ Year: _____

Registered Owner Information (Check appropriate owner information. If registered owner other than parent/student, please fill in the correct information below)

- Registered Owner is Parent Registered Owner is Student

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City, State: _____ Zip Code: _____ Phone: _____

PARKING LOT REGULATIONS

Jordan Public School District #717 policy strictly enforces the following:

- No driving or riding in cars during the school day without permission of the principal or his/her designee.
- Speed Limit in any school parking lot is 15 mph.
- Students are not to loiter in cars parked in the lot.
- Student parking is allowed only in the assigned student lot, west of the high school building.
- During the school day students are NOT to park in the visitor parking area in front of the high school, nor the staff parking area east of the high school.
- Vehicles parked in the school district lots must display a valid permit at all times.
- Vehicles are not to park in any driving lane or other prohibited area.
- Students shall not park their vehicles diagonally or in a manner that prohibits proper parking in the adjacent stall.
- Students shall not drive a vehicle in a reckless, careless, or unsafe manner while on school property.

NOTICE TO PARENTS AND STUDENTS

- **Student parking is provided in the west parking lot with the purchase of a \$100 annual permit (display in lower corner of front windshield). The price will increase to \$125 if purchased after JHS Open House.**
- Permits may not be given or sold to another student.
- Motorized vehicles must display the proper parking permit.
- Cars parked illegally will be ticketed or towed away at owner's expense.
- Students are not allowed to go to their car during school hours without the permission of the principal, office, or dean of students.
- Students driving vehicles to school for one day should pick up a visitor's permit from the office. A visitor's permit will be good for one day.
- Unsafe drivers will lose their parking privileges.
- The area in front of school is reserved for visitors. Violators will be ticketed and/or towed.
- Students who park in the visitor lot will lose their permit (cost of \$10 to get it back). Tickets will start in late September.
- All vehicles should be locked during the school day
- The district is not responsible for lost or stolen articles from vehicles and for damage to a vehicle while parked in a lot.
- All parking and driving offenses are subject to police citations.
- The school has the right to search vehicles while on school property.

STUDENT/PARENT ACKNOWLEDGMENT

I, _____, being a student at Jordan High School, have read the High School Handbook regarding parking privileges and by signing below, I agree to abide by them with the full understanding of the consequences for a violation.

Student Signature: _____ Date: _____

I, _____, being the parent/guardian of the above named student, have read the High School Handbook regarding parking privileges listed on this form and agree that my child will abide by them. Furthermore, I understand that financial consequences of my child violating the rules as described on this form.

Parent Signature: _____ Date: _____

OFFICE USE ONLY

Date Purchased: _____

Permit Number: _____

Total Amount Paid: _____

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

**528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS
NONDISCRIMINATION**

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated the Activities Director as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such students.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute

hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;

3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists

a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities and required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessionals works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501-1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 616 (School District System Accountability)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure

budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: July 10th, 2023

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a

copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

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

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: July 10th, 2023

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education (“Commissioner”). A licensed physician, an advanced practice nurse, a physician assistant or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota

Statutes section 120A.22 by attendance at a nonpublic school.

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation.
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents

shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. The District may refuse to transport a student to or from a care and treatment facility outside the District's regular operating hours. The district is not responsible for and may not provide transportation when its schools are not in session, although transportation may be provided for special education students who receive extended school year services.
 - 1. Before the placement of a pupil for care and treatment, the district of residence must be notified and provided an opportunity to participate in the placement decision. (See Minn. Stat. § 125A.51(c). It is reasonable for the school district to refuse or delay transportation to a care and treatment

program if school district administration have been denied the opportunity to participate in the placement decision.

2. The school district will transport a student determined to need placement in a day treatment program to the therapeutic day program offered collaboratively by Carver and/or Scott County and an Intermediate School District of which the school district is a member district to the extent placement is deemed appropriate by school district and therapeutic program staff and opening exists. The District may refuse to transport a student to a care and treatment facility if another care and treatment facility is closer to the student's home and is sufficient to meet the needs of the student. Only if placement in this program is not possible will the school district transport to the next closest day treatment program as approved by the district's director of special services.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the

student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's

bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Children with a Disability Defined)

Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities;
Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education
Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in,
Denial of Benefits of, and Discrimination under Federally Assisted
Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of
2001)
42 U.S.C. § 12132, *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School
Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. An employee must also obtain written or documented verbal approval by a legal guardian for students under 18 years old. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate

use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

The school board shall have final control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities. While the district may not account for these funds, the district reserves the right to bar completely or regulate these funds.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the District Office Finance Department, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

- d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The Administration will prepare a fundraising report annually, each July/August, which will be reviewed by the school board. The report will list the activity, type of fundraisers, timing, purpose, and results of fundraiser from the prior fiscal school year. Administration and/or Board Members reserve the right to contact non-school organizations to request fundraising information.

- Legal References:**
- Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
 - Minn. Stat. § 123B.09 (Boards of Independent School Districts)
 - Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
 - Minn. Stat. § 123B.35 (General Policy)
 - Minn. Stat. § 123B.36 (Authorized Fees)
 - Minn. Stat. § 123B.37 (Prohibited Fees)
 - Minn. Stat. § 123B.38 (Hearing)
 - Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
 - Minn. Stat. § 123B.52 (Contracts)
 - Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)

Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)

Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)

MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain

hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.
- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minnesota Statutes section 123B.52.
- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minnesota Statutes section 123B.52.
- D. The contracting process shall be conducted in compliance with Minnesota Statutes section 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure

that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

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

executed in writing, and be otherwise conditioned as required by law.

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

- a. another school district;

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

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 10th, 2023

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner).

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials.
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- L. “Waste reduction” or “source reduction” means an activity that prevents

generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the life span of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
 1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
 1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
 - 1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 - 2. the land unless approved by the PCA; or
 - 3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in solid waste; or
 - 2. in a wastewater disposal system.

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
 - 1. in a solid waste processing facility; or
 - 2. in a solid waste disposal facility.

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes section 216B.241, subdivision 2.
- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
- J. The school district may not place yard waste:
 - 1. in mixed municipal solid waste;
 - 2. in a disposal facility;
 - 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
 - 4. in a plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).
- K. The school district may not place a telephone directory:
 - 1. in solid waste;
 - 2. in a disposal facility; or
 - 3. in a resource recovery facility, except a recycling facility.
- L. The school district may not:
 - 1. place major appliances in mixed municipal solid waste; or
 - 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The school district may not place in mixed municipal solid waste an electronic

product containing a cathode-ray tube.

- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the school district will:
 - 1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 - 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 - 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 - 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 - 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 - 6. use soy-based inks;
 - 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or

- c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;
 - 8. produce reports, publications, and periodicals that are readily recyclable;
 - 9. purchase paper which has been made on a paper machine located in Minnesota; and
 - 10. print documents on both sides of the paper where commonly accepted publishing practices allow.
- D. The school district may not use a specified product included on the prohibited products list published in the State Register.
 - E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
 - F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities)
Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)
Minn. Stat. § 115A.471 (Public Entities; Managing of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)

Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subd. 2 (Public Utilities; Energy Conservation and Optimization)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None



EMPLOYEE DATA SHEET

Employee:	Milly Miller	Date Offer Accepted:	5/11/2023
Job Title:	Teacher, Special Education	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	High School

PERSONNEL ACTION

New Hire	X	Replacement For	Internal transfer	Change		Additional Assignment	
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EDUCATION INFORMATION

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Winona State University	Winona, MN	Special Education	5/2022	8/2017 - 5/2022

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
Developmental Disabilities	PELSB	6/30/2022	6/30/2025

RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Albert Lea Public Schools	Level III ASD Teacher	Develop and provide services for students on IEPs in a setting III program. Review data, confer with general education teachers regarding the needs of the students I case manage.	8/2022 - 5/2023

Previous Lane:	BA	Previous Step:	Step One
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Beginning Contract Date:	8/22/2023	Ending Contract Date:	
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Brief Description of Previous Experience: Molly currently works in a setting III ASD program in Albert Lea. She provides support and services for her students she case manages to ensure their least restrictive environment.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Molly Miller**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2023-2024 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/22/2023** through **5/28/2024**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 01

Days/Year: 186

Base Salary: \$47,069

Employee Signature: _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Royce Wiersma	Date Offer Accepted:	5/24/2023
Job Title:	Teacher, Grade 1	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Melissa Barnett	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Cherie Clark-Stemig	Change		Additional Assignment	
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EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
University of Wisconsin	River Falls, WI	Elementary Education	Bachelor of Science; 5/2006	8/01-5/06

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Elementary Education 1-6	PELSB	3/2018	6/30/26

RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
School District of New Richmond	Elementary School Teacher	Duties as assigned for teaching 2nd grade.	8/22-6/23
Cherry Creek School District	Elementary School Teacher	Duties assigned for teaching 2nd and 4th grades	6/07-5/22
School District of Black River Falls	Elementary School Teacher	Duties as assigned for teaching 2nd grade	8/06-6/07

Previous Lane:	BA	Previous Step:	17
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Beginning Contract Date:	8/22/2023	Ending Contract Date:	
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Brief Description of Previous Experience: Royce has taught elementary-age students for the past 17 years in Wisconsin and Colorado. He has also played and coached many sports, including coaching girls and boys basketball.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Royce Wiersma**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2023-2024 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/22/2023** through **5/28/2024**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 10.

Days/Year: 186

Base Salary: \$56,969

Employee Signature: _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Matthew Phillips	Date Offer Accepted:	6/1/2023
Job Title:	Behavior Specialist	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Melissa Barnett	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Sarah Miller	Change		Additional Assignment	
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EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
University of Wisconsin, LaCrosse	LaCrosse, WI	Education, Social Studies	Bachelor, 5/2009	8/04-5/09
St. Mary's University	MN	Educational Leadership	Masters, 6/2018	10/16-6/18
St. Mary's University	MN	Principal Licensure	Specialist, 5/2019	10/18-5/19

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Elementary Education (1-6); Social Studies (5-8); Administration (Principal K-12)	PELSB	3/2010; 7/2022	6/23; 6/24

RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
New Prague Area Schools	Elementary School Teacher	Duties as assigned for teaching 4th grade	8/13-present

Previous Lane:	MA 40	Previous Step:	10
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Beginning Contract Date:	8/22/2023	Ending Contract Date:	
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Brief Description of Previous Experience: Matt has taught 4th grade for the past 10 years and has also completed administrative work for the summer program in New Prague Area Schools.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Matthew Phillips**, a leagally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2023-2024 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/22/2023** through **5/28/2024**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane:MA+40

Step: 7

Days/Year: 186

Base Salary: \$63,491

Employee Signature: _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Kathleen Dailey	Date Offer Accepted:	4/6/2023
Job Title:	Teacher, Special Education ECSE	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Jenna Wendorff	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	Rachel Vollbrecht	Change		Additional Assignment	
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EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Winona State University	Winona, MN	B-21 Special Education		2008-2010
University of Minnesota	Minneapolis, MN	EC Foundations Degree	BS	2011-2012
University of Minnesota	Minneapolis, MN	ECSE	ECSE Licensure	2012-2014

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Sped Birth to 6	PELSB	-	6/30/2025

RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
MN Valley Education District	ECSE Teacher	Preschool teacher - self contained class, early intervention teacher	2017 - current
YMCA	Early Learning Center, Prior Lake, preschool teacher	preschool teacher	2016-2017
KinderCare Learning Center	Preschool teacher	led classroom	2014-2016

Beginning Contract Date:	7/1/2023	Ending Contract Date:	
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Brief Description of Previous Experience: Katie has experience providing both home and school based special education services. She has provided coordination services.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Kathleen Dailey**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2023-2024 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/22/2023** through **5/28/2024**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA+10

Step: 03

Days/Year: 186

Base Salary: \$49,956

Employee Signature: _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Kelsey Wilson	Date Offer Accepted:	6/30/2023
Job Title:	Teacher, EL	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	Elementary School

PERSONNEL ACTION

New Hire	X	Replacement For	New Position	Change		Additional Assignment	
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EDUCATION INFORMATION

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Bemidji State University	Bemidji, MN	Elementary Education	12/2011	9/2007-12/2011

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
ELED K-6	PELSB	4/17/2023	6/30/2026

RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Jordan Public Schools	Paraprofessional	Provide accommodation and supports for students on IEPs in the mainstream classroom	9/2022 - 6/2023

Beginning Contract Date:	8/22/2023	Ending Contract Date:	
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Note: Due to high numbers of EL students, the Jordan Public Schools added a second EL teacher position to best support the student to teacher ratio. Total number of EL students alone at JES is over 60+ students

Brief Description of Previous Experience: Kelsey was a paraprofessional and teacher substitute at JES during the 2022=2023 school year. Kelsey provided academics and supports for all students she was assigned to as a paraprofessional.



**INDEPENDENT SCHOOL DISTRICT #717
TEACHER CONTRACT**

The School Board of Independent School District No. 717 of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40, as amended, with **Kelsey Wilson**, a legally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2023-2024 school year.

1. **Basic Services:** Said teacher also agrees to perform related professional services prescribed by the School Board or its designated representative during the school day as defined in the Master Agreement. This contract incorporates and is subject to the provisions of M.S. 122A.40, as amended, and the provisions of the Master Agreement for teachers of this District now or hereafter adopted for the said school year pursuant to the provisions of PELRA, as amended.

2. **Duration:** This contract covers the time period of **8/22/2023** through **5/28/2024**. Dates of assignment are approximate and may change due to licensure requirements and potential changes.

3. **Duty Year:** Teacher duty days and school days shall be those named on the school calendar as adopted by the School Board in accordance with the provisions of the Master Agreement for teachers of this District and the teacher agrees to teach on those legal holidays which the calendar may specify as a teacher duty day or school day.

4. **Additional Assignments:** The teacher may undertake, by separate agreement, the performance of additional work days or other additional assignments beyond the normal service prescribed for the teaching position, for the additional compensation established for such services. Any such additional assignment, and the additional compensation therefor, shall terminate at the end of the school year, and shall not be subject to the provisions of Minnesota Statutes 122A.40, unless otherwise expressly provided herein.

5. **Salary:** In consideration thereof, the School Board agrees to pay said teacher a salary based on the following information:

FTE: 1.0

Lane: BA

Step: 01

Days/Year: 186

Base Salary: \$47,069

Employee Signature: _____

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	John Buteyn	Date Offer Accepted:	6/30/2023
Job Title:	Activities Director	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Ranae Case Evenson	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Joseph Perkl	Change		Additional Assignment	
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EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Bethel University	Saint Paul, MN	Corporate Fitness	Bachelor's	8/2004-5/2008
University of St. Thomas	Saint Paul, MN	Teacher Education	Master's	8/2011-5/2018
Minnesota State University	Mankato, MN	K-12 Principal's	Education Specialist	5/2021-11/2022

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Administration (Principal K-12)	PELSB		6/30/2025
Social Studies (5-8, 7-12)	PELSB		6/30/2025

RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Eden Prairie Public Schools	Classroom Teacher	Teach American History and Economics	8/2014-current
Eden Prairie Public Schools	Head Baseball Coach	Coach baseball	6/2012-current
Eden Prairie Public Schools	Administrative Licensure Intern	Serve students, staff and the administrative teams across three school buildings	12/2021-11/2022

<u>Beginning Contract Date:</u>	7/10/2023	<u>Ending Contract Date:</u>	
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<u>Account Distribution</u>	<u>Annual Salary</u>	<u>Hrs/Day</u>	<u>% Distribution</u>
01-300-292-000-170-300	89,000	8	100%

Brief Description of Previous Experience: John is a former HS teacher, Head Baseball Coach and Administrator Intern at Eden Prairie HS. He has his K-12 Principal's license, degrees in Teacher Education (MA), Corporate Fitness (BA) and a minor in Athletic Coaching.

CERTIFICATION OF MINUTES RELATING TO
\$34,990,000 GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2023A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 10, 2023, at 6:30 p.m. in the CERC Multi-Purpose Room.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$34,990,000 GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2023A; RATIFYING THE AWARD OF SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT THEREOF

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds 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, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 10th day of July, 2023.

School District Clerk

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

RESOLUTION RELATING TO \$34,990,000 GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2023A; RATIFYING THE AWARD OF SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT THEREOF

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

SECTION 1. AUTHORIZATION, SALE AND RATIFICATION.

1.01. Authorization and Election. By resolution duly adopted on May 8, 2023 (the Parameters Resolution), this Board authorized the sale of its General Obligation School Building Bonds, Series 2023A (the Bonds) to Robert W. Baird & Co. Incorporated, in Oakdale, Minnesota, as purchaser (the Purchaser), in an aggregate principal amount not to exceed \$34,990,000, provided that the true interest cost does not exceed 5.50%, and further authorized and directed the Superintendent or Finance Director and any Board officer, in consultation with and upon the advice of representatives of PMA Securities, LLC, in Albertville, Minnesota (PMA), as independent municipal advisor to the District, to approve such sale and enter into a bond purchase agreement or agreements with the Purchaser.

The proceeds of the Bonds will be used to finance the 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 (the Project), as approved by the electors at a special election held on April 11, 2023, pursuant to Minnesota Statutes, Chapter 475.

1.02. Sale. The District has retained PMA as independent municipal advisor in connection with the sale of the Bonds. Pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph 9, the requirements as to a public sale do not apply to the issuance of the Bonds. A proposal that meets the requirements set forth in the Parameters Resolution has been received from the Purchaser to purchase the Bonds at a price of \$37,031,533.50 and a true interest cost of 3.9905546%, on the further terms and conditions hereinafter set forth.

1.03. Ratification of Award. Pursuant to the Parameters Resolution, the sale of the Bonds has been awarded by the Superintendent and the Board Chair to the Purchaser. The sale of the Bonds to the Purchaser and the execution of the bond purchase agreement by the Superintendent and the Board Chair with the Purchaser for the sale of the Bonds to the Purchaser are hereby ratified in all respects.

SECTION 2. BOND TERMS, REGISTRATION, EXECUTION AND DELIVERY.

2.01. Issuance of Bonds. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done prior to the issuance of the Bonds having been done, existing and having happened, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to issue the Bonds forthwith.

2.02. Maturities, Interest Rates and Denominations. The Bonds shall be originally dated as of August 2, 2023, shall be in denominations of \$5,000 or any integral multiple thereof of single maturities, shall mature on February 1 in the years and amounts stated below and shall bear interest from date of issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2026	\$315,000.00	5.000%	2035	\$625,000.00	5.000%
2027	335,000.00	5.000	2036	3,680,000.00	5.000
2028	350,000.00	5.000	2037	3,865,000.00	5.000
2029	550,000.00	5.000	2038	4,055,000.00	5.000
2030	575,000.00	5.000	2039	4,260,000.00	5.000
2031	605,000.00	5.000	2040	4,475,000.00	4.000
2032	640,000.00	5.000	2041	4,650,000.00	4.000
2033	570,000.00	5.000	2042	4,840,000.00	4.000
2034	600,000.00	5.000			

For purposes of complying with the maturity provisions of Minnesota Statutes, Section 475.54, subdivision 1, the maturity schedule for the Bonds shall be combined with the maturity schedules for the District’s outstanding general obligation bonds.

The Bonds shall be issuable only in fully registered form. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest thereon and, upon surrender of each Bond, the principal amount thereof, shall be payable by check or draft issued by the Registrar described herein; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.08 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.03. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.07 and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. The interest on the Bonds shall be payable on February 1 and August 1, commencing August 1, 2024, to the owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day.

2.04. Redemption. The Bonds maturing on and after February 1, 2032 and later years shall be subject to redemption and prepayment at the option of the District, in whole or in part, in such order as the District shall determine and within a maturity by lot as selected by the Registrar in multiples of \$5,000, on February 1, 2031, and on any date thereafter, at a price equal to the principal amount thereof and accrued interest to the date of redemption. The Clerk shall cause notice of the call for redemption thereof to be published as required by law and, at least thirty (30) days prior to the designated redemption date, shall cause notice of the call for redemption to be mailed, by first class mail, to the registered owners of any Bonds to be redeemed at their addresses as they appear on the bond register described in Section 2.06 hereof but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been

given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

2.05. Appointment of Initial Registrar. The District hereby appoints U.S. Bank Trust Company, N.A., in St. Paul, Minnesota, as the initial bond registrar, transfer agent and paying agent (the Registrar). The Chairperson and the Clerk are authorized to execute and deliver, on behalf of the District, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company organized under the laws of the United States or one of the states of the United States and authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.06. Registration. The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and

that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, Subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the District, evidencing the same debt, and entitled to the same benefits under this resolution as the Bonds surrendered upon such transfer or exchange.

2.07. Execution; Authentication and Delivery. The Bonds shall be prepared under the direction of the Clerk and shall be executed on behalf of the District by the signatures of the Chairperson and the Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. In case any officer whose signature, or a facsimile of whose signature, shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be

valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of the Registrar. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so delivered and authenticated, they shall be delivered by the Clerk to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the District agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever; and neither the Registrar nor the District shall be affected by any notice to the contrary. Neither the Registrar nor the District shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC’s Operational Arrangements, and all such payments shall be valid

and effective to fully satisfy and discharge the District's obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the District to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the District determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the District may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or Clerk, if not previously filed, or if required to be re-filed, with DTC, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

SECTION 3. FORM OF BONDS. The Bonds shall be prepared in substantially the form found at EXHIBIT A hereto.

SECTION 4. USE OF PROCEEDS.

4.01. General Obligation School Building Bonds, Series 2023A Construction Fund. There is hereby established on the official books and records of the District a General Obligation School Building Bonds, Series 2023A Construction Fund (the Construction Fund), and the District shall continue to maintain the Construction Fund until payment of all costs and expenses incurred in connection with the Project financed by the Bonds have been paid. To the Construction Fund there shall be credited from the proceeds of the Bonds an amount equal to the estimated construction costs and expenses of the Project and from the Construction Fund there shall be paid all such construction costs and expenses. After payment of all such construction costs and expenses, the Construction Fund shall be discontinued and any Bond proceeds remaining therein shall be credited to the Debt Service Fund established by Section 4.02 hereof. All proceeds of the Bonds deposited in the Construction Fund will be expended solely for the payment of the costs and expenses of the Project as required pursuant to Minnesota Statutes, Section 475.58, Subdivision 4.

4.02. General Obligation School Building Bonds, Series 2023A Debt Service Fund. So long as any of the Bonds are outstanding and any principal of or interest thereon unpaid, the District shall maintain a separate debt service fund on the official books and records of the District to be known as the General Obligation School Building Bonds, Series 2023A Debt Service Fund (the Debt Service Fund), which the District agrees to maintain until the Bonds have been paid in full, and the principal of and interest on the Bonds shall be payable from the Debt Service Fund. The moneys on hand in the Debt Service Fund from time to time shall be used only to pay the principal of and interest on the Bonds. The District irrevocably appropriates to the Debt Service Fund: (a) any funds received from the Purchaser upon delivery of the Bonds in excess of the amount required by Section 4.01 above to be credited to the Construction Fund; (b) the amounts specified in Section 4.01 above, after payment of all costs and expenses of the Project; (c) all taxes levied and collected in accordance with this resolution or any additional resolutions of the Board; and (d) all other moneys as shall be appropriated by the Board to the Debt Service Fund from time to time. If any payment of principal of and interest on the Bonds shall become due when there is not sufficient money in the Debt Service Fund to make such payment, the Clerk shall pay the same from any other available fund of the District, and such other fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of the Bonds when available.

4.03. Tax Levies. For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith, credit and taxing power of the District shall be and are hereby irrevocably pledged. To provide moneys for the payment of principal of and interest on the Bonds as required by Minnesota Statutes, Section 475.61, Subdivision 1, there is hereby levied on all taxable property in the District a direct, annual ad valorem tax which shall be spread upon the tax rolls for collection in the years and amounts as follows, as a part of other general taxes of the District, as follows:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
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(See attached levy computation)

The taxes shall be irrepealable as long as any of the Bonds are outstanding and unpaid; provided that the District reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61. It is estimated that the ad valorem taxes will be collected in amounts not less than five percent in excess of the annual principal and interest requirements of the Bonds. If, as of the date tax levies are certified in any year, the sum of the balance in the Debt Service Fund plus any ad valorem taxes theretofore levied for the payment of Bonds payable therefrom and collectible through the end of the following calendar year is not sufficient to pay when due all principal and interest to become due on all Bonds payable therefrom in said following calendar year, or the Debt Service Fund has incurred a deficiency in the manner provided in Section 4.02, an additional direct, irrepealable, ad valorem tax shall be levied on all taxable property within the corporate limits of the District for the purpose of restoring such accumulated or anticipated deficiency in accordance with the provisions of this resolution.

4.04. Debt Service Fund Balance Restriction. In order to ensure compliance with the Internal Revenue Code of 1986 (the Code) and applicable Treasury Regulations (the Regulations), upon allocation of any funds to the Debt Service Fund, the balance then on hand in the Fund shall be ascertained. If it exceeds the amount of principal and interest on the Bonds to become due and payable through February 1 next following, plus a reasonable carryover equal to 1/12th of the debt service due in the following bond year, the excess shall (unless an opinion is otherwise received

from bond counsel) be used to prepay or purchase Bonds, or invested at a yield which does not exceed the yield on the Bonds calculated in accordance with Section 148 of the Code.

SECTION 5. DEFEASANCE. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the registered owners of the Bonds shall cease. The District may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The District may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Registrar on or before that date an amount equal to the principal, interest and redemption premium, if any, which are then due, provided that notice of such redemption has been duly given as provided herein. The District may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity or earlier designated redemption date. Provided, however, that if such deposit is made more than ninety days before the maturity date or specified redemption date of the Bonds to be discharged, the District shall have received a written opinion of Bond Counsel to the effect that such deposit does not adversely affect the exemption of interest on any Bonds from federal income taxation and a written report of an accountant or investment banking firm verifying that the deposit is sufficient to pay when due all of the principal and interest on the Bonds to be discharged on and before their maturity dates or earlier designated redemption date.

SECTION 6. TAX COVENANTS, ARBITRAGE MATTERS, REIMBURSEMENT AND CONTINUING DISCLOSURE.

6.01. Restrictive Action. The Project will be owned and maintained by the District and used to carry out its program of public education. The District shall not enter into any lease, management agreement, use agreement or other contract with any nongovernmental entity relating to the Project or a portion thereof which would cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to the provisions of Section 141 of the Code. The District covenants and agrees with the registered owners of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any actions that would cause interest on the Bonds to become includable in gross income of the recipient under the Code and applicable Regulations and covenants to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations.

6.02. Arbitrage Certification. The Chairperson and Clerk being the officers of the District charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be "arbitrage bonds" within the meaning of the Code and the Regulations.

6.03. Arbitrage Rebate. The District acknowledges that the Bonds are subject to the rebate requirements of Section 148(f) of the Code. The District covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no “gross proceeds” of the Bonds (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof.

6.04. Not Qualified Tax-Exempt Obligations. The Bonds are not designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions.

6.05. Reimbursement. The District certifies that the proceeds of the Bonds will not be used by the District to reimburse itself for any expenditure with respect to the Project which the District paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the District shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations; provided that this certification shall not apply (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to “preliminary expenditures” for the Project as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the “issue price” of the Bonds.

6.06. Continuing Disclosure. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the District hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the outstanding Bonds. The District is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the District fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond

(including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The District will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the District, the following information at the following times:

(1) on or before twelve (12) months after the end of each fiscal year of the District, commencing with the fiscal year ending June 30, 2023, the following financial information and operating data in respect of the District (the Disclosure Information):

(A) the audited financial statements of the District for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the District, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the District; and

(B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under the headings: Financial Information and Summary of Debt and Debt Statistics, which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the District shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the District shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (the MSRB) through its Electronic Municipal Market Access System (EMMA) or the SEC. The District shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the District have materially changed or been discontinued, such Disclosure Information need no longer be provided if the District includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other District operations in respect of which data is not included in the Disclosure Information and the District determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the District shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner, not in excess of 10 business days, to the MSRB through EMMA, notice of the occurrence of any of the following events (each a “Material Fact,” as hereinafter defined):
- (A) principal and interest payment delinquencies;
 - (B) non-payment related defaults, if material;
 - (C) unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) unscheduled draws on credit enhancements reflecting financial difficulties;
 - (E) substitution of credit or liquidity providers, or their failure to perform;
 - (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;
 - (G) modifications to rights of Bond holders, if material;
 - (H) Bond calls, if material and tender offers;
 - (I) defeasances;
 - (J) release, substitution, or sale of property securing repayment of the Bonds if material;
 - (K) rating changes;
 - (L) bankruptcy, insolvency, receivership, or similar event of the obligated person;
 - (M) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - (N) appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - (O) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; “financial obligation” means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule; and
 - (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

As used herein, for those events that must be reported if material, a “Material Fact” is a fact as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the

foregoing sentence, a Material Fact is also a fact that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

- (3) In a timely manner, to the MSRB through EMMA, notice of the occurrence of any of the following events or conditions:
 - (A) the failure of the District to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
 - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the District under subsection (d)(2);
 - (C) the termination of the obligations of the District under this section pursuant to subsection (d);
 - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
 - (E) any change in the fiscal year of the District.

(c) Manner of Disclosure.

- (1) The District agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the District in this section shall remain in effect so long as any Bonds are outstanding. Notwithstanding the preceding sentence, however, the obligations of

the District under this section shall terminate and be without further effect as of any date on which the District delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the District to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.

- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the District from time to time, without notice to (except as provided in paragraph (c)(2) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the District accompanied by an opinion of Bond Counsel, who may rely on certificates of the District and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the District or the type of operations conducted by the District, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the District agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (2) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

SECTION 7. CERTIFICATION OF PROCEEDINGS.

7.01. Filing with County Auditor. The Clerk is hereby authorized and directed to file with the County Auditor of Scott County (the County Auditor) a certified copy of this resolution together with such other information as the County Auditor shall require and to obtain from the County Auditor a certificate that the Bonds have been entered upon the bond registers and that the tax for the payment of the Bonds has been levied as required by law.

7.02. Certification of Proceedings. The officers of the District and the County Auditor are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under the officer's custody

and control or as otherwise known to the them. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the District to the correctness of all statements contained herein.

7.03. Official Statement. The Preliminary Official Statement relating to the Bonds and the Final Official Statement, listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission (the SEC) under the Securities Exchange Act of 1934, prepared and distributed by PMA are hereby approved. The officers of the District are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

SECTION 8. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS. The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by law, payment of the principal of and interest on the Bonds when due. The District further covenants to deposit with the Registrar not less than three business days prior to each February 1 and August 1 as set forth in Section 2.03 hereof, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Bonds on any payment date or if, on the date two business days prior to the date on which a payment is due, there are insufficient funds on deposit with the Registrar to make the required payment on such date. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. In the event that amounts sufficient to make any such interest or principal payment are held by an escrow or paying agent and invested as authorized by Minnesota Statutes, Chapter 475 and such escrow or paying agent is required to use proceeds from such investment to pay to the Registrar the amount necessary to pay such interest or principal on such payment date, then the requirements of the State Payment Law relating to the deposit of such amounts with the Registrar prior to the payment date of such interest or principal shall be deemed satisfied and neither the District nor the Registrar shall be required to notify the Commissioner that insufficient funds are available to pay such interest or principal on such payment date. The District shall do all other things which may be necessary to perform the Bonds hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

Upon vote being taken on the foregoing resolution, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

TAX LEVIES

Assessment Year	Collection Year	Amount
2023	2024	\$ 1,920,184.55
2024	2025	\$ 2,021,092.50
2025	2026	\$ 2,025,555.00
2026	2027	\$ 2,023,717.50
2027	2028	\$ 2,215,342.50
2028	2029	\$ 2,212,717.50
2029	2030	\$ 2,214,030.00
2030	2031	\$ 2,219,017.50
2031	2032	\$ 2,111,917.50
2032	2033	\$ 2,113,492.50
2033	2034	\$ 2,108,242.50
2034	2035	\$ 5,283,180.00
2035	2036	\$ 5,284,230.00
2036	2037	\$ 5,280,817.50
2037	2038	\$ 5,283,180.00
2038	2039	\$ 5,285,280.00
2039	2040	\$ 5,281,080.00
2040	2041	\$ 5,285,280.00

EXHIBIT A

UNITED STATES OF AMERICA

STATE OF MINNESOTA
SCOTT COUNTY

INDEPENDENT SCHOOL DISTRICT NO. 717 (JORDAN)

GENERAL OBLIGATION SCHOOL BUILDING BOND, SERIES 2023A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
__%	February 1, 20[__]	August 2, 2023	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: [THOUSAND DOLLARS]

INDEPENDENT SCHOOL DISTRICT NO. 717 (JORDAN), SCOTT COUNTY, STATE OF MINNESOTA (the District), acknowledges itself to be indebted and for value received hereby promises to pay to the registered owner specified above, or registered assigns, the principal sum specified above on the maturity date specified above, and to pay interest thereon from the date of original issue specified above, or from the most recent interest payment date to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 in each year, commencing August 1, 2024, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month, all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond prior to its stated maturity. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof, are payable in lawful money of the United States of America by check or draft drawn on U.S. Bank Trust Company, N.A., in St. Paul, Minnesota, as bond registrar, transfer agent and paying agent, or its successor designated under the bond resolution described herein (the Registrar). For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$34,990,000 (the Bonds), issued by the District to finance the 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 (the Project), and is issued pursuant to and in full conformity with a resolution adopted by the School Board adopted on July 10, 2023 (the Bond Resolution), and authority conferred by more than the requisite majority vote of the qualified electors of the District voting on the question of its issuance at an election duly and legally called and held, and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Chapter 475. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

The Bonds having stated maturity dates on and after February 1, 2032 and later years are each subject to redemption and prepayment at the option of the District, in whole or in part, in such order as the

District shall determine and, within a maturity, by lot as selected by the Registrar in multiples of \$5,000, on February 1, 2031, and on any date thereafter, at a price equal to the principal amount thereof plus interest accrued to the date of redemption. The District will cause notice of the call for redemption to be published as required by law and, at least thirty (30) days prior to the designated redemption date, will cause notice of the call thereof to be mailed by first class mail to the registered owner of any Bond to be redeemed at the owner's address as it appears on the bond register maintained by the Registrar, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the registered owner without charge, representing the remaining principal amount outstanding.

As provided in the Bond Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange, the District will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the District.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen, to exist and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as so required; that, prior to the issuance hereof, a direct, annual, ad valorem tax has been duly levied upon all taxable property in the District for the years and in amounts not less than five percent in excess of sums sufficient to pay the interest hereon and the principal hereof as the same respectively become due; that additional taxes, if needed to meet the principal and interest requirements of the Bonds, shall be levied upon all such property without limitation as to rate or amount; and that the issuance of the Bonds does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 717 (Jordan), Scott County, State of Minnesota, by its School Board, has caused this Bond to be executed on its behalf by the facsimile signatures of the Chairperson and Clerk.

INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN), MINNESOTA

(Facsimile Signature - Chairperson)

(Facsimile Signature - Clerk)

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Bond Resolution mentioned within.

Date of Authentication: _____

U.S. BANK TRUST COMPANY, N.A., as Registrar

By _____
Authorized Representative

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to the applicable laws or regulations:

TEN COM --as tenants in common

UTMA as Custodian for

(Cust)

(Minor)

TEN ENT --as tenants by the entireties

under Uniform Transfers to Minors Act

(State)

JT TEN --as joint tenants with right of survivorship and not as tenants in common

Additional abbreviations may also be used.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

NOTICE: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed: _____

Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Registrar, which requirements include membership or participation in STAMP or such other "signature guaranty program" as may be determined by the Registrar in addition to or in substitution for STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Please insert social security or other identifying number of assignee: _____

CERTIFICATE OF SCOTT COUNTY
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Scott County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on July 10, 2023, by the School Board of Independent School District No. 717 (Jordan), Minnesota, setting forth the form and details of an issue of \$34,990,000 General Obligation School Building Bonds, Series 2023A, dated as of August 2, 2023, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this _____ day of _____, 2023.

Scott County Auditor

(SEAL)



PMATM
SECURITIES

July 10, 2023

ISD 717
Jordan Public Schools

General Obligation School Building Bonds Sale Summary

Michael Hart

Director, Public Finance

mhart@pmanetwork.com

612-509-2569

Steve Pumper

Senior Vice President

spumper@pmanetwork.com

612-509-2565



G.O. School Building Bonds, Series 2023A

- ▶ Purpose:
 - ▶ The Bonds were sized at \$34,990,000 as approved by the voters to fund an addition, renovation, remodeling, safety and security upgrades at the existing Jordan Elementary School and safety and security upgrades at Jordan High School

- ▶ Mechanism
 - ▶ General Obligation School Building Bonds

- ▶ Authority
 - ▶ MN Statute Chapter 475 and special election held April 11, 2023



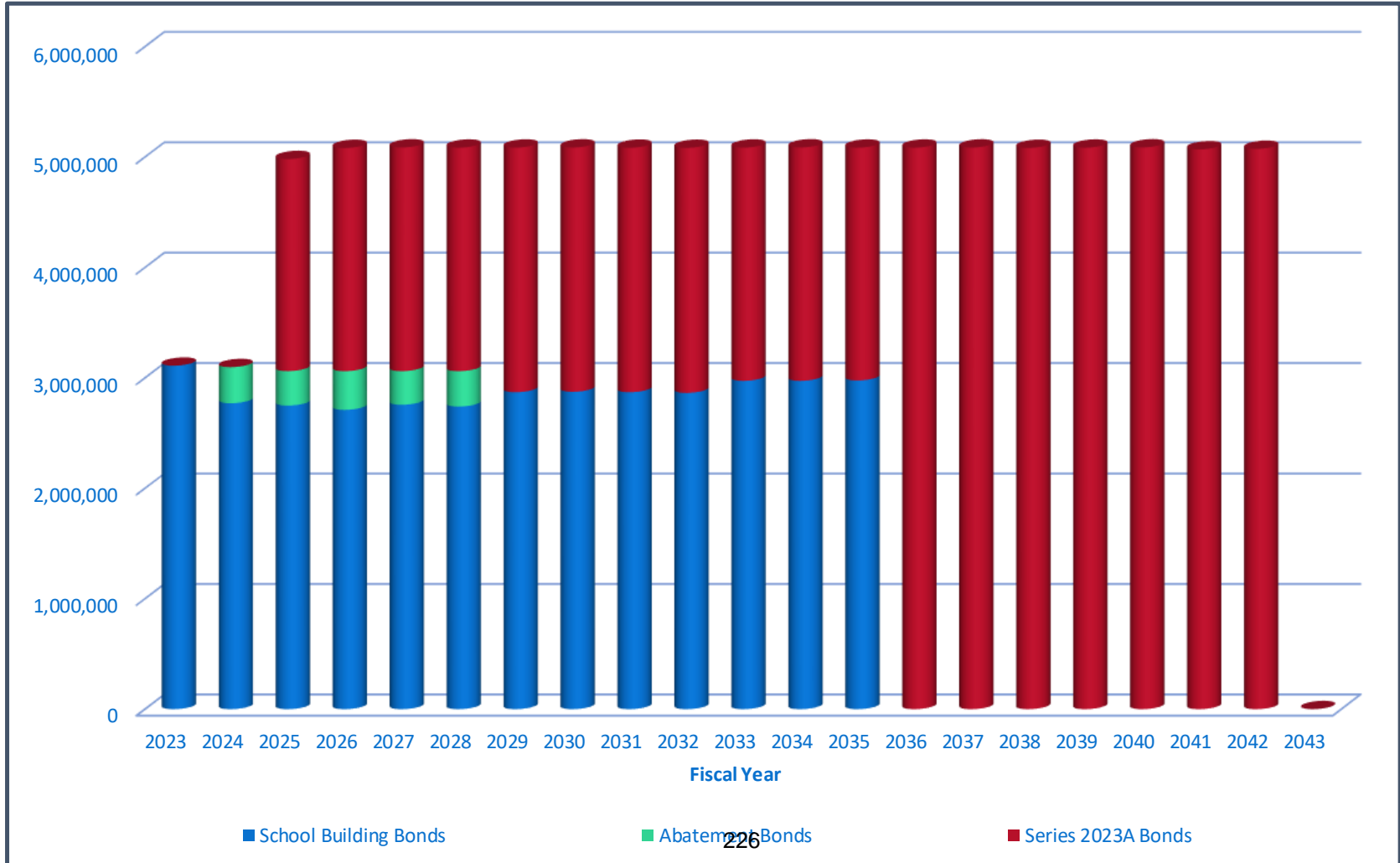
Sale Summary

	Pre-Referendum Review & Comment	Final
Par Amount	\$34,990,000	\$34,990,000
Premium	\$560,644	\$2,251,474
True Interest Cost	4.22%	3.99%
Capitalized Interest	\$1,015,831	\$581,556
Deposit to Construction	\$34,171,484	\$36,292,362



Bond Structure

Bond Summary (All Debt with Direct Tax Impact)





Sources and Uses

Sources Of Funds

Par Amount of Bonds	\$34,990,000.00
Reoffering Premium	2,251,473.50
Total Sources	\$37,241,473.50

Uses Of Funds

Deposit to Project Construction Fund	36,292,362.42
Deposit to Capitalized Interest (CIF) Fund	581,556.00
Total Underwriter's Discount (0.600%)	209,940.00
Financial Advisor (PMA Securities)	73,801.84
Bond Counsel (Dorsey & Whitney)	46,000.00
Rating Agency Fee (Moody's)	30,150.00
Underwriter Expenses (Robert W. Baird)	4,563.24
Paying Agent (U.S. Bank)	3,100.00
Total Uses	\$37,241,473.50



Calendar

Date

April 11, 2023

May 8, 2023

Late May, 2023

June 12, 2023

June 21, 2023

July 10, 2023

August 2, 2023

Action Item

Voters Approved Question

Board Approved Parameters Resolution

Drafted Bond Documents/Rating Call

Released Documents for Pre-Marketing

Bond Sale

Board Considers Ratifying Resolution

Closing – District Receives Funds

228



Rating

- ▶ Moody's Rating for Jordan ISD 717
 - ▶ A1
- ▶ Highlight from the Rating Report
 - ▶ “The A1 issuer rating reflects the district's solid financial position, above-average resident income, and strong property wealth. These strengths are balanced against modest enrollment declines and elevated leverage and fixed costs.”



Next Steps

- ▶ Funds will be available to draw as project expenditures come due
- ▶ Proceeds will be invested so that funds are available based on construction draw schedules
- ▶ Investment earnings can be used to enhance the project budget
- ▶ PMA will help monitor for compliance with IRS Arbitrage/Rebate regulations



Contact Us



Steve Pumper

Senior Vice President

612-509-2565

spumper@pmanetwork.com



Michael Hart

Director, Public Finance

612-509-2569

mhart@pmanetwork.com

Website:

www.pmanetwork.com



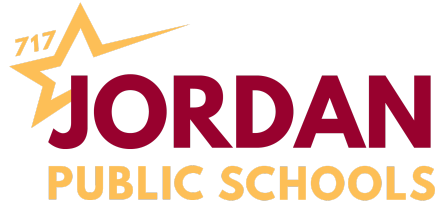
Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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Executive Summary: FY 2025 Application for LTFM Revenue Statement of Assurances

Amy Hafemann, Finance Director

Attached are the following:

- Ten-year Expenditure Excel Spreadsheet
- Ten-year Revenue Excel Spreadsheet
- Statement of Assurances
- Board Resolution - approving ten-year plan

These documents show the district's ten-year plan on the projected LTFM Revenue and also a listing of the estimated expenditures by Finance code.

On the ten-year expenditure Excel spreadsheet, the data for 2025 has been updated to be as current as possible at this time. The district will continue to reserve \$s for future needed projects. Dan and I met with Garland Companies to discuss the roofing needs for our district facilities. FY2024 has been updated based on the projects that we estimate to be completed by 06/30/2024. The remaining years are estimated \$s based on projects that we are anticipating in future years from the district's updated 10 year Facilities Plan

- Projects for FY2024 include some of the following:
 - JHS - Anticipated Roofing Repairs
 - JHS - Auditorium Sound Board Continued Work
 - JHS - Replace Stadium Doors
 - JHS - Duct Cleaning - major project
 - JHS - Generator Repair/Replace - major project
 - JMS - Chiller Encloser
 - JMS - Misc Work Needed
 - JES - Roof Repairs
 - JES - Mini Split - IT Closet
 - JES - VFD Chillers (4)
 - District Wide - Health & Safety expenditures

- LTFM \$s being reserved for future major projects - projected to carry over at 06/30/2024
 - \$800,000.00

The ten-year revenue provides the projected LTFM revenue for the next 10 years. These estimates are based on the district's APU's (adjusted pupil units) and also the age of our buildings.

The school board resolution is the requirement necessary for approving the ten-year plan.

I recommend that the board approve the District's LTFM Ten-year Revenue & Expenditure Plan.

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information						
District Name:	Jordan Public Schools	Date:	7/10/2022						
District Number:	#0717	Email:	ahafemann@isd717.org						
District Contact Name:	Amy Hafemann								
Contact Phone #	952-492-4373								

Expenditure Categories		Fiscal Year (FY) Ending June 30								
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.										
Finance Code	Category (1)									
347	Physical Hazards	\$11,000	\$15,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
349	Other Hazardous Materials	\$17,000	\$8,400	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
352	Environmental Health and Safety Management	\$39,600	\$42,990	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
358	Asbestos Removal and Encapsulation	\$1,219	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
363	Fire Safety	\$45,000	\$35,700	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$113,819	\$107,590	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year										
Finance Code	Category (2)									
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151										
Finance Code	Category 3 (a)									
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms										
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025									
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility										
Finance Code	Category (4)									
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects										
Finance Code	Category (5)									
368	Building Envelope	\$29,308	\$17,000	\$20,000	\$50,000	\$25,000	\$10,000	\$0	\$20,000	\$0
369	Building Hardware and Equipment	\$45,600	\$0	\$75,000	\$50,000	\$25,000	\$10,000	\$0	\$20,000	\$20,000
370	Electrical	\$10,000	\$40,000	\$20,000	\$20,000	\$25,000	\$10,000	\$0	\$20,000	\$0
379	Interior Surfaces	\$25,000	\$25,000	\$20,000	\$20,000	\$25,000	\$10,000	\$0	\$20,000	\$50,000
380	Mechanical Systems	\$31,000	\$510,000	\$1,000,000	\$100,000	\$300,000	\$100,000	\$50,000	\$50,000	\$100,000
381	Plumbing	\$0	\$0	\$50,000	\$50,000	\$25,000	\$10,000	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$10,000	\$20,000	\$200,000	\$100,000	\$200,000	\$500,000	\$200,000	\$300,000	\$400,000
384	Site Projects	\$35,000	\$75,000	\$20,000	\$20,000	\$50,000	\$5,000	\$100,000	\$50,000	\$100,000
Total Deferred Capital Expense and Maintenance		\$185,908	\$687,000	\$1,455,000	\$410,000	\$675,000	\$655,000	\$350,000	\$480,000	\$670,000
Total Annual 10-Year Plan Expenditures		\$299,727	\$794,590	\$1,570,000	\$525,000	\$790,000	\$770,000	\$465,000	\$595,000	\$785,000

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnrovided.

District Info.	Enter Information		
District Name:	Jordan Public Schools		
District Number:	#0717		
District Contact Name:	Amy Hafemann		
Contact Phone #	952-492-4373		

Expenditure Categories		2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.			
Finance Code	Category (1)		
347	Physical Hazards	\$15,000	\$15,000
349	Other Hazardous Materials	\$10,000	\$10,000
352	Environmental Health and Safety Management	\$45,000	\$45,000
358	Asbestos Removal and Encapsulation	\$5,000	\$5,000
363	Fire Safety	\$40,000	\$40,000
366	Indoor Air Quality	\$0	\$0
Total Health and Safety Capital Projects		\$115,000	\$115,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year			
Finance Code	Category (2)		
358	Asbestos Removal and Encapsulation	\$0	\$0
363	Fire Safety	\$0	\$0
366	Indoor Air Quality	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151			
Finance Code	Category 3 (a)		
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms			
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025		
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0
Accessibility			
Finance Code	Category (4)		
367	Accessibility	\$0	\$0
Total Accessibility Projects		\$0	\$0
Deferred Capital Expenditures and Maintenance Projects			
Finance Code	Category (5)		
368	Building Envelope	\$20,000	\$25,000
369	Building Hardware and Equipment	\$20,000	\$25,000
370	Electrical	\$0	\$25,000
379	Interior Surfaces	\$20,000	\$20,000
380	Mechanical Systems	\$100,000	\$50,000
381	Plumbing	\$0	\$0
382	Professional Services and Salary	\$0	\$0
383	Roof Systems	\$200,000	\$100,000
384	Site Projects	\$50,000	\$50,000
Total Deferred Capital Expense and Maintenance		\$410,000	\$295,000
Total Annual 10-Year Plan Expenditures		\$525,000	\$410,000

FY 25 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/4/2023										
717	<= Type in School District Number													
	JORDAN PUBLIC SCHOOL DISTRICT		Change only											
			if requiring levy	Payable 2023										
<i>Calculations for Ten Year Projection</i>		Pay 23	adjustments	LLC Certification	Current Estimate									
		LLC #	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	Initial Formula Revenue													
6	Current year APU	57	1,992.80	2,005.84	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			2,005.84	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60	1,998.60
7	District average building age (uncapped)	401	34.42	34.42	35.42	36.42	37.42	38.42	39.42	40.42	41.42	42.42	43.42	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		0.98343	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403	744,715	749,587	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470
11	Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405			-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	406			-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	408			749,587	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470

FY 25 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/4/2023										
717	<= Type in School District Number													
	JORDAN PUBLIC SCHOOL DISTRICT		Change only											
			if requiring levy	Payable 2023										
<i>Calculations for Ten Year Projection</i>		Pay 23	adjustments	LLC Certification	Current Estimate									
		LLC #	FY 2023	FY 2024	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
58	General Fund Equalized Revenue = (43) - (52)	442			749,587	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470	759,470
59	Total General Fund Aid = (46) - (53)	443			291,935	285,420	322,749	322,240	320,651	320,658	320,663	320,668	320,674	320,677
60	General Fund Equalized Levy = (58) * (41)	444			457,652	474,050	436,721	437,230	438,819	438,812	438,806	438,801	438,796	438,792
61	General Fund Unequalized levy = (57) - (58)	445			-	-	-	-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	446			457,652	474,050	436,721	437,230	438,819	438,812	438,806	438,801	438,796	438,792
Notes:														
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.														
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.														
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # 0717
JORDAN
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. 0717, State of Minnesota, was held on July 10th, 2023 at 6:30 pm, for the purpose, in part, of approving and authorizing the Long-Term Facility Maintenance Ten-year Revenue and Expenditure Plans.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION TO APPROVE AND AUTHORIZE JORDAN PUBLIC SCHOOL DISTRICT NO. 717'S LONG-TERM FACILITY MAINTENANCE TEN-YEAR REVENUE AND EXPENDITURE PLANS AS SHOWN IN DOCUMENTS PROVIDED.

BE IT RESOLVED by the School Board of District No. 0717, State of Minnesota, as follows:

1. The School Board of Jordan Public Schools District 717 has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year in the amount of \$1,380,000. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)

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

And the following voted against the same: _____

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 0717, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 0717, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF Jordan Public School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this 10th day of July, 2023.

Clerk

PO 50971



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-04654-Q4Y6T5
Date	6/1/2023
Amount Due	\$9,343.00
Date Due	8/15/2023

Jordan 500 Sunset Dr Jordan, MN 55352-4566
--

Customer Name	Purchase Order No.		
Jordan			
Description	Quantity	Unit Price	Ext. Price
Policy Services Subscription - Jordan	1	\$750.00	\$750.00
ISD Membership - Jordan	1	\$6,493.00	\$6,493.00
BoardBook Subscription Tier 1 - Jordan	1	\$2,100.00	\$2,100.00

E01005010 X 820 X

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Subtotal	\$9,343.00
Total	\$9,343.00



Executive Summary: Teachers On Call Contract Renewal

Amy Hafemann, Finance Director

The district's contract with Teachers On Call is up for renewal. This is a 2 year contract.

In August, 2022 the district raised the sub rates to the following:

- Teacher sub rate - \$129.00/day to \$145.00/day
 - Sub-teachers receive an incentive bonus of \$145.00 if worked a full week in our district
- Paraprofessional sub rate - \$12.50/hour to \$15/hour

The administrative fees with the renewal contract are staying the same at 36.85%

For example:

Sub teacher rate is \$145.00/day. The district is invoiced from Teachers On Call \$198.44/day.

This is an annual process to review and approve the Teachers On Call contract as well as the sub rates.

It is my recommendation that the district continue with the contract for Teachers On Call.

July 10, 2023 Board Report

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

Sharing Our Story

- Back to School planning and hiring continues throughout this summer. We have an incredible team working this summer to clean and do annual maintenance within our buildings and grounds to prepare for our students. We have been filling open positions and anticipate being fully staffed for the start of the school year.
- With the minor adjustments to start and end times in some buildings and a new school calendar, we know there will be new routines for families. The administrative team has been meeting with Benjamin Bus to discuss start and end times for the upcoming school year. Considerations include their typical process for scheduling bussing and the many road construction elements they are planning for. Additionally, we are working hard to maintain a safe drop off and pick up experience for families by staggering these times for JES and JMS/JHS, knowing that there is a high volume of students that have parent drop off/pick up at JES, traffic is congested at times with drivers parking on Sunset and Aberdeen for long periods of time ahead of drop off/pick up, and we have road construction in the area.

Abatement Construction Update

- The Abatement Construction project is well underway! The SM Hentges Team is working hard and we can see the project taking shape. Sidewalks have been poured and curbing is installed. They continue to do parking lot repairs at the HS and I anticipate this project to progress efficiently through completion.
- We anticipate both the CERC and JHS projects will be completed by mid-August and in plenty of time for the new school year!

Referendum Building Project Update

- In late June, we completed a 3rd round of engagement meetings with staff regarding big picture design elements. It was such a great round of discussions and our staff is so awesome for coming in and supporting this process!
- The design team will now start getting into some of the more specific elements of the process. The ISG and KA team, including the civil engineer, will continue to meet with the City of Jordan to review planning in relation to streets and easements, and required project elements.

- The Oversight Committee will also be meeting again with ISG to discuss and finalize the designs to be brought to a board work session. We are on schedule for the designs to be put through the public bid process with contractors this fall.

Combined City-School Meeting Update

- We will again hold a joint meeting with the Jordan City Council. Due to conflicts with the original date, this meeting has shifted to August 21st. We will discuss upcoming projects and developments within the City and School District and how we can continue to increase opportunities for partnership that benefit our school community. It is so great that we have strong relationships and communication!

Activities Director Position Update

- Mr. Joe Perkl has accepted a new role for the Eden Prairie School District. (We wish him all the best!) We posted an opening for the Activities Director position in mid-June and completed interviews on Monday, June 26th. The process included an electronic/presentation and planning portion, a tour, a panel interview and a reference check process. We had around 40 applicants at the time of interviews and interviewed 6 candidates. Mr. John Buteyn was the top candidate and accepted the position. John is a former HS teacher, Head Baseball Coach and Administrator Intern at Eden Prairie HS. He has his K-12 Principal's license, degrees in Teacher Education (MA), Corporate Fitness (BA) and a minor in Athletic Coaching. We are excited to have John join the team!!!

Important Dates and Upcoming Events

- July 18- SW Metro Board and Superintendent Retreat 12-4pm
- July 25- First Staff Flex Workshop
- August 2- Second Staff Flex Workshop
- August 7- MSBA Summer Seminar 8am
- August 8- MASA/MDE Back to School Conference
- August 14- Regular School Board Meeting 6:30pm
- August 21- Full City School Meeting 6:30pm
- August 22- New Staff Workshop
- August 23- Third Staff Flex Workshop
- August 24- Staff Workshop Begins
- August 28- District Breakfast 7:30am
- August 28- Board Work Session 5:30pm
- August 30- JES Back to School Open House 12:00-7:30pm
- August 30- JHS/JMS Back to School Open House 3:30-7:30pm
- August 31- JES Back to School Open House 9:00am-4:30pm

Enrollment Update

- As of June 1, 2023 (end of year): 1806 students - EC through grade 12.
- We have been enrolling students throughout July and will have an update for the August meeting.



**High School Board Notes
July 10, 2023**

Improve Student Achievement, Learning and Career and College Readiness

- The second session of summer school starts on July 10th. Numbers look to be strong again for this session. The first session saw over 25 students earn a credit. We look to improve upon that number this session.
- We continue to improve the Freshman FOCUS program and how we can extend that into the school year to improve student performance for our 9th grade students. We are looking at a way to enhance the Freshman Academy course with added features throughout the year.
- The master schedule is in progress. We hope to have it completed by July 14th.

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

- The building is getting cleaned and organized for the beginning of the school year. The custodians have made great progress and summer cleaning is looking good.
- We are looking through the new laws and mandates from MDE and the state legislature as we review our handbooks and prepare for the upcoming school year.
- During summer teacher flex days we will work on course syllabi and planning for the 2023-2024 school year. .

Improve Community Connection, Satisfaction, and Engagement

- We are working on the back to school letter for parents and students. We are only about eight weeks from welcoming students back!
- We have been working on communication tools and strategies to improve the experience for our families at JHS. We will continue to develop our parent education model that was started during the 2019-2020 school year. We will have a mix of in person and virtual opportunities for parents to learn about JHS, college and career readiness, mental wellness, and raising teens in 2023.
- We are moving further along in the planning and preparation process for our new program, SURGE. We are very excited about the opportunities this will provide for students in our district that are struggling. This alternative learning model will be an excellent resource for students and families.

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

- Our high school data team will meet in August to map out a plan and set goals for the 2023-2024 school year using data from the past year.
- We will look at ways to improve our PBIS/Intervention day and add additional times within the framework of our current schedule.
 - We will try to incorporate more “Just in time” interventions in classrooms.

**Jordan Middle School Board Report
July 10th, 2023**

Improve Student Achievement, Learning and Career and College Readiness

- JMS will focus on effective Tier 1 instructional strategies and student connectedness throughout the upcoming school year.
- The MTSS team met to review student data and adjust accordingly.
 - Staff review progress monitoring data for reading/math/REACH and adjust student support as needed.
 - MCA and Fastbridge data is being reviewed for 2023-2024 intervention classes.

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

- Planning for the 2023-2024 school year is moving forward based on stakeholder feedback including finalizing the master schedule.
 - The special education team met and scheduled students.
- Updated JMS Student and Parent Handbook in preparation for upcoming school year.
- Grade level teams reviewed academic and behavioral data to support students.
- Reviewed and finalized hourly start and end times for the bell schedule.

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

- Completed Discipline Incident Report to MDE reporting in and out of school suspensions for the year.
- Met and planned with the leadership team around strategic planning and action steps for the school year at Administrative Retreat.
- Collaborated with administrative intern and JMS staff following retreat to develop actions steps for implementation following leadership retreat.
- The PBIS committee hosted a training session for all staff about Tier 1 behavior strategies.
- Finalizing planning for the upcoming flex workshop on July 25th, August 2nd, and August 23rd.

Improve community connections, satisfaction, and engagement

- School year ended with seventh grade students attending a Minnesota Twins game.
- 8th Grade students held their annual Festival of Nations and went to Valleyfair.
- Hosted summer school for students showing a need based on teacher recommendation, grades, assessment data.
- Extended School Year (ESY) will run from July 10th-July 27th.
- Reviewed JMS website for updates and edits.
- Planning for Open House, August 30th, is being finalized.
- Worked at the MSHSL AAA state baseball tournament held in Jordan.

Jordan Elementary School JES Principal Summary for July, 2023

Summer is a great time to refresh, reimagine and reflect on the previous school year to plan and prepare for the upcoming fall. Below is a summary of work completed from June through mid-July for the year ahead.

- **PRIDE in Student Achievement; PRIDE in Student and Staff Support**
 - We are excited to see what our new 1st grade teacher, Royce Wiersma, Behavior Specialist, Matt Phillips, and EL teachers, Kelly Hunter (former JES WIN Behavior Para) and Kelsey Wilson (former JES SPED Para), will bring to our school and district. I have met with each of them this summer and provided tours of our school and their new classroom/office spaces.
 - Shout out to our JES Targeted Services staff who wrapped up summer school this past week. It was great seeing so many students receiving academic support to maintain and progress their learning over the summer. Our social-emotional summer program will begin after the July 4th holiday week.
 - Erin Hjelmeland and I worked on the JPS Literacy Plan and submitted it to MDE the last week of June. We will continue to meet and plan for our building literacy focus for the upcoming school year that will center around the Science of Reading.
 - Staff will continue to receive PD on Culturally Responsive Pedagogy, Restorative Practices, and the Science of Reading from current building teacher-leaders and district specialists during the summer Flex Days and workshop week to enhance and support equity and diversity and increase literacy proficiency.
 - Our JES Instructional Leadership Team met in June to further discuss and revise our MTSS framework to best support the academic and behavioral needs of students. Staff remains committed to the work

we've been involved with over the past two years and continue to reflect on implementing evidence-based practices aligned to the diverse needs of our students.

- **PRIDE in a Caring and Committed Culture**

- The JPS Admin Team met at the end of June for our summer retreat. We tackled quite a few topics related to new state legislation, as well as our focus and theme for the upcoming school year. We will be working on showing our Jordan PRIDE throughout the year and I am excited to work with our JES staff with integrating it more into our daily routines and instructional time with students.

- **PRIDE in Communication, Marketing and Outreach; PRIDE in Facilities-Indoor/Outdoor Spaces**

- Staff came together at the end of June to meet with ISG to provide feedback and input about the upcoming JES building project. We are all very excited to be a part of the design process and can't wait to see how things progress over the summer and into the fall.
- The admin team recently met with Benjamin Bus to discuss building start and end times for the upcoming school year. JES will not only see a shift in our times, but we will also start to transition to new arrival and dismissal procedures that we will need to implement for the upcoming building project. I will be working with Elise to communicate these new procedures with families via the Jordan Journalist and other written and electronic forms of communication.
- Elise and I will be meeting to send out our Countdown to Kindergarten communication for the summer. Our first message will go out to families shortly after the week of Fourth of July, with at least two more to be sent over the summer months. As of today, we have 91 Kindergarteners registered, with a second round of phone calls to be made over the next two weeks to connect with incoming families regarding registration.
- Our custodial staff has been doing a tremendous job cleaning and maintaining our building while Kids' Co. and other programs are running in the building. Kudos to them for their commitment to creating a wonderful and safe place to learn and work!

Executive Summary
Director of Teaching and Learning
July 2023

PRIMARY FOCUS = Fall 2023 Planning, Professional Development, and Curriculum Resources

Improve Student Achievement, Learning, and Career and College Readiness

- **2023-2024 Professional Development Plan**
 - **Back to School Workshop**
 - **New Staff Orientation - August 22**
 - Agenda Includes:
 - Welcome to Jordan!
 - **New Teacher Orientation**
 - Mentor Mentee Work Time
 - Jordan Overview: Procedures, Building Specific Work, Goals, etc.
 - **Back-to-School Workshop - August 24 - August 31**
 - Finalized agenda will be released at the end of July.
 - **Summer Events**
 - **Summer Flex Workshop Options - July 25, August 2, and August 23**
 - Teachers must attend ONE of these sessions.
 - Agenda Includes: CRP, Technology Discussion, Elementary Literacy, and Building Specific Development
 - **Data Retreat - August 21**
 - Agenda Includes: eduCLIMBER review, Data Review, and Goal Setting aligned to World's Best Workforce

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

- **Data Retreat --** The Data Retreat is scheduled for August 21, 2023.
 - Data Team members from each building will attend this meeting with the purpose of understanding the district's overall data picture, create building and

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district goals based on this data, and set the 2023-2024 testing schedule.

- **Rough Agenda**
- **Teacher and Educational Resources --** The Curriculum Request process was updated to help make the process a bit smoother while ensuring technology, curriculum, administration, and teachers were all on the same page.
 - Each teacher / team filled out a building specific Curriculum Request Form, which was then reviewed by the building principal; Director of Technology, Stephen Damlo; and the Director of Teaching and Learning, Erin Hjelmeland.
 - After July 1, 2023 (new fiscal year), I will complete the approved purchases and curriculum requests to make sure we are ready for fall.
 - **2023 District Wide Resources** - Overview not including classroom novels and textbooks.

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

- **SW Online, Elevate**
 - We closed out another year in partnership with SW Metro to offer an online option for our students. I am continually working with SW Metro to track enrollment and support Jordan attend Elevate.
 - Jordan had 36 students who took part in the online Elevate program at some point during the year.
 - **2023-2024 Elevate Planning** – Working with Elevate to monitor families and communicate options for next year – online and in-person.
- **District Wide Plans --** Since taking over the role of Director of Teaching and Learning a primary goal has been to solidify various district areas into specific plans / overviews. Having specific overviews in place offers clarity in programming and transparency for staff, students, families, and interested community members.
 - Curriculum Review Process -- Draft Complete.
 - Equity Education -- Draft Complete.
 - Social and Emotional Learning (working in collaboration with the SEL team district wide) -- Draft Complete.
 - Restorative Practices – working on draft one.
 - MTSS Process – working on draft two.

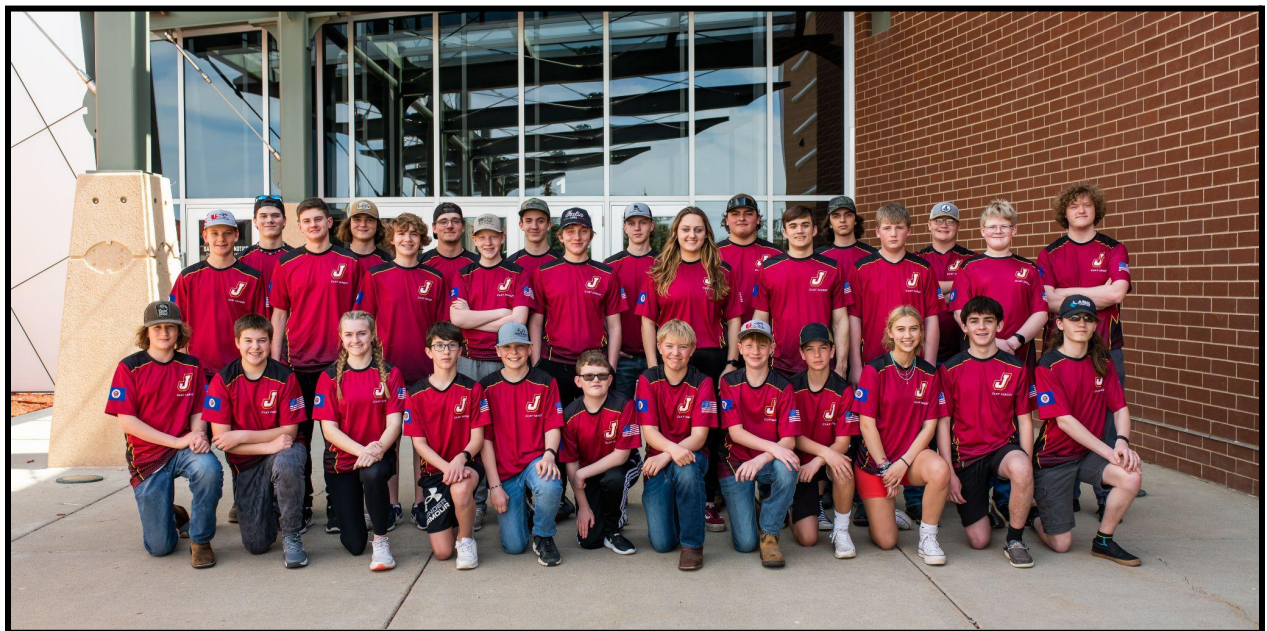
Improve Community Connection, Satisfaction, and Engagement

- **Curriculum and Technology Integration Advisory Council --**
 - Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
 - **MARK YOUR CALENDARS** - The council meetings will resume in October of the 2023-2024 School Year.

Director's Message:

- Jordan Clay Target Update from Coach Radrick:
"Jordan Clay Target finished 2nd in our conference for Trap and 1st in our conference for Sporting Clays. We competed in 4 tournaments beyond our weekly conference shooting, winning several individual honors and at the Alexandria Trap Championship we finished 38 out of 340 teams. The Alexandria Championship serves as sectionals in High School Trap and the top 40 finish won us a team berth in MSHSL State Tournament, of which we finished in 15th place. This is the program's 4th State Tournament appearance since the tournament started in 2014 and our 15th place is our 2nd highest finish as a team. Like several sports you can make the state tournament as a team and as an individual. Hunter Lenzmeier and Nicole Ray won individual state tournament appearances based on the season average."

"July 5-9 Jordan Clay Target is heading to the USA High School League Clay Target Nationals if 6 kids. The top 240 teams and top 1800 individuals in 35 states and thousands of high schools are invited to compete in Nationals."



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- Run of the Mill - The course has now been "certified" which will allow runners to use their time to qualify for other races and to qualify for state records. See attachment for map and more details.
- Summer programming is well underway and it's been so awesome to see the smiles and energy from the kids. Special thanks to Andi Nold for ALL her work on the coordination of the classes, games and other events.

CERC:

- We appreciate the patience of our members as construction continues on the parking lot.

Kids Company:

- Our programs are having a wonderful summer so far with many fun adventures. Here are just a few examples: Crew went to a ninja park and the state capital, and Kids Co went to Sustainable Safari and Fun Lab and a magician came to JES.
- Registration will open at the beginning of July for the 23-24 school year.







Preschool:

- Our Parent Aware rating has been submitted to MDE which is a two year award process and allows us to receive Pathway II scholarships from the state. These scholarships help cover tuition and bus costs for families who qualify.
- The first session of summer school completed last month was all about artists. We have another session, tropical themed that begins on July 10. All sessions are Monday through Thursday from 8:30-11. Ms. Trisha led this session.
- We continue to take enrollments for preschool and will begin a push for more enrollment.vg.





**Road Running Technical Council
USA Track & Field**

Measurement Certificate



Name of the course Run of the Mill 5k Distance 5 km

Location (state) MN (city) Jordan

Type of course: Road Race

Measuring Methods: Bicycle

Measured By Michael Bialick - 12667 Sherwood Pl - Minnetonka, MN 55305 - (952) 454-2165 - michael.bialick@gmail.com

Race Contact Cullen Bahn - 500 Sunset Drive, Suite #1, Jordan, MN 55352 - 952-492-4223 - cbahn@isd717.org

Date(s) when course measured: 12/31/1969, 06/09/2023

Number of measurements of entire course: 3 Course Configuration: point to point

Elevation (meters above sea level) Start 237.13 Finish 262.43 Lowest 236.52 Highest 263.65

Straight line distance between start and finish .91 mi Drop -5.06 m/km Separation 29.29 %

Type of surface: Paved 99 % Dirt 0 % Gravel 0 % Grass 1 % Track 0 %

Effective date of certification: June 22, 2023 Certification code: MN23019JHP

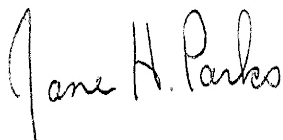
Note to Race Director: Use this Certification Code in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course --- In the event a National Open Record is set on the course, or at the discretion of USA Track & Field, a verification measurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 of the year: **2033**



AS NATIONALLY CERTIFIED BY:

Date: June 27, 2023

Jane Parks - USATF/RRTC Certifier - 8606 Wiese Rd, Brecksville OH 44141
(973) 349-0033 - janehp3+ctcert@gmail.com



USATF Certificate
 MN23019JHP
 Effective: 06/22/2023
 Through: 12/31/2033

Run of the Mill 5k

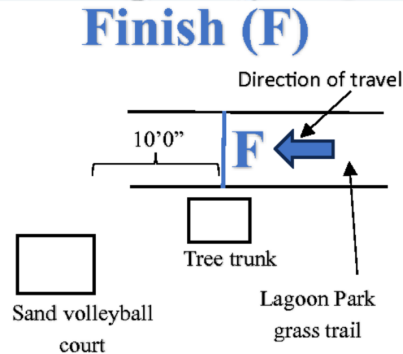
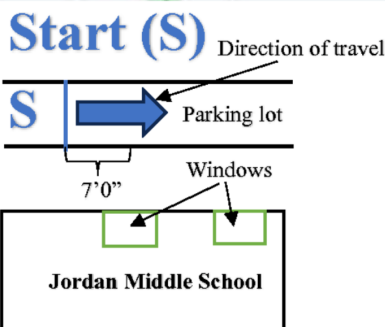
Jordan, Minnesota

Course measured on the Shortest Possible Route using the full width of the roads and paths
 All directions are given relative to the running/walking direction

- Start: 7'0" W of center of 2nd window from E edge of Jordan Middle School in parking lot
- Mile 1: 26' W of Crosswalk Ahead sign on Sawmill Rd
- TA: Cone placed even with (S of) Sawmill Rd/Cedar Valley Rd sign in center of Sawmill Rd
- Mile 2: 11' SE of green utility box #8 on Sawmill Rd
- Mile 3: Even with Gas Co.. utility marker on Park Dr
- Finish: Center of tree trunk 10' E of E edge of sand volleyball court on Lagoon Park grass trail



Measured by Mike Bialick
 Measured on June 9th, 2023
 michael.bialick@gmail.com
 952-454-2165





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:

- Coordinated and attended the final round of ISG Architecture/Design stakeholder engagement for the JES/JHS building projects.
- Created and sent messaging for CERC parking lot and JHS parking lot and sidewalk projects. Will continue to update district families throughout the summer.
- Shared JHS and JMS Semester Two Honor Rolls.
- Updated school supply lists on the website.
- Created flier, Facebook event and signage for upcoming ECFE in the Park events.

Events Attended for Photography Needs:

- Last Day of School
- CE Summer Programs - Basketball Camp,
- Summer Kids' Co - Bounce houses, Readmobile, Magician, etc.
- Summer Preschool

Projects / Events In-Progress:

- Annual website changes between school years.
- Assisting with Activities registration help sheet.
- Planning for 2024-2025 academic calendar.
- Assisting with building project meetings with the ISG design team.
- Creating the Fall 2023 brochure and upcoming Community Ed/Rec event advertising needs.
- Refreshing district advertising material collateral.
- Creating an intro to JMS advertising video.
- Creating an ECFE promotional video.

OUR MISSION

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

- 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.

Nutritional Services Director's Report

7/10/23

June Highlights

- Reviewed all of our Smart Snacks for JMS and JHS to ensure compliance with USDA standards, and reviewed pricing for next year.
- Completed annual CLiCS applications for the upcoming school year.
- Renewed contracts with RVEC and St Johns for next school year, including adding breakfast for St Johns.
- We were approved for the MDE Equipment Grant! This grant will allow us to purchase a new oven for JHS, allowing them to have the ability to roast more vegetables and cook multiple entrees and sides at once.

Summer projects

- During July, we will be serving lunch to students on site for SEL
- As part of our review from MDE, I will be working to update our HACCP plans for each kitchen, an assessment of the Wellness Policy, and also update our records for food temps, cooler temps, illness logs and other required daily documentation.
- I will also be working to create next year's menus. I will be taking student feedback from this year and creating a cycle that allows for more options for students and will remain consistent throughout each of our schools.

OUR MISSION

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

Board Meeting 07.10.23

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- This summer, the SpEd Department at JMS is looking at a new reading resource through McGraw-Hill called corrective reading which is designed to help readers with their decoding, fluency and comprehension skills. Staff are also setting up online training with Voyager-Sopris to train on Vmath and Language Live.
- Our Academic Targeted Services and Extended School Year ended on June 29th. We had a good turnout with students. Staff did a wonderful job providing service and maintaining the skills of our students. In July for three weeks we will jump into our Social Emotional Learning summer program (SEL) that will provide support for students with social and emotional needs.

Improve Community Connection, Satisfaction, and Engagement

- In June, the American Indian Parent Advisory Council held its annual Horse Camp for American Indian students. Students participated in healing (spiritual, physical and emotional and mental) through horse nation cultural values while participating in a Native American horse mask ceremony. Students were taught the Seven Teachings of the Ojibwe Anishinaabe and Dakota values.

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

- District department and building meeting schedules have been set for this school year. Special education staff have been working hard on student schedules and preparing for the start of the school year!
- This summer has been busy planning for our new teacher workshop day. The district along with Union President Sara Sievers is planning on a full day of training, support, meeting administration and getting to know the district and town of Jordan!

Be Fiscally Responsible and Maintain Quality Facilities

- I am currently working on submitting ADSIS grant data into the Department of Education for the services we provided under ADSIS. Services included; behavior support, reading support, and math support. These services were provided in all three buildings this past school year.
- Amy Hafemann and I continue to communicate and develop our 23-24 special education budget to ensure we are utilizing our federal dollars appropriately.
- This month, Amy Hafemann and I will be working on our CEIS and Federal Grant Applications, American Indian, and Title III funding applications and working with the staff and council members involved in the funding grants.
- Our AIPAC just received information from MDE that we will continue to receive funding from MDE for our identified American Indian students. We will receive around \$55,500 this fiscal year.

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.