



Jordan School District #717  
Regular Meeting Agenda

Monday, February 12, 2024 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of Agenda
5. Jordan Pride Award
6. Public Comments 3
7. Consent Agenda
  - 1. Minutes 5
  - 2. Monthly Finance Reports 9
  - 3. Donations 42
  - 4. JHS Art Surplus Declaration 43
  - 5. Leave of Absence - MS Teacher - Gina Goehring Anderson
  - 6. Contract Renewal - Varsity Football Coach - Ozzie Sand
  - 7. Contract Renewal - Assistant Varsity Football Coach - Brian Heller
  - 8. Contract Renewal - Assistant Varsity Football Coach - Nicholas Casterton
  - 9. Contract Renewal - JV Football Coach - Brandon Arnold
  - 10. Contract Renewal - JV Football Coach - Wade Olson
  - 11. Contract Renewal - C Squad Football Coach - Shane Peters
  - 12. Contract Renewal - C Squad Football Coach - Jeffrey Malek
  - 13. Contract Renewal - C Squad Football Coach - Nathan Olson
  - 14. Contract Renewal - C Squad Football Coach - Alex Beckman
  - 15. Contract Renewal - 8th Grade Football Coach - Nathan Kucera
  - 16. Contract Renewal - 8th Grade Football Coach - Joshua Altermatt
  - 17. Contract Renewal - 7th Grade Football Coach - Matthew Lind
  - 18. Contract Renewal - 7th Grade Football Coach - Anthony Kusske
  - 19. Contract Renewal - Varsity Girls Soccer Coach - Nathan Steele
  - 20. Contract Renewal - Assistant Varsity Girls Soccer Coach - Kevin Morin
  - 21. Contract Renewal - C Squad Girls Soccer Coach - Kevin Schepers

22.	Contract Renewal - Varsity Boys Soccer Coach - Timothy Wareham	
23.	Contract Renewal - C-Squad Boys Soccer Coach - Tom Woefel	
24.	Contract Renewal - Varsity Tennis Coach - Jill Bailey	
25.	Contract Renewal - JV Tennis Coach - Bryan Martin	
26.	Contract Renewal - MS Tennis Coach - Tobias Thietje	
27.	Contract Renewal - Varsity Volleyball Coach - Sarah Attig	
28.	Contract Renewal - JV Volleyball Coach - Tammy Stensland	
29.	Contract Renewal - B Volleyball Coach - Alanna Rindahl	
30.	Contract Renewal - C Volleyball Coach - Maddie Malecha	
31.	Contract Renewal - 7th/8th Grade Volleyball Coach - Jordan Going	
32.	Contract Renewal - 8th Grade Volleyball Coach - Bayly Grosskopf	
33.	Contract Renewal - 8th Grade Volleyball Coach - Amanda Ahlbrecht	
34.	Contract Renewal - Assistant Varsity Volleyball Coach - Rebecca Pauly	
35.	Contract Renewal - Varsity Cross Country Coach - Benjamin Nylander	
36.	Contract Renewal - JV Cross Country Coach - Laura Theis	
37.	Contract Renewal - MS Cross Country Coach - Jenn Beuch-Bohlsen	
38.	Contract Renewal - Varsity Cheerleading Coach - Chania Ruehling	
39.	Contract Renewal - MS Fall Play Director - Maria Wignal	
40.	Contract Renewal - MS Fall Play Assistant Director - Janice Lennox	
41.	Contract Renewal - Fall Play Director - Thomas Amundsen	
42.	Contract Renewal - Fall Play Assistant Director - Michelle Spies	
43.	Contract Renewal - Fall Weight Room Supervisor - Drew Sinke	
8.	Action / Discussion Items	
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2.	Review and Act on Calendar Adjustment Request	47
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12.	School Board Member Reports / Committee Reports	131
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](mailto: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.

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

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

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

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

\_\_\_\_\_  
School District Clerk

\_\_\_\_\_  
Date/Time Received



## School Board Meeting Minutes

Monday, January 8, 2023 at 6:30 PM  
Regular / Organizational Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

### 1. Call to Order

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

### 2. Pledge of Allegiance

### 3. Roll Call

- Present: Deb Pauly, Lauren Pedersen, Sara Lehnen, Molly Monyok, Rob Langheim, Corrine Hennen, Jenny Kusske
- Absent: Daniela Guerrero Garcia (Student Rep.)

### 4. Consideration of Agenda

- Motion to approve the agenda made by Molly Monyok, Seconded Sara Lehnen. Approved 7/0

### 5. Organizational Meeting

#### 5.1 2024 Organization of the Board

- The board read the code of ethics aloud.

#### 5.2. Elections Nominated and Elected by Acclamation

- Chairperson Deb Pauly - Elected by Acclamation
- Vice Chair Sara Lehnen - Elected by Acclamation
- Clerk Jenny Kusske - Elected by Majority Vote
- Treasurer Rob Langheim - Elected by Majority Vote

#### 5.3 Establishments

- Treasurer's Bond \$100,000
- Depositories Frandsen Bank, Riverland Bank, MSDLAF, Hometown Bank, MN Trust
- Newspaper Jordan Independent

- Investment Authority Superintendent & Finance Director
- Meeting Day & Time 2<sup>nd</sup> Monday at 6:30pm & 4<sup>th</sup> Monday at 5:30pm.
- Legal Counsel Ratwik, Rozak, and Maloney, P.A.
- Legal Counsel Authorized Contacts Superintendent and Chairperson
- Motion to approve the Establishments made by Molly Monyok, Seconded Jenny Kusske. Approved 7/0

#### 5.4 Board Member Compensation

- Member \$2,500
- Chairperson Additional \$ 500
- Vice-Chairperson Additional \$ 300
- Clerk Additional \$ 300
- Treasurer Additional \$ 300
- Meetings \$125 for half day / \$225 for full day
- Motion to approve the compensation made by Jenny Kusske, Second Corinne Hennen. Approved 7/0

#### 5.5 2024 Committee Assignments

- Budget/Finance: Whole Board
- Calendar: Jenny Kusske
- City/School: Deb Pauly, Lauren Pedersen, Sara Lehnen
- CE/Rec: Lauren Pedersen, Corinne Hennen
- District Advisory: Deb Pauly, Jenny Kusske, Student Board Rep
- Facilities: Deb Pauly, Molly Monyok
- Meet & Confer/Cont. Ed./Staff Dev./Personnel: Deb Pauly, Sara Lehnen
- Negotiations: Deb Pauly, Lauren Pedersen, Alt Sara Lehnen
- Policy: Deb Pauly, Sara Lehnen, Corinne Hennen
- AIPAC: Deb Pauly, Alt. Rob Langheim
- Booster Club: Sara Lehnen, Rob Langheim, Alt. Lauren Pedersen
- Education Foundation: Rob Langheim, Molly Monyok
- Legislative: Deb Pauly
- MSHSL: Deb Pauly
- SCALE: Lauren Pedersen
- SEAC: Molly Monyok
- SW Metro: Deb Pauly, Alt. Rob Langheim
- Motion to approve Committee assignments made by Sara Lehnen, Second Corinne Hennen. Approved 7/0

#### 5.6 The District delegates authority to make electronic funds Transfer to the District Finance Director

- Motion to approve district delegates made by Molly Monyok, Second Jenny Kusske

#### 5.7 PELSB: Community Member - Diane Hesse

- Motion to approve PELSB Community Appointee, Diane Hesse made by Sara Lehnen, second Jenny Kusske. Approved 7/0

5.8 2023 Board Calendar.

- Motion to approve the board calendar made by Corinne Hennen, Second Jenny Kusske. Approved 7/0

5.9 2023 Confidentiality and Conflict of Interest Policy and Disclosure Form

- This is an annual requirement for school board members.

**6. Consent Agenda**

6.1 Minutes

- 12/11/23 - Regular

6.2 Monthly Finance Reports

- Amy Hafemann provided reports for the board to review.

6.3 Donations

Donor	Designated Purpose	Amount/Items
Anonymous	Food Service Donation	\$20.00
Schule Haus	Wheels Up Wednesday Busing	\$50.00
Mighycause	JES Backpack Program	\$45.00
Colleen Eischens	Wheels Up Wednesday Busing	\$100.00

6.4 New Hire – ES Cooks Helper – Patricia Bond

6.5 New Hire – Spanish Teacher – Harlee Erlandsen

- Motion to approve Molly Monyok, Second Sara Lehnen. Approved 7/0

**7. Action / Discussion Items**

7.1 Review and Act on Bids For JES & JHS Projects

- Justin Kempf from Kraus Anderson presented the bid options that came in. Sealed bids were publicly opened on December 21, 2023.
- Motion to Approve Bids for JES & JHS projects made by Molly Monyok, Second Rob Langheim. Approved 7/0

7.2 Review and Act on Bids for JHS Roof Project

- Amy Hafemann discussed the bid options for the JHS roof project. Sealed bids were publicly opened on December 21, 2023
- Motion to Approve Bid for JHS Roof made by Jenny Kusske, Second Sara Langheim. Approved 7/0

7.3 Review and Act on MDE Identified Official with Authority (IOwA) Resolution

- Annual renewal process with MDE.
- Motion to Approve IOwA made by Corinne Hennen, Second Molly Monyok. Roll Call Vote Deb Pauly - Aye, Lauren Pedersen - Aye, Sara Lehnen - Aye, Molly Monyok - Aye, Rob Langheim - Aye, Corrine Hennen - Aye, Jenny Kusske - Aye. Approved 7/0

**8. Adjourn Regular Meeting**

- Motion to adjourn the meeting By Sara Lehnen at 7:27 pm.

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School Board Clerk

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Date



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

**AMY HAFEMANN**  
Director of Finance  
ahafemann@isd717.org

February 2, 2024

Board of Education Meeting

### **Finance Report**

February, 2024 financial reports show activity that has been completed thru January 31, 2024. 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 to date in the month of January.

The Payroll Payment Register is a listing of the payroll liability payments made during the month of September, through the 01/31/2024 payroll.

The pie chart shows the expenses by object codes in the General Fund that have been paid through January, 2024.

January, 2024 was a busy month as well. The month was busy with negotiations, budgeting and other district financial work.

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	Invoice No:	Pmt/Void Date	Pmt Type	Amount
28892	AVIBEN	0717	001					
			B 01	215 061	New York Life		Wire	\$205.55
PO#:	Voucher #:		127746	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$205.55
PO#:	Voucher #:		B 01	215 053	Fidelity Investment		Paid Amt:	\$1,164.50
PO#:	Voucher #:		B 01	215 068	ING/Aetna		Paid Amt:	\$152.04
PO#:	Voucher #:		B 01	215 080	First Investors Corporation		Paid Amt:	\$316.68
PO#:	Voucher #:		127735	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$3,228.49
PO#:	Voucher #:		B 01	215 064	Franklin Templeton		Paid Amt:	\$838.00
PO#:	Voucher #:		B 01	215 068	ING/Aetna		Paid Amt:	\$3,998.90
PO#:	Voucher #:		127736	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$7,325.99
PO#:	Voucher #:		B 01	215 078	Horace Mann		Paid Amt:	\$2,412.04
PO#:	Voucher #:		127737	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$2,560.14
PO#:	Voucher #:		B 01	215 068	ING/Aetna		Paid Amt:	\$766.68
PO#:	Voucher #:		127738	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$1,080.82
PO#:	Voucher #:		B 01	215 056	American Express		Paid Amt:	\$736.79
PO#:	Voucher #:		127726	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	\$84.99
PO#:	Voucher #:		B 01	215 055	Equitable Life		Paid Amt:	\$821.78
PO#:	Voucher #:		127731	Invoice	Invoice No: S2024140	1/31/2024	Check Amount:	\$24,955.61
PO#:	Voucher #:		B 01	215 050	ECONOMIC SERVICES		Vendor Total:	\$49,705.42
PO#:	Voucher #:		127732	Invoice	Invoice No: S2024140	1/31/2024	Wire	\$83,288.92
PO#:	Voucher #:		B 01	215 057	Thrivent Financial		Paid Amt:	\$83,418.92
PO#:	Voucher #:		127750	Invoice	Invoice No: S2024140	1/31/2024	Paid Amt:	(\$1,838.66)
PO#:	Voucher #:		B 01	215 067	Valic		Paid Amt:	\$6,965.34
PO#:	Voucher #:		B 01	215 068	ING/Aetna		Paid Amt:	\$88,545.60
PO#:	Voucher #:		127752	Invoice	Invoice No: S2024140	1/31/2024	Check Amount:	\$171,834.52
PO#:	Voucher #:		127728	Invoice	Invoice No: S2024140	1/31/2024	Vendor Total:	\$171,834.52
11747	BLUE CROSS & BLUE SHIELD	0717	001					
			B 01	215 020	Health Ins		Wire	\$83,288.92
PO#:	Voucher #:		127574	Invoice	Invoice No: S2024130	1/31/2024	Paid Amt:	\$83,288.92
PO#:	Voucher #:		B 01	215 020	Health Ins		Paid Amt:	\$83,418.92
PO#:	Voucher #:		B 01	215 020	Health Ins-adj to premium		Paid Amt:	(\$1,838.66)
PO#:	Voucher #:		B 01	215 024	Health Ins-Retiree		Paid Amt:	\$6,965.34
PO#:	Voucher #:		127728	Invoice	Invoice No: S2024140	1/31/2024	Check Amount:	\$171,834.52
PO#:	Voucher #:		127728	Invoice	Invoice No: S2024140	1/31/2024	Vendor Total:	\$171,834.52

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
6368	COLONIAL LIFE	0717	001		Wire	
		B 01	215 051	T Cederstrom-Group Accident & Critical Illness I	\$5.38	
		B 01	215 051	K Wilson-Group Accident-Critical Illness-Disabil	\$21.71	
		B 01	215 051	Adj to total invoice	\$31.38	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127602</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$58.47</b>
						<b>Check Amount: \$58.47</b>
						<b>Vendor Total: \$116.94</b>
24229	EDUCATION MINNESOTA - JORDAN				Check	
		0717	001	109699		
		B 01	215 039	Jea	\$13,488.08	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127585</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$13,488.08</b>
						<b>Check Amount: \$13,488.08</b>
						<b>Vendor Total: \$13,488.08</b>
22350	FRANSEN BANK AND TRUST				Wire	
		0717	001			
		B 01	215 003	Fed Tax	\$47,162.49	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127579</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$47,162.49</b>
		B 01	215 010	FICA	\$18,110.62	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127588</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$18,110.62</b>
		B 01	215 010	FICA	\$77,438.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127595</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$77,438.90</b>
						<b>Check Amount: \$142,712.01</b>
						<b>Vendor Total: \$142,712.01</b>
		0717	001		Wire	
		B 01	215 002	State Tax	\$24,533.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127591</b>	<b>Invoice</b>	<b>Invoice No: S2024130</b>	<b>1/15/2024</b>	<b>Paid Amt: \$24,533.92</b>
						<b>Check Amount: \$24,533.92</b>
						<b>Vendor Total: \$24,533.92</b>
		0717	001		Wire	
		B 01	215 010	FICA	\$77,255.62	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127747</b>	<b>Invoice</b>	<b>Invoice No: S2024140</b>	<b>1/31/2024</b>	<b>Paid Amt: \$77,255.62</b>
		B 01	215 003	Fed Tax	\$42,465.38	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127733</b>	<b>Invoice</b>	<b>Invoice No: S2024140</b>	<b>1/31/2024</b>	<b>Paid Amt: \$42,465.38</b>
		B 01	215 010	FICA	\$18,068.16	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127740</b>	<b>Invoice</b>	<b>Invoice No: S2024140</b>	<b>1/31/2024</b>	<b>Paid Amt: \$18,068.16</b>
						<b>Check Amount: \$137,789.16</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>22350 FRANDSEN BANK AND TRUST</b>						
	0717	001	B 01	215 002	State Tax	Wire
PO#:	Voucher #:	127743	Invoice	Invoice No: S2024140	1/31/2024	\$23,243.94
						<b>Paid Amt: \$23,243.94</b>
						<b>Check Amount: \$23,243.94</b>
						<b>Vendor Total: \$328,279.03</b>
<b>4689 JORDAN EDUCATION FOUNDATION</b>						
	0717	001	B 01	215 073	Jordan Ed Foundation	Check
PO#:	Voucher #:	127586	Invoice	Invoice No: S2024130	1/15/2024	\$62.00
						<b>Paid Amt: \$62.00</b>
						<b>Check Amount: \$62.00</b>
						<b>Vendor Total: \$124.00</b>
<b>26288 LOCAL 284</b>						
	0717	001	B 01	215 071	Local 284 Dues	Check
PO#:	Voucher #:	127587	Invoice	Invoice No: S2024130	1/15/2024	\$1,060.34
						<b>Paid Amt: \$1,060.34</b>
						<b>Check Amount: \$1,060.34</b>
						<b>Vendor Total: \$1,060.34</b>
<b>24948 MN CHILD SUPPORT PYMT CENTER</b>						
	0717	001	B 01	215 029	Child Support	Wire
PO#:	Voucher #:	127589	Invoice	Invoice No: S2024130	1/15/2024	\$778.90
						<b>Paid Amt: \$778.90</b>
						<b>Check Amount: \$778.90</b>
						<b>Vendor Total: \$1,557.80</b>
<b>27742 MN DEPT OF REVENUE</b>						
	0717	001	B 01	215 074	Garnishment	Wire
PO#:	Voucher #:	127590	Invoice	Invoice No: S2024130	1/15/2024	\$72.00
						<b>Paid Amt: \$72.00</b>
						<b>Check Amount: \$72.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27742 MN DEPT OF REVENUE</b>					
	0717	001			
	B 01	215	074		Wire
	Garnishment			\$72.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127742</b>	<b>Invoice</b>	<b>1/31/2024</b>	<b>Invoice No: S2024140</b>
					<b>Paid Amt: \$72.00</b>
					<b>Check Amount: \$72.00</b>
					<b>Vendor Total: \$144.00</b>
<b>23795 NATIONAL INSURANCE SERVICES</b>					
	0717	001	109771		
	B 01	215	027		Check
	B 01	215	035		\$39.21
	B 01	215	065		\$1,082.32
	B 01	215	065		\$1,994.55
<b>PO#:</b>	<b>Voucher #:</b>	<b>127593</b>	<b>Invoice</b>	<b>1/31/2024</b>	<b>Invoice No: S2024130</b>
	B 01	215	027		\$39.21
	B 01	215	027		(\$19.62)
	B 01	215	035		\$1,082.32
	B 01	215	035		(\$39.24)
	B 01	215	026		\$98.00
	B 01	215	065		\$1,994.55
	B 01	215	065		(\$484.10)
<b>PO#:</b>	<b>Voucher #:</b>	<b>127745</b>	<b>Invoice</b>	<b>1/31/2024</b>	<b>Invoice No: S2024140</b>
					<b>Paid Amt: \$2,671.12</b>
					<b>Check Amount: \$5,787.20</b>
					<b>Vendor Total: \$5,787.20</b>
<b>24384 NCPERS MINNESOTA</b>					
	0717	001	109772		
	B 01	215	032		Check
	PERA Life			\$32.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127749</b>	<b>Invoice</b>	<b>1/31/2024</b>	<b>Invoice No: S2024140</b>
					<b>Paid Amt: \$32.00</b>
					<b>Check Amount: \$32.00</b>
					<b>Vendor Total: \$32.00</b>
<b>21993 PUBLIC EMPLOYEES RETIREMENT ASSN</b>					
	0717	001			
	B 01	215	014		Wire
	B 01	215	014		\$21,305.12
	B 01	215	014		\$38.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>127596</b>	<b>Invoice</b>	<b>1/15/2024</b>	<b>Invoice No: S2024130</b>
					<b>Paid Amt: \$21,343.42</b>
					<b>Check Amount: \$21,343.42</b>
					<b>Vendor Total: \$21,343.42</b>
<b>27748 PERA</b>					
	0717	001			
	B 01	215	014		Wire
	PERA			\$25,683.53	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127748</b>	<b>Invoice</b>	<b>1/31/2024</b>	<b>Invoice No: S2024140</b>
					<b>Paid Amt: \$25,683.53</b>
					<b>Check Amount: \$25,683.53</b>
					<b>Vendor Total: \$47,026.95</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
21994	TEACHERS RETIREMENT ASSN	0717	001			
			B 01	215 018	TRA	Wire
PO#:	Voucher #:	127598	Invoice	Invoice No: S2024130	1/15/2024	\$76,138.97
						<b>Paid Amt: \$76,138.97</b>
						<b>Check Amount: \$76,138.97</b>
<hr/>						
5942	WEX	0717	001			
			B 01	215 018	TRA	Wire
PO#:	Voucher #:	127751	Invoice	Invoice No: S2024140	1/31/2024	\$76,122.19
						<b>Paid Amt: \$76,122.19</b>
						<b>Check Amount: \$76,122.19</b>
						<b>Vendor Total: \$152,261.16</b>
<hr/>						
5942	WEX	0717	001			
			B 01	215 028	Employee Contributions	Wire
PO#:	Voucher #:	127774	Invoice	Invoice No: S2024140	1/31/2024	\$3,649.27
						<b>Paid Amt: \$3,649.27</b>
						<b>Check Amount: \$3,649.27</b>
<hr/>						
			B 01	215 090	Flex-Dep Care	Wire
			B 01	215 090	Flex-Dep Care	\$1,249.98
			B 01	215 090	Flex-Dep Care-adj to claims	\$1,249.98
			B 01	215 091	Flex-Med	\$1,512.08
			B 01	215 091	Flex-Med	\$479.18
			B 01	215 091	Flex-Med-adj to claims	\$479.18
PO#:	Voucher #:	127772	Invoice	Invoice No: S2024130	1/31/2024	<b>\$646.18</b>
						<b>Paid Amt: \$4,324.22</b>
						<b>Check Amount: \$4,324.22</b>
<hr/>						
			B 01	215 028	Employee Contributions	Wire
PO#:	Voucher #:	127773	Invoice	Invoice No: S2024130	1/31/2024	\$3,643.27
						<b>Paid Amt: \$3,643.27</b>
						<b>Check Amount: \$3,643.27</b>
						<b>Vendor Total: \$11,616.76</b>
						<b>Report Total: \$783,114.50</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
25033		A. NORMAN & COMPANY INC	0717	001	109683		
					E 04 005 507 321 305 000	Honky Tonk Holiday 12/6/23 6 people	Check \$498.00
					E 04 005 507 321 305 000	Honky Tonk Holiday 12/6/23 1 person at \$83 eac	\$83.00
	PO#: 58315	Voucher #:			127553 Invoice	Invoice No: 12/6/23	Paid Amt: \$581.00
	PO#: 58330	Voucher #:			E 04 005 507 321 305 000	12/13/23 St Paul Light Tour-Medicine Lake Tours	\$252.00
					127554 Invoice	Invoice No: 12/13/23	Paid Amt: \$252.00
							Check Amount: \$833.00
							Vendor Total: \$833.00
3153		AIM ELECTRONICS INC.	0717	001	109705		
					E 04 005 505 321 401 550	1/2024 JCE Indoor replacement sponsor panel	Check \$600.00
					E 04 005 505 321 401 550	shipping and handling	\$75.00
	PO#: 58541	Voucher #:			127616 Invoice	Invoice No: 44971	Paid Amt: \$675.00
							Check Amount: \$675.00
							Vendor Total: \$675.00
26895		AMAZON CAPITAL SERVICES	0717	001	109656		
					E 04 005 582 344 401 000	B07ZLT64PZ Finitie Rotating Case for iPad 9th (	Check \$30.40
					E 04 005 582 344 401 000	Amazon Shipping Charge	\$0.00
	PO#: 58319	Voucher #:			127518 Invoice	Invoice No: 1DD1-MDCY-1Y19	Paid Amt: \$30.40
					E 02 300 770 707 490 000	B000AXQI2Q Torani@ Sugar Free Raspberry Sy	\$10.99
					E 02 300 770 707 490 000	B000PDD2DO Torani Sugar Free White Chocoli	\$13.19
					E 02 300 770 701 490 000	B076DL2YVZ Atkinson's Mint Twists Crushed P	\$104.40
					E 02 300 770 707 490 000	B09XYDSDJ8 Torani Sugar Free Peppermint Sy	\$14.84
					E 02 300 770 701 490 000	Amazon Shipping Charge	\$0.00
					E 02 300 770 701 490 000	Promotion	(\$0.49)
	PO#: 58358	Voucher #:			127519 Invoice	Invoice No: 1J74-XD7W-CGPK	Paid Amt: \$142.93
					E 01 128 203 000 401 000	B0BG61YR7 MelonArt 3 Pack Kids Ear Protec	\$29.99
					E 01 128 203 000 401 000	Amazon Shipping Charge	\$0.00
	PO#: 58365	Voucher #:			127520 Invoice	Invoice No: 1XNV-TF7K-1WHJ	Paid Amt: \$29.99
					E 04 005 582 344 401 000	B0002AQX9U Spectrastone Permaglo Rainbow	\$13.99
					E 04 005 582 344 401 000	B0004F7GJUI EXPO Low Odor Dry Erase Marke	\$11.29
					E 04 005 582 344 401 000	B000WG8BE2 Glad ClingWrap Plastic Food W	\$6.60
					E 04 005 582 344 401 000	B003YYD9DM Mod Podge Spray Acrylic Sealer	\$9.99
					E 04 005 582 344 401 000	B005E9JQM0 Colorations Tempera Paint, Galloi	\$17.19
					E 04 005 582 344 401 000	B0945KLNMV 100% Compostable Disposable F	\$17.81
					E 04 005 582 344 401 000	B096X5WDFD OWLKELA 30 Pack Whiteboard	\$9.98
					E 04 005 582 344 401 000	B0CKHLNKF8 Frozen Toys Arctic Animal Magnr	\$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	109656		
	E 04	005 582	344 401 000	Amazon Shipping Charge	Check
PO#: 58359	Voucher #:	127521	Invoice	1JFM-QKJX-9RGM	Paid Amt: \$111.84
	E 04	005 582	344 401 000	B09497R2CN Amazon Basics Cotton Balls, 200	
PO#: 58359	Voucher #:	127522	Invoice	1PW-46GF-DVK9	Paid Amt: \$7.22
	E 04	005 582	344 401 000	B0017OHG10 Prang (Formerly SunWorks) Cor	Check
	E 04	005 582	344 401 000	B0017P0LLA SHARPIE Tank Style Highlighters,	\$19.16
	E 04	005 582	344 401 000	B00DOBK02 Gefen Corn Starch, 100% Pure,	\$2.97
	E 04	005 582	344 401 000	B07X3HTTNT Markers Sharpie SAN-30001 Fin	\$7.99
	E 04	005 582	344 401 000	B08BM2ZW22 Method Gel Dish Soap Refill, Clk	\$12.14
	E 04	005 582	344 401 000	Amazon Shipping Charge	\$25.02
	E 04	005 582	344 401 000	Amazon Shipping Charge	\$0.00
PO#: 58372	Voucher #:	127537	Invoice	1CXG-KPTH-NPLP	Paid Amt: \$67.28
	E 01	300 710	000 401 000	B083GHLVRS Yoobi 2 Inch Binder Set - 3-Ring	
	E 01	300 710	000 401 000	Amazon Shipping Charge	\$26.59
	E 01	300 710	000 401 000	Amazon Shipping Charge	\$0.00
PO#: 58440	Voucher #:	127538	Invoice	1XJL-CYDL-91PC	Paid Amt: \$26.59
	E 04	005 582	344 401 000	B07C5W96K8 16 Oz Plastic Fish Bowl (12 Pac)	\$46.64
	E 04	005 582	344 401 000	B07PW7J8QG Goo Gone Original Liquid - 8 Oz	\$11.35
	E 04	005 582	344 401 000	Amazon Shipping Charge	\$0.00
PO#: 58448	Voucher #:	127539	Invoice	17JD-3PCM-7QT6	Paid Amt: \$57.99
	E 01	300 296	000 305 306	BBB Official 1/8/24	Check Amount: \$151.86
	E 01	300 296	000 305 306	BBB Official	Vendor Total: \$474.24
5112	ANDREWS, GUY				
	0717	001	109670		
	E 01	300 296	000 305 306	BBB Official 1/8/24	Check
PO#: 58448	Voucher #:	127540	Invoice	BBB Official	Paid Amt: \$125.00
	E 01	300 296	000 305 306	BBB Official	Check Amount: \$125.00
	E 01	300 296	000 305 306	BBB Official	Vendor Total: \$125.00
5749	ARNOLD, MICHAEL				
	0717	001	109657		
	E 01	300 294	000 305 306	BBB Timer	Check
	E 01	300 296	000 305 306	BBB Timer	\$20.00
PO#: 58448	Voucher #:	127529	Invoice	BBB/GBB Official	Paid Amt: \$40.00
	E 01	300 296	000 305 306	BBB/GBB Official	Check Amount: \$40.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5749</b>							
ARNOLD, MICHAEL							
		0717	001		109706		
		E 01	300	294	000 305 306	MS BBB Ref 1/18/24	Check
							\$40.00
<b>PO#:</b>		Voucher #:	127681	Invoice	Invoice No: BBB Official	1/26/2024	<b>Paid Amt: \$40.00</b>
							<b>Check Amount: \$40.00</b>
							<b>Vendor Total: \$80.00</b>
<b>28892</b>							
AVIBEN							
		0717	001		109707		
		E 01	005	110	000 305 000	Jan 2024 403b Admin Fee	Check
							\$280.06
<b>PO#:</b>		Voucher #:	127615	Invoice	Invoice No: 30871	1/26/2024	<b>Paid Amt: \$280.06</b>
							<b>Check Amount: \$280.06</b>
							<b>Vendor Total: \$280.06</b>
<b>6388</b>							
BAIMA, ADRIANA							
		0717	001		109708		
		E 01	005	960	340 898 000	Pitscheider Scholarship 2022-23	Check
							\$500.00
<b>PO#:</b>	58685	Voucher #:	127619	Invoice	Invoice No: Scholarship 2022-23	1/26/2024	<b>Paid Amt: \$500.00</b>
							<b>Check Amount: \$500.00</b>
							<b>Vendor Total: \$500.00</b>
<b>6345</b>							
BAKEBERG, BROCK							
		0717	001		109709		
		E 04	005	505	321 305 515	Youth BB Ref 1/6/24	Check
							\$90.00
<b>PO#:</b>	58647	Voucher #:	127620	Invoice	Invoice No: Youth BB Ref	1/26/2024	<b>Paid Amt: \$90.00</b>
							<b>Check Amount: \$90.00</b>
							<b>Vendor Total: \$90.00</b>
<b>11220</b>							
BENJAMIN BUS							
		0717	001		109710		
		E 01	005	760	720 360 000	Jan 2024	Check
							\$75,778.35
<b>PO#:</b>	57929	Voucher #:	127612	Invoice	Invoice No: Jan 2024	1/26/2024	<b>Paid Amt: \$75,778.35</b>
			R 04	005	507 321 096 000	12/1/23 Wheels Up Wednesday bus	<b>Check Amount: \$230.00</b>
<b>PO#:</b>	58566	Voucher #:	127618	Invoice	Invoice No: 12/1/23	1/26/2024	<b>Paid Amt: \$230.00</b>
							<b>Check Amount: \$76,008.35</b>
							<b>Vendor Total: \$76,008.35</b>
<b>5093</b>							
BINGHAM, MARK							
		0717	001		109711		
		E 01	300	296	000 305 306	GBB Official 1/22/24	Check
							\$125.00
<b>PO#:</b>		Voucher #:	127613	Invoice	Invoice No: GBB Official	1/26/2024	<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
							<b>Vendor Total: \$125.00</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>11747 BLUE CROSS &amp; BLUE SHIELD</b>					
	0717	001	109671		
		B 01	215 024	Feb 2024 D. Swenson	Check
					\$282.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>127541</b>	<b>Invoice</b>	<b>Invoice No: 240102376316</b>	<b>1/12/2024</b>
					<b>Paid Amt: \$282.50</b>
					<b>Check Amount: \$282.50</b>
					<b>Vendor Total: \$282.50</b>
<b>5790 BROWN, CHRIS</b>					
	0717	001	109712		
		E 01	300 296 000 305 306	GBB Official 1/12/24	Check
					\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>127614</b>	<b>Invoice</b>	<b>Invoice No: GBB Official</b>	<b>1/26/2024</b>
					<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
					<b>Vendor Total: \$125.00</b>
<b>6391 BUSBY, TREVOR</b>					
	0717	001	109713		
		E 01	300 296 000 305 306	GBB Official 1/23/24	Check
					\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>127682</b>	<b>Invoice</b>	<b>Invoice No: GBB Official</b>	<b>1/26/2024</b>
					<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
					<b>Vendor Total: \$125.00</b>
<b>6070 CANDELL, THOMAS</b>					
	0717	001	109714		
		E 01	300 296 000 305 306	GBB Official 1/18/24	Check
					\$89.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>127621</b>	<b>Invoice</b>	<b>Invoice No: GBB Official</b>	<b>1/26/2024</b>
					<b>Paid Amt: \$89.00</b>
					<b>Check Amount: \$89.00</b>
					<b>Vendor Total: \$89.00</b>
<b>10254 CITY OF JORDAN</b>					
	0717	001	109702		
		E 06	300 870 024 305 000	JHS Secure Entrance-bldg permit	Check
					\$3,637.69
<b>PO#:</b>	<b>Voucher #:</b>	<b>127605</b>	<b>Invoice</b>	<b>Invoice No: JHS-464-1123</b>	<b>1/23/2024</b>
					<b>Paid Amt: \$3,637.69</b>
					<b>Check Amount: \$3,637.69</b>
					<b>Vendor Total: \$3,637.69</b>
<b>109715</b>					
	0717	001	109715		
		E 01	100 810 000 330 204	ES	Check
					\$2,122.52
		E 01	128 810 000 330 204	MS	
					\$2,079.13
		E 01	300 810 000 330 204	HS	
					\$2,476.71
		E 01	005 810 000 330 204	Athletic Complex	
					\$540.65
		E 04	005 505 321 330 000	ES CE	
					\$48.24
		E 04	005 505 321 330 000	CE	
					\$89.11
		E 04	005 582 344 330 000	School Readiness	
					\$144.72
		E 02	100 770 701 330 000	ES Food Service	
					\$96.48
		E 02	128 770 701 330 000	MS Food Service	
					\$118.81

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>10254 CITY OF JORDAN</b>							
		0717		001	<b>109715</b>		
		E 02		300	770 701 330 000		Check
		E 04		005	505 321 330 550		\$158.09
							\$683.12
<b>PO#:</b>		<b>Voucher #:</b>		<b>127623</b>	<b>Invoice No:</b> 1/10/24	<b>1/26/2024</b>	<b>Paid Amt: \$8,557.58</b>
							<b>Check Amount: \$8,557.58</b>
							<b>Vendor Total: \$12,195.27</b>
<b>6038 CLEARSOFT, INC</b>							
		0717		001	<b>109716</b>		
		E 01		100	810 000 401 000		Check
							\$391.51
<b>PO#:</b> 58579		<b>Voucher #:</b>		<b>127622</b>	<b>Invoice No:</b> 12/8/23	<b>1/26/2024</b>	<b>Paid Amt: \$391.51</b>
							<b>Check Amount: \$391.51</b>
							<b>Vendor Total: \$391.51</b>
<b>2629 COMCAST</b>							
		0717		001	<b>109672</b>		
		E 04		005	505 321 320 550		Check
							\$2.27
<b>PO#:</b> 50		<b>Voucher #:</b>		<b>127542</b>	<b>Invoice No:</b> 12/25/23	<b>1/12/2024</b>	<b>Paid Amt: \$2.27</b>
							<b>Check Amount: \$2.27</b>
							<b>Vendor Total: \$2.27</b>
<b>5617 DECORY, TRAVIS</b>							
		0717		001	<b>109668</b>		
		E 01		005	211 320 305 000		Check
							\$800.00
<b>PO#:</b>		<b>Voucher #:</b>		<b>127535</b>	<b>Invoice No:</b> 001	<b>1/10/2024</b>	<b>Paid Amt: \$800.00</b>
							<b>Check Amount: \$800.00</b>
							<b>Vendor Total: \$800.00</b>
<b>23828 DRIVER &amp; VEHICLE SERVICES</b>							
		0717		001	<b>109658</b>		
		E 01		005	810 000 350 200		Check
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
		E 01		005	810 000 350 200		\$20.25
<b>PO#:</b>		<b>Voucher #:</b>		<b>127517</b>	<b>Invoice No:</b> FY24 Vehicle Tabs	<b>1/5/2024</b>	<b>Paid Amt: \$162.00</b>
							<b>Check Amount: \$162.00</b>
							<b>Vendor Total: \$162.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3962</b> EIDE BAILLY, LLP					
	0717	001	109717		Check
		E 01 005 110 000 317 000		Final Bill	\$30,700.00
		E 01 005 110 000 317 000		Single Audit Testing	\$4,000.00
		E 01 005 110 000 317 000		GASB	\$1,060.00
		E 01 005 110 000 317 000		Travel	\$750.00
		E 01 005 110 000 317 000		Less Progress Bill	(\$27,360.00)
<b>PO#:</b> 58556	<b>Voucher #:</b> 127624	<b>Invoice No:</b> E101609660		1/26/2024	<b>Paid Amt:</b> \$9,150.00 <b>Check Amount:</b> \$9,150.00
<b>Vendor Total:</b>					<b>\$9,150.00</b>
<b>4213</b> ERICKSON, RICK					
	0717	001	109718		Check
		E 01 300 296 000 305 306		GBB Official 1/22/24	\$125.00
<b>PO#:</b>	<b>Voucher #:</b> 127625	<b>Invoice No:</b> GBB Official		1/26/2024	<b>Paid Amt:</b> \$125.00 <b>Check Amount:</b> \$125.00
<b>Vendor Total:</b>					<b>\$125.00</b>
<b>3528</b> FREE MOTION FITNESS, INC					
	0717	001	109719		Check
		E 04 005 505 321 401 550		Leg pull machine weight pin X 2	\$66.73
<b>PO#:</b> 58611	<b>Voucher #:</b> 127626	<b>Invoice No:</b> 535982		1/26/2024	<b>Paid Amt:</b> \$66.73
		E 04 005 505 321 401 550		1/11/24 Dual Cable Cross machine-weight pins ;	\$66.75
<b>PO#:</b> 58565	<b>Voucher #:</b> 127627	<b>Invoice No:</b> 535695		1/26/2024	<b>Paid Amt:</b> \$66.75 <b>Check Amount:</b> \$133.48
<b>Vendor Total:</b>					<b>\$133.48</b>
<b>28334</b> FRICKE, VICKI					
	0717	001	109720		Check
		E 04 005 505 321 305 550		Personal Training Oct-Dec 2023	\$595.00
<b>PO#:</b> 58643	<b>Voucher #:</b> 127628	<b>Invoice No:</b> Oct-Dec 2023		1/26/2024	<b>Paid Amt:</b> \$595.00 <b>Check Amount:</b> \$595.00
<b>Vendor Total:</b>					<b>\$595.00</b>
<b>4692</b> GARRETT, SCOTT					
	0717	001	109673		Check
		E 01 300 296 000 305 306		GBB Official 1/8/24	\$125.00
<b>PO#:</b>	<b>Voucher #:</b> 127543	<b>Invoice No:</b> GBB Official		1/12/2024	<b>Paid Amt:</b> \$125.00 <b>Check Amount:</b> \$125.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4692</b>					
GARRETT, SCOTT					
	0717	001	109721		
	E 01	300	294 000 305 306	BBB Official 1/11/24	Check
					\$125.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
					<b>Vendor Total: \$250.00</b>
<b>6268</b>					
GBR INTERPRETING & TRANSLATION SERVICES					
	0717	001	109722		
	E 04	005	583 354 305 000	Spanish Interpreting PreSchool Screening 12/15	Check
	E 04	005	583 354 305 000	Mileage	\$120.00
	E 01	100	412 740 394 000	Protuguese Interpreting Home Visit K. Dailey	\$22.27
	E 01	100	412 740 394 000	Mileage	\$120.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$302.88</b>
	E 01	100	412 740 394 000	Cambodian Interpreting - Home Visit 12/22/2023	\$120.00
	E 01	100	412 740 394 000	Mileage	\$24.24
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$144.24</b>
	E 01	100	412 740 394 000	Cambodian Interpreter 1/10/2024 K. Dailey	\$120.00
	E 01	100	412 740 394 000	Mileage	\$104.52
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$224.52</b>
					<b>Check Amount: \$671.64</b>
					<b>Vendor Total: \$671.64</b>
<b>4735</b>					
GERAGHTY, PAT					
	0717	001	109674		
	E 01	005	420 740 394 000	Dec 2023 School Psych Services	Check
					\$3,920.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/12/2024</b>	<b>Paid Amt: \$3,920.00</b>
					<b>Check Amount: \$3,920.00</b>
					<b>Vendor Total: \$7,840.00</b>
<b>27120</b>					
GOPHER STATE ONE-CALL					
	0717	001	109675		
	E 01	005	810 000 305 000	Dec 2023 Emailed Tickets	Check
					\$9.45
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/12/2024</b>	<b>Paid Amt: \$9.45</b>
					<b>Check Amount: \$9.45</b>
					<b>Vendor Total: \$9.45</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>10242</b>					
GROTH MUSIC					
	0717	001	109676		
	E 01	128 258 000 430 000	Two trumpets		
PO#:	58537	Voucher #:	127546	Invoice No: 3535020/3522708	1/12/2024
					Paid Amt: \$47.80
					Check Amount: \$47.80
					Vendor Total: \$47.80
<b>1973</b>					
GUSTAFSON, ZACH					
	0717	001	109677		
	E 01	300 294 000 305 306	BBB Official 1/11/24		
PO#:		Voucher #:	127547	Invoice No: BBB Official	1/12/2024
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
<b>5678</b>					
HAGEN, TESSA					
	0717	001	109678		
	E 04	005 505 321 305 515	Tae Kwon Do Fall Session 3 11/22/23-1/3/24		
PO#:	58557	Voucher #:	127548	Invoice No: Fall Session 3	1/12/2024
					Paid Amt: \$378.00
					Check Amount: \$378.00
					Vendor Total: \$378.00
<b>5510</b>					
HANSEN, BRIAN					
	0717	001	109724		
	E 01	300 294 000 305 306	BBB Official 1/18/24		
PO#:		Voucher #:	127634	Invoice No: BBB Official	1/26/2024
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
<b>1327</b>					
HEGER'S DAIRY LLC					
	0717	001	109725		
	E 02	100 770 701 495 000	JES		
	E 02	300 770 701 495 000	JHS		
	E 02	128 770 701 495 000	JMS		
	E 02	300 770 701 495 000	River Valley		
	E 02	128 770 701 495 000	St Johns		
PO#:		Voucher #:	127635	Invoice No: Dec 2023	1/26/2024
					Paid Amt: \$5,565.11
					Check Amount: \$5,565.11
					Vendor Total: \$5,565.11
<b>6366</b>					
HELGESTAD, SAMUEL					
	0717	001	109659		
	E 04	005 505 321 305 515	Youth BB Ref 12/16/23		
PO#:	58518	Voucher #:	127523	Invoice No: Youth BB Ref	1/5/2024
					Paid Amt: \$90.00
					Check Amount: \$90.00
					Vendor Total: \$90.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
6366	HELGESTAD, SAMUEL				
	0717 001		109726		
	E 04 005 505 321 305 515			Youth BB Ref 1/6/24	Check
					\$60.00
	PO#: 58644	Voucher #: 127637	Invoice No: Youth BB Ref	1/26/2024	
					Paid Amt: \$60.00
					Check Amount: \$60.00
					Vendor Total: \$150.00
4829	HENTGES, JEREMY				
	0717 001		109727		
	E 01 300 810 000 305 299			JHS - Salt service on 10/31	Check
	E 01 128 810 000 305 299			JMS - Salt service on 10/31	\$175.00
	E 01 100 810 000 305 299			JES - Salt service on 10/31	\$175.00
	E 04 005 505 321 305 550			CERC - Salt service on 10/31	\$175.00
	E 01 998 810 000 305 299			RV - Salt service on 10/31	\$175.00
	PO#: 58480	Voucher #: 127636	Invoice No: 10/31/2023	1/26/2024	
					Paid Amt: \$875.00
					Check Amount: \$875.00
					Vendor Total: \$875.00
6341	HERRMANN, MICHAEL				
	0717 001		109728		
	E 01 300 294 000 305 306			BBB Official 1/18/24	Check
					\$125.00
	PO#: 56338	Voucher #: 127638	Invoice No: BBB Official	1/26/2024	
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
4523	HIGH POINT NETWORKS, LLC				
	0717 001		109729		
	E 01 005 630 302 555 000			Network Upgrade-hardware needed	Check
					\$318,660.28
	PO#: 56338	Voucher #: 127639	Invoice No: 236370	1/26/2024	
					Paid Amt: \$318,660.28
					Check Amount: \$318,660.28
					Vendor Total: \$318,660.28
5702	HOLZER, DAVE				
	0717 001		109660		
	R 04 000 000 321 621 550			Dave	Check
	R 04 000 000 321 621 550			Heidi	\$32.00
					\$32.00
	PO#: 56338	Voucher #: 127531	Invoice No: Refund	1/5/2024	
					Paid Amt: \$64.00
					Check Amount: \$64.00
					Vendor Total: \$64.00



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank No	Check No	Pmt/Void Date	Pmt Type	Amount
<b>2491 INTEGRATED FIRE &amp; SECURITY</b>						
	0717	001	109731		Check	\$8.47
PO#: 58478	Voucher #:	127640	Invoice	1/26/2024	Paid Amt:	\$515.95
			Invoice No: 94347		Check Amount:	\$515.95
					Vendor Total:	\$515.95
<b>1680 INTERACT TRAVEL INC</b>						
	0717	STUD	1982		Check	\$18,450.00
PO#: 58547	Voucher #:	127610	Invoice	1/25/2024	Paid Amt:	\$18,450.00
			Invoice No: Amy Peter 2025		Check Amount:	\$18,450.00
					Vendor Total:	\$18,450.00
<b>6380 JABS, CONNIE</b>						
	0717	001	109732		Check	\$73.00
PO#: 58666	Voucher #:	127641	Invoice	1/26/2024	Paid Amt:	\$73.00
			Invoice No: Refund		Check Amount:	\$73.00
					Vendor Total:	\$73.00
<b>27822 JENSEN, RANDY</b>						
	0717	001	109679		Check	\$125.00
PO#: 58666	Voucher #:	127549	Invoice	1/12/2024	Paid Amt:	\$125.00
			Invoice No: GBB Official		Check Amount:	\$125.00
					Vendor Total:	\$125.00
<b>3513 JORDAN BOOSTER CLUB</b>						
	0717	001	109667		Check	\$250.00
PO#: 58666	Voucher #:	127532	Invoice	1/8/2024	Paid Amt:	\$250.00
			Invoice No: EMJ Gala Donation		Check Amount:	\$250.00
					Vendor Total:	\$250.00
<b>6376 KATKE, CHRISTINA</b>						
	0717	001	109733		Check	\$125.00
PO#: 58666	Voucher #:	127642	Invoice	1/26/2024	Paid Amt:	\$125.00
			Invoice No: GBB Official		Check Amount:	\$125.00
					Vendor Total:	\$125.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
6377		LAMPRON, BENJAMIN					
		0717	001		109734		
		E 01	300	000	305 306	GBB Official 1/12/24	Check
							\$125.00
	PO#:	Voucher #:			127643	Invoice No: GBB Official	
							Paid Amt: \$125.00
							Check Amount: \$125.00
							Vendor Total: \$125.00
2361		LCWM SCHOOL					
		0717	001		109766		
		E 01	300	298 000	369 373	3 Teams	Check
							\$75.00
	PO#:	Voucher #:			127689	Invoice No: 1/30/24	
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
1081		LESUEUR-HENDERSON COMMUNITY ED					
		0717	001		109680		
		E 04	005	507 321	305 000	11/28/23 Looney Lutheran Christmas Play 3 peo	Check
							\$180.00
	PO#:	Voucher #:			127550	Invoice No: 11/28/23	
							Paid Amt: \$180.00
							Check Amount: \$180.00
							Vendor Total: \$180.00
6369		MALEK, LINCOLN					
		0717	001		109661		
		E 04	005	505 321	305 515	Youth BB Ref 12/16/23	Check
							\$90.00
	PO#:	Voucher #:			127525	Invoice No: Youth BB Ref	
							Paid Amt: \$90.00
							Check Amount: \$90.00
							Vendor Total: \$90.00
25312		MAPLE RIVER HIGH SCHOOL					
		0717	001		109681		
		E 01	300	298 000	369 373	Knowledge Bowl 1/16/23	Check
							\$75.00
	PO#:	Voucher #:			127551	Invoice No: 1/16/23	
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00
25631		MASSP					
		0717	001		109736		
		E 01	128	050 000	366 000	MASSP winter conference, Jan 24 - 26, 2024	Check
							\$405.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>25631 MASSP</b>					
	0717	001	109736		Check
	E 01	128 050 000	366 000	Law Seminar	\$175.00
<b>PO#:</b>	58297	<b>Voucher #:</b>	127646	Invoice	<b>Invoice No:</b> SLS288
				1/26/2024	<b>Paid Amt: \$580.00</b>
					<b>Check Amount: \$580.00</b>
					<b>Vendor Total: \$580.00</b>
<b>4677 MCKNIGHT, KATHRYN</b>					
	0717	001	109682		Check
	E 01	300 259 000	305 218	Voice Tracks and arrangements for Harmonix	\$350.00
<b>PO#:</b>	58505	<b>Voucher #:</b>	127557	Invoice	<b>Invoice No:</b> 12/21/23
				1/12/2024	<b>Paid Amt: \$350.00</b>
					<b>Check Amount: \$350.00</b>
					<b>Vendor Total: \$350.00</b>
<b>28878 MEDICARE BLUE RX</b>					
	0717	001	109662		Check
	B 01	215 024		D. Swenson 2024	\$187.50
<b>PO#:</b>		<b>Voucher #:</b>	127524	Invoice	<b>Invoice No:</b> 000265114
				1/5/2024	<b>Paid Amt: \$187.50</b>
					<b>Check Amount: \$187.50</b>
					<b>Vendor Total: \$187.50</b>
<b>5867 METRONET</b>					
	0717	001	109684		Check
	E 04	005 582 344	320 000	School Readiness	\$26.91
	E 04	005 570 321	320 000	Kids Co	\$7.69
	E 02	005 770 701	320 000	ES Food Service	\$3.84
	E 01	100 203 000	320 000	ES	\$345.98
	E 04	005 505 321	320 550	GERC	\$17.83
	E 02	005 770 701	320 000	MS Food Service	\$4.46
	E 01	128 211 000	320 000	MS	\$423.47
	E 02	005 770 701	320 000	HS Food Service	\$9.48
	E 01	300 211 000	320 000	HS	\$464.28
<b>PO#:</b>		<b>Voucher #:</b>	127556	Invoice	<b>Invoice No:</b> 1/1/24
				1/12/2024	<b>Paid Amt: \$1,303.94</b>
					<b>Check Amount: \$1,303.94</b>
					<b>Vendor Total: \$1,303.94</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>26865 MID COUNTY FABRICATING INC.</b>					
	0717	001	109685		
	E 01	300 361 830 433 000	HS - CTE supplies-Misc. Steel	1/12/2024	Check
	<b>PO#:</b> 58483	<b>Voucher #:</b> 127555	Invoice	<b>Invoice No:</b> 44980/44811	
					<b>Paid Amt: \$95.00</b>
					<b>Check Amount: \$95.00</b>
					<b>Vendor Total: \$95.00</b>
<b>1865 MINNTEX CITRUS INC.</b>					
	0717	STUD	1980		
	E 27	300 298 301 401 957	MinnTEX Fundraisers Fall 2023	1/9/2024	Check
	<b>PO#:</b> 58515	<b>Voucher #:</b> 127534	Invoice	<b>Invoice No:</b> 18450	
					<b>Paid Amt: \$5,556.00</b>
					<b>Check Amount: \$5,556.00</b>
					<b>Vendor Total: \$5,556.00</b>
<b>4997 MN COMMUNITY ED ASSN</b>					
	0717	001	109738		
	E 04	005 505 321 820 000	FY24 Membership	1/26/2024	Check
	<b>PO#:</b> 58431	<b>Voucher #:</b> 127644	Invoice	<b>Invoice No:</b> 00007695	
					<b>Paid Amt: \$935.00</b>
					<b>Check Amount: \$935.00</b>
					<b>Vendor Total: \$935.00</b>
<b>6326 MN SODDING COMPANY, LLC</b>					
	0717	001	109739		
	E 01	005 865 384 510 000	Crumb rubber delivered	1/26/2024	Check
	<b>PO#:</b> 58414	<b>Voucher #:</b> 127645	Invoice	<b>Invoice No:</b> 12335	
					<b>Paid Amt: \$1,173.64</b>
					<b>Check Amount: \$1,173.64</b>
					<b>Vendor Total: \$1,173.64</b>
<b>16835 MN SOUTH CENTRAL SERVICE COOP.</b>					
	0717	001	109686		
	E 01	005 865 352 305 000	Nov 2023 IEA Services	1/12/2024	Check
	<b>PO#:</b> 58457	<b>Voucher #:</b> 127552	Invoice	<b>Invoice No:</b> 22423	
					<b>Paid Amt: \$541.06</b>
					<b>Check Amount: \$541.06</b>
					<b>Vendor Total: \$541.06</b>
<b>3156 MN SPORTS PREVIEW</b>					
	0717	001	109740		
	E 01	300 296 000 369 306	Entry fee-12/01/23 - Varsity Girls Bball tourname	1/26/2024	Check
	<b>PO#:</b> 58594	<b>Voucher #:</b> 127617	Invoice	<b>Invoice No:</b> GT2023	
					<b>Paid Amt: \$95.00</b>
					<b>Check Amount: \$95.00</b>
					<b>Vendor Total: \$95.00</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>3967 MN VALLEY ELECTRIC COOPERATIVE</b>						
	0717	001	109741		Check	
	E 01	005 810 000 330 201				\$16.26
				Ballfield Lights		
<b>PO#:</b>	<b>Voucher #:</b>	<b>127648 Invoice</b>	<b>Invoice No: 1/8/24</b>	<b>1/26/2024</b>	<b>Paid Amt:</b>	<b>\$16.26</b>
					<b>Check Amount:</b>	<b>\$16.26</b>
					<b>Vendor Total:</b>	<b>\$16.26</b>
<b>6383 MORIARTY, LORI</b>						
	0717	001	109742		Check	
	R 04	005 505 321 620 940				\$22.00
				Clothing		
<b>PO#:</b>	<b>Voucher #:</b>	<b>127649 Invoice</b>	<b>Invoice No: Refund</b>	<b>1/26/2024</b>	<b>Paid Amt:</b>	<b>\$22.00</b>
					<b>Check Amount:</b>	<b>\$22.00</b>
					<b>Vendor Total:</b>	<b>\$22.00</b>
<b>6072 MYERS, JOEL</b>						
	0717	001	109663		Check	
	E 01	300 294 000 305 306				\$125.00
				BBB Official 1/2/24		
<b>PO#:</b>	<b>Voucher #:</b>	<b>127527 Invoice</b>	<b>Invoice No: BBB Official</b>	<b>1/5/2024</b>	<b>Paid Amt:</b>	<b>\$125.00</b>
					<b>Check Amount:</b>	<b>\$125.00</b>
					<b>Vendor Total:</b>	<b>\$125.00</b>
<b>1846 NICOLLET HIGH SCHOOL</b>						
	0717	001	109651		Check	
	E 01	300 298 000 369 373				\$75.00
				Team Registration-01/04/23 - Knowledge Bowl		
<b>PO#:</b>	<b>Voucher #:</b>	<b>127514 Invoice</b>	<b>Invoice No: 1/4/23</b>	<b>1/3/2024</b>	<b>Paid Amt:</b>	<b>\$75.00</b>
					<b>Check Amount:</b>	<b>\$75.00</b>
					<b>Vendor Total:</b>	<b>\$75.00</b>
<b>5775 NOYES, DOUGLAS</b>						
	0717	001	109664		Check	
	E 01	300 294 000 305 306				\$20.00
				BBB Shot Clock		
	E 01	300 296 000 305 306				\$20.00
				GBB Shot CLock		
	E 01	300 294 000 305 306				\$40.00
				BBB Timer		
<b>PO#:</b>	<b>Voucher #:</b>	<b>127530 Invoice</b>	<b>Invoice No: BBB/GBB Official</b>	<b>1/5/2024</b>	<b>Paid Amt:</b>	<b>\$80.00</b>
					<b>Check Amount:</b>	<b>\$80.00</b>
					<b>Vendor Total:</b>	<b>\$80.00</b>
<b>001</b>						
	0717	001	109744		Check	
	E 01	300 294 000 305 306				\$40.00
				1/5/24		
	E 01	300 294 000 305 306				\$40.00
				1/11/24		

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5775 NOYES, DOUGLAS</b>					
	0717	001	109744		
		E 01	300 296 000 305 306	1/12/24	Check
		E 01	300 296 000 305 306	1/18/24	\$40.00
		E 01	300 294 000 305 306	1/18/24	\$20.00
		E 01	300 296 000 305 306	1/20/24	\$20.00
		E 01	300 296 000 305 306	1/23/24	\$40.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>127687</b>	<b>Invoice No: BB Official</b>	<b>1/26/2024</b>	<b>\$240.00</b>
					<b>Check Amount: \$240.00</b>
					<b>Vendor Total: \$320.00</b>
<b>5340 OFFICE OF MNIT SERVICES</b>					
	0717	001	109688		
		E 01	005 211 000 358 000	General Education Phone Interpretation Novemt	Check
		E 01	005 420 740 394 000	Special Education Phone Interpretation Novemb	\$249.90
<b>PO#:</b>	<b>Voucher #:</b>	<b>127562</b>	<b>Invoice No: W23110679</b>	<b>1/12/2024</b>	<b>\$70.35</b>
					<b>Check Amount: \$320.25</b>
					<b>Vendor Total: \$320.25</b>
<b>5849 PEARSON, TANNER</b>					
	0717	001	109689		
		E 01	300 294 000 305 306	1/5/24	Check
		E 01	300 294 000 305 306	1/8/24	\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>127563</b>	<b>Invoice No: BBB Official</b>	<b>1/12/2024</b>	<b>\$89.00</b>
					<b>Check Amount: \$214.00</b>
					<b>Vendor Total: \$214.00</b>
<b>25600 POSTMASTER</b>					
	0717	001	109650		
		E 04	005 582 344 305 000	ELS	Check
		E 01	100 203 000 305 000	Kindergarten	\$50.39
<b>PO#:</b>	<b>Voucher #:</b>	<b>127483</b>	<b>Invoice No: FY24 Post Card</b>	<b>1/2/2024</b>	<b>\$50.39</b>
					<b>Check Amount: \$100.78</b>
					<b>Vendor Total: \$100.78</b>
<b>6384 PROCHASKA, SANDY</b>					
	0717	001	109745		
		R 04	005 507 321 050 000	12/4/23	Check
<b>PO#:</b>	<b>Voucher #:</b>	<b>127651</b>	<b>Invoice No: Refund</b>	<b>1/26/2024</b>	<b>\$17.50</b>
					<b>Check Amount: \$17.50</b>
					<b>Vendor Total: \$17.50</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27813</b>							
PROSHEK, NATE							
		0717		001	109690		
		E 01	300	294	000 305 306	BBB Official 1/11/24	Check
							\$125.00
<b>PO#:</b>		Voucher #:		127564	Invoice	Invoice No: BBB Official	1/12/2024
							<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
							<b>Vendor Total: \$125.00</b>
<b>11072</b>							
RADERMACHER FOODS INC.							
		0717		001	109746		
		E 04	005	505	321 401 000	CE	Check
							\$8.18
		E 01	100	203	303 401 277	ES Targeted Services	Check
							\$56.50
<b>PO#:</b>		Voucher #:		127653	Invoice	Invoice No: Acct#26211	1/26/2024
							<b>Paid Amt: \$64.68</b>
							<b>Check Amount: \$64.68</b>
							<b>Vendor Total: \$64.68</b>
<b>20698</b>							
RATWIK, ROSZAK & MALONEY, PA							
		0717		001	109747		
		E 01	005	160	000 305 000	Misc	Check
							\$53.00
		E 01	005	160	000 305 000	2023-2025 Teacher Contract Negotiations	Check
							\$3,259.50
		E 01	005	160	000 305 000	Teacher Social Media Post	Check
							\$5,724.00
		E 01	005	160	000 305 000	Student Discipline-Terroristic Threat	Check
							\$1,351.50
		E 01	005	400	000 306 000	SPED/504 COnsult	Check
							\$238.50
<b>PO#:</b> 58517		Voucher #:		127652	Invoice	Invoice No: 75204	1/26/2024
							<b>Paid Amt: \$10,626.50</b>
							<b>Check Amount: \$10,626.50</b>
							<b>Vendor Total: \$10,626.50</b>
<b>6370</b>							
RISDALL, PAUL							
		0717		001	109665		
		E 01	300	294	000 305 306	BBB Official 1/2/24	Check
							\$125.00
<b>PO#:</b>		Voucher #:		127526	Invoice	Invoice No: BBB Official	1/5/2024
							<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
							<b>Vendor Total: \$125.00</b>
<b>6118</b>							
ROGERS, ROCHESTER							
		0717		001	109691		
		E 01	300	294	000 305 306	BBB Official 1/5/24	Check
							\$125.00
<b>PO#:</b>		Voucher #:		127565	Invoice	Invoice No: BBB Official	1/12/2024
							<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
							<b>Vendor Total: \$125.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>6361 SCHROEDER, REID</b>						
	0717	001	109748		Check	
	E 04	005 505 321 305 515	Youth BB Ref 1/6/24			\$60.00
<b>PO#:</b>	58646	<b>Voucher #:</b>	127662 Invoice	<b>Invoice No:</b> Youth BB Ref		
				1/26/2024	<b>Paid Amt:</b>	<b>\$60.00</b>
					<b>Check Amount:</b>	<b>\$60.00</b>
					<b>Vendor Total:</b>	<b>\$60.00</b>
<b>5898 SCIENCE EXPLORERS INC</b>						
	0717	001	109692		Check	
	E 04	005 505 321 305 503	12/4 & 12/11/2023 Gizmos & Gadgets class			\$299.25
<b>PO#:</b>	58472	<b>Voucher #:</b>	127567 Invoice	<b>Invoice No:</b> 5000		
				1/12/2024	<b>Paid Amt:</b>	<b>\$299.25</b>
					<b>Check Amount:</b>	<b>\$299.25</b>
					<b>Vendor Total:</b>	<b>\$299.25</b>
<b>6247 SCOTT COUNTY ABSTRACT &amp; TITLE CO, INC</b>						
	0717	001	109693		Check	
	E 06	100 870 024 305 000	8/10/23 40 Year Search/Two Parcels			\$375.00
<b>PO#:</b>	58558	<b>Voucher #:</b>	127569 Invoice	<b>Invoice No:</b> 69824		
				1/12/2024	<b>Paid Amt:</b>	<b>\$375.00</b>
					<b>Check Amount:</b>	<b>\$375.00</b>
					<b>Vendor Total:</b>	<b>\$375.00</b>
<b>5648 SELECT PRODUCTS COMPANY</b>						
	0717	001	109694		Check	
	E 02	005 770 701 401 000	District			\$92.93
	E 02	100 770 701 401 000	ES			\$59.98
<b>PO#:</b>	58529	<b>Voucher #:</b>	127566 Invoice	<b>Invoice No:</b> 51113		
				1/12/2024	<b>Paid Amt:</b>	<b>\$152.91</b>
					<b>Check Amount:</b>	<b>\$152.91</b>
					<b>Vendor Total:</b>	<b>\$152.91</b>
<b>4410 SHIBLEY, JEREMY</b>						
	0717	001	109749		Check	
	E 01	300 296 000 305 306	GBB Official 1/18/24			\$89.00
<b>PO#:</b>		<b>Voucher #:</b>	127654 Invoice	<b>Invoice No:</b> GBB Official		
				1/26/2024	<b>Paid Amt:</b>	<b>\$89.00</b>
					<b>Check Amount:</b>	<b>\$89.00</b>
					<b>Vendor Total:</b>	<b>\$89.00</b>
<b>6060 SHOEMAKER, DAVID</b>						
	0717	001	109666		Check	
	E 01	300 294 000 305 306	BBB Official 1/2/24			\$125.00
<b>PO#:</b>		<b>Voucher #:</b>	127528 Invoice	<b>Invoice No:</b> BBB Official		
				1/5/2024	<b>Paid Amt:</b>	<b>\$125.00</b>
					<b>Check Amount:</b>	<b>\$125.00</b>
					<b>Vendor Total:</b>	<b>\$125.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>6330 SIGL, DANIEL</b>						
	0717	001	109695		Check	
	E 01	300 294 000 305 303		FB Official 9/8/23	\$115.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127568</b>	<b>Invoice No:</b>	<b>FB Official</b>	<b>1/12/2024</b>	<b>Paid Amt: \$115.00</b>
					<b>Check Amount: \$115.00</b>	<b>Vendor Total: \$115.00</b>
<hr/>						
<b>2185 SOUTHWEST CHRISTIAN HIGH SCHOOL</b>						
	0717	001	109750		Check	
	E 01	300 296 000 369 306		Entry fee-01/20/24 - C-squad girls Bball tournarr	\$150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127658</b>	<b>Invoice No:</b>	<b>1/20/24</b>	<b>1/26/2024</b>	<b>Paid Amt: \$150.00</b>
					<b>Check Amount: \$150.00</b>	<b>Vendor Total: \$150.00</b>
<hr/>						
<b>10214 SOUTHWEST METRO INTERMEDIATE DISTRICT</b>						
	0717	001	109751		Check	
	E 01	998 211 000 390 000		Catalyst	\$4,563.00	
	E 01	998 211 000 390 000		New Beginnings	\$1,318.20	
	E 01	998 211 000 390 000		SW Metro High School	\$6,337.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127655</b>	<b>Invoice No:</b>	<b>0002400078</b>	<b>1/26/2024</b>	<b>Paid Amt: \$12,218.70</b>
				<b>FY24 1st Quarter Elevate Tuition</b>	<b>\$23,408.19</b>	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127660</b>	<b>Invoice No:</b>	<b>0002400103</b>	<b>1/26/2024</b>	<b>Paid Amt: \$23,408.19</b>
					<b>Check Amount: \$35,626.89</b>	<b>Vendor Total: \$35,626.89</b>
<hr/>						
<b>25711 STAR GROUP, LLC</b>						
	0717	001	109752		Check	
	E 01	128 810 000 401 000		Belt	\$62.97	
	E 01	128 810 000 401 000		Grease	\$13.98	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127656</b>	<b>Invoice No:</b>	<b>883161</b>	<b>1/26/2024</b>	<b>Paid Amt: \$76.95</b>
					<b>Check Amount: \$76.95</b>	<b>Vendor Total: \$76.95</b>
<hr/>						
<b>26284 STEINHOFF, KAREN</b>						
	0717	001	109753		Check	
	E 04	005 508 321 305 000		Intro to Pickleball Instructor 1/13/24	\$315.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>127688</b>	<b>Invoice No:</b>	<b>1/13/24</b>	<b>1/26/2024</b>	<b>Paid Amt: \$315.00</b>
					<b>Check Amount: \$315.00</b>	<b>Vendor Total: \$315.00</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>6390 STEVENS, JUSTIN</b>					
	0717	001	109754		
	E 01	300	294 000 305 310	Wrestling Official 1/26/24	Check
					\$145.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$145.00</b>
					<b>Check Amount: \$145.00</b>
					<b>Vendor Total: \$145.00</b>
<b>6371 STILEN, ELLAINA</b>					
	0717	001	109755		
	E 04	005	505 321 305 515	Youth BB Ref 1/6/24	Check
					\$90.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$90.00</b>
					<b>Check Amount: \$90.00</b>
					<b>Vendor Total: \$90.00</b>
<b>5671 SUNBELT RENTALS, INC</b>					
	0717	001	109756		
	E 01	300	810 000 350 272	Manlift rental	Check
					\$323.00
	E 01	300	810 000 350 272	Transportation surcharge	
					\$86.10
	E 01	300	810 000 350 272	Environmental fee	
					\$4.84
	E 01	300	810 000 350 272	Delivery charge	
					\$205.00
	E 01	300	810 000 350 272	Pick up charge	
					\$205.00
	E 04	005	505 321 305 550	CERC Ladder Rental	
					\$38.95
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$862.89</b>
					<b>Check Amount: \$862.89</b>
					<b>Vendor Total: \$862.89</b>
<b>14395 SWNEWSMEDIA.COM</b>					
	0717	001	109757		
	E 06	100	870 024 305 000	Ad for JES/JHS Bid	Check
					\$215.04
	E 01	005	010 000 305 000	Legal 11/27/23	
					\$15.36
	E 01	005	010 000 305 000	Legal 11/13/23	
					\$161.28
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b>	<b>1/26/2024</b>	<b>Paid Amt: \$391.68</b>
					<b>Check Amount: \$391.68</b>
					<b>Vendor Total: \$391.68</b>
<b>4700 TEACHERS ON CALL INC</b>					
	0717	001	109758		
	E 01	100	203 000 394 999	JES	Check
					\$1,389.03
	E 01	100	411 740 307 999	JES SPED Para	
					\$410.61
	E 01	100	410 740 307 999	JES SPED Para	
					\$148.84
	E 01	100	400 000 307 999	JES SPED Non Licensed	
					\$198.43
	E 01	100	403 740 307 999	JES SPED	
					\$198.43
	E 01	300	400 000 307 999	JHS SPED Non Licensed	
					\$198.43

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
4700		TEACHERS ON CALL INC	0717	001	109758			
					E 01 300 211 000 394 999	JHS		Check
					E 01 128 211 000 394 999	JMS		\$793.72
					E 01 128 400 000 307 999	JMS SPED Non Licensed		\$1,190.58
					E 01 128 211 000 394 999	JMS Vacancy		\$396.86
					E 01 128 211 000 394 999	JMS SPED Vacancy		\$198.43
								\$396.86
								<b>Paid Amt: \$5,520.22</b>
					127664 Invoice	Invoice No: 152535	1/26/2024	
					E 04 005 582 344 394 999	Preschool Para		\$133.45
					E 01 100 203 000 394 999	JES		\$793.72
					E 01 100 411 740 307 999	JES SPED Para		\$415.74
					E 01 100 412 740 307 999	JES SPED Para		\$153.98
					E 01 100 400 000 307 999	JES SPED Non Licensed		\$694.51
					E 01 100 411 740 307 999	JES SPED Para Vacancy		\$744.20
					E 01 300 400 000 307 999	JHS SPED Non Licensed		\$198.43
					E 01 300 211 000 394 999	JHS		\$1,785.87
					E 01 128 211 000 394 999	JMS		\$595.29
					E 01 128 211 000 394 999	JMS Vacancy		\$992.15
					E 01 128 400 000 307 999	JMS SPED Non Licensed		\$198.43
								<b>Paid Amt: \$6,705.77</b>
					127665 Invoice	Invoice No: 152774	1/26/2024	
					E 01 128 211 000 394 999	MS Teacher Vacancy		\$396.86
					E 01 128 211 000 394 999	MS		\$396.86
								<b>Paid Amt: \$793.72</b>
					127666 Invoice	Invoice No: 152890	1/26/2024	
					E 01 100 203 000 394 999	JES		\$595.30
					E 01 100 400 000 307 999	JES SPED Non Licensed		\$396.86
					E 01 100 411 740 307 999	JES SPED Para		\$133.45
					E 01 100 412 740 307 999	JES SPED Para		\$307.96
					E 01 300 400 000 307 999	JHS Non Licensed SPED		\$496.08
					E 01 300 211 000 394 999	JHS		\$1,488.23
					E 01 128 211 000 394 999	JMS		\$694.51
								<b>Paid Amt: \$4,112.39</b>
					127667 Invoice	Invoice No: 153342	1/26/2024	
					E 01 100 411 740 307 999	JES Para SPED		\$133.45
					E 01 100 403 740 307 999	JES Licensed SPED		\$99.22
					E 01 100 203 000 394 999	JES		\$1,091.37
					E 01 300 211 000 394 999	JHS		\$992.15
					E 01 300 400 000 307 999	JHS Non Licensed SPED		\$198.43
					E 01 300 411 740 307 999	JHS SPED Para		\$287.42
					E 01 128 211 000 394 999	JMS		\$1,686.66



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>6237 TRUE MECHANICAL LLC</b>					
	0717	001	109760		Check
	E 01	300 810 000 350 272		Glycol for heating & chilled water loops	\$1,940.00
<b>PO#:</b>	58496	<b>Voucher #:</b>	127676	<b>Invoice No:</b> 1196	<b>Paid Amt:</b> \$1,940.00
					<b>Check Amount:</b> \$10,395.00
					<b>Vendor Total:</b> \$10,395.00
<b>1147 US POSTAL SERVICE - JORDAN</b>					
	0717	001	109698		Check
	E 04	005 505 321 329 000		Celebrate Jordan - postcard mailing	\$40.96
<b>PO#:</b>		<b>Voucher #:</b>	127601	<b>Invoice No:</b> USPS-Jan24	<b>Paid Amt:</b> \$40.96
					<b>Check Amount:</b> \$40.96
					<b>Vendor Total:</b> \$40.96
<b>5882 VIKING ELECTRIC</b>					
	0717	001	109761		Check
	E 01	100 810 000 401 000		Ballists	\$117.30
<b>PO#:</b>	58590	<b>Voucher #:</b>	127677	<b>Invoice No:</b> S007673226.001	<b>Paid Amt:</b> \$117.30
					<b>Check Amount:</b> \$117.30
					<b>Vendor Total:</b> \$117.30
<b>4478 VINKEMEIER, JEFFERY</b>					
	0717	001	109762		Check
	E 01	300 294 000 305 306		BBB Official 1/18/24	\$125.00
<b>PO#:</b>		<b>Voucher #:</b>	127678	<b>Invoice No:</b> BBB Official	<b>Paid Amt:</b> \$125.00
					<b>Check Amount:</b> \$125.00
					<b>Vendor Total:</b> \$125.00
<b>27930 WAGNER PRESS &amp; GRAPHICS</b>					
	0717	001	109763		Check
	E 04	005 582 344 305 000		JES	\$166.15
	E 01	100 203 000 305 000		ELS	\$166.15
<b>PO#:</b>	58662	<b>Voucher #:</b>	127680	<b>Invoice No:</b> 37092	<b>Paid Amt:</b> \$332.30
					<b>Check Amount:</b> \$332.30
					<b>Vendor Total:</b> \$332.30
<b>5488 WAYZATA COMMUNITY EDUCATION</b>					
	0717	001	109696		Check
	E 04	005 507 321 305 000		Oct, Nov & Dec 2023 Write Your Own Will class	\$715.00
<b>PO#:</b>	58471	<b>Voucher #:</b>	127570	<b>Invoice No:</b> 2023-016	<b>Paid Amt:</b> \$715.00
					<b>Check Amount:</b> \$715.00
					<b>Vendor Total:</b> \$715.00

# Jordan Public Schools Detail Payment Register By Vendor

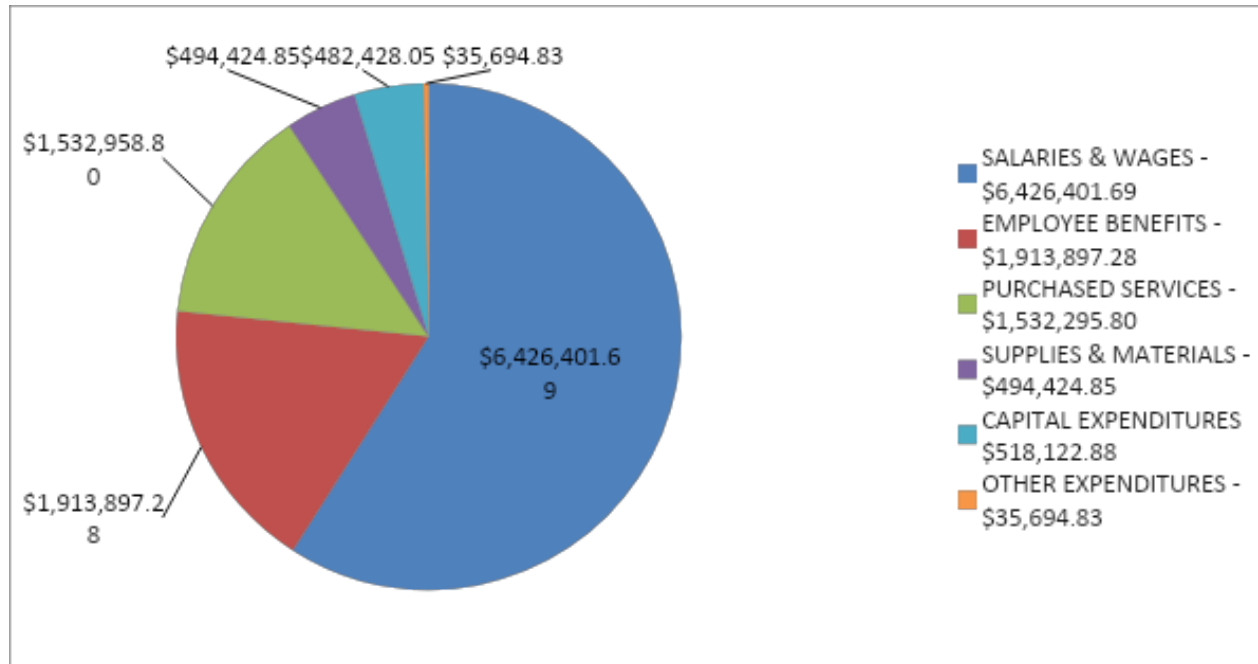
Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
11454	WOLF MOTOR CO INC				
	0717 001		109764		
	E 04 005 505 321 350 507				Check
	Drivers Ed car - oil change			\$54.48	
PO#: 58482	Voucher #: 127679	Invoice No: 6256699/1		1/26/2024	
					<b>Paid Amt: \$54.48</b>
					<b>Check Amount: \$54.48</b>
					<b>Vendor Total: \$54.48</b>
3108	WORM, MARK				
	0717 001		109765		
	E 01 300 294 000 305 306				Check
	E 01 128 294 000 305 306			\$65.00	
				\$80.00	
PO#:	Voucher #: 127685	Invoice No: BBB Official		1/26/2024	
					<b>Paid Amt: \$145.00</b>
					<b>Check Amount: \$145.00</b>
					<b>Vendor Total: \$145.00</b>
2800	ZABEL, RUSS				
	0717 001		109697		
	E 01 300 294 000 305 306				Check
	BBB Official 1/8/24			\$89.00	
PO#:	Voucher #: 127571	Invoice No: BBB Official		1/12/2024	
					<b>Paid Amt: \$89.00</b>
					<b>Check Amount: \$89.00</b>
					<b>Vendor Total: \$89.00</b>
					<b>Report Total: \$822,421.26</b>

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$513,661.22
02 Food Service Fund	\$6,252.11
04 Community Education	\$8,397.65
06 Building Fund	\$269,104.28
27 Student Activity Accounts	\$25,006.00
<b>Report Total</b>	<b>\$822,421.26</b>

**FUND 01 - EXP GUIDELINE BY OBJECT**

**FEBRUARY, 2024**



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

**RESOLUTION ACCEPTING DONATIONS**

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

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

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

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

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount/Items</b>
Mighycause	JES Backpack Program	\$45.00
Anonymous	One Act Play	\$10.00
Samuel Barnes Family	JES Music Program	\$25.00
Douglas & Kaye Hvidsten	JHS Band Donation	\$100.00
Debra Scott	JHS Band Donation	\$100.00
Richard & Lynett Vansoest	JHS Band Donation	\$75.00
Jordan Fire Department	JHS Band Uniform Donation	\$5,000.00

The vote on adoption of the Resolution was as follows:

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

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

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

Whereupon, said Resolution was declared duly adopted.

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

**DATE:** February 12, 2024 **CLASSIFICATION:** Report/Action

**AUTHOR:** Amy Hafemann  
Jeff Vizenor

**SUBJECT:** Surplus Declaration of HS Art Jewelry Equipment and Supplies

**PURPOSE:**

To provide an update to the Board as to why these items should be considered a surplus.

**BACKGROUND:**

The High School Art Department would like to dispose of jewelry making equipment and supplies. These equipment and supplies were purchased from the College of St. Benedict with grant dollars that were awarded to the district in 2015 and the cost was \$740.00. These items have not been used for over 5 years and are currently taking up a lot of space and storage. Jewelry Making Equipment and Supplies

Ms. Brand has reached out to Gustavus Adolphus College and they are interested in purchasing this equipment and supplies for \$750.00

**RECOMMENDATIONS/NEXT STEPS:**

It is our recommendation that the HS Art jewelry making equipment and supplies be surplused and further sold.

**Annual Compliance/Vote of Concurrence or Nonconcurrence**

District, Charter, or Tribal School Name: JORDAN PUBLIC SCHOOLS

**The American Indian Parent Advisory Committee Vote**

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: 02-01-2024

Date the AIPAC presented to the school board: 02-12-2024

The AIPAC Issued a Vote of Nonconcurrence

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

Date of Nonconcurrent vote: \_\_\_\_\_

Date the AIPAC presented to the school board: \_\_\_\_\_

Date the written response from the school board is due: \_\_\_\_\_

The District/School Does Not Have an AIPAC

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

**Required signatures**

*\*Digital signatures are accepted*

<u>Deborah M. Pauley</u> School Board Chairperson	<u>2/1/2024</u> Date
<u>Randal Case Evenson</u> Superintendent or Charter/Tribal School Director	<u>2/1/24</u> Date
<u>Allen M. Hendrick</u> AIPAC Chairperson	<u>2/1/24</u> Date

# The American Indian Parent Advisory Committee Resolution

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

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

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

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

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

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

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

 Allen M. Houdek  
AIPAC Chairperson Printed Name and Signature

2-1-24  
Date

**DATE:** February 12, 2024

**CLASSIFICATION:** Review and Act

**AUTHOR:**

Ranae Case Evenson, Superintendent

**SUBJECT:** 2023-2024 Calendar Adjustment Request

**PURPOSE:**

To request a shift in student contact for May 24, 2024 to accommodate preparation for construction.

**BACKGROUND:**

Our 2023-2024 District Calendar was formally adopted in December 2022. At that time, it was unknown what our timeline and phasing would be for the building projects at Jordan Elementary School and Jordan High School. Our last student day is noted as Friday, May 24, 2024 and is a half-day for students and a full day for staff.

**CONSIDERATIONS:**

Since the adoption of the 2023-2024 District Calendar, we have more defined information regarding our construction timeline and phasing. We have begun developing a packing plan for our staff, as we need to completely empty significant portions of the elementary school and one area of the high school. This plan is phased, beginning in late April, right up to the last day of school.

**OPTIONS/CONCLUSIONS:**

For our buildings to be prepped for construction to start right away, we need to ensure staff have enough time to clear areas for construction. We need to maximize each day of summer to ensure we can start on time in the Fall.

Currently staff have 1.5 staff workshop days at the end of the year to ensure areas are cleared. We believe we can accomplish this if we have the flexibility to utilize all staff at our construction sites for packing and moving boxes, by shifting May 24th to no student contact/staff workshop. This would allow for 2 full days for staff to pack vs 1.5 days.

We will continue to meet the state requirements for student attendance, even with this minor shift. We would like to make this decision as soon as possible, so we can communicate to our families well ahead of time.

**RECOMMENDATIONS/NEXT STEPS:**

- Shift May 24th, 2024 to no student contact/ full day staff workshop.
- Shift May 23rd, 2024 to last student day. It will be a full day of school.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is entered into by and between Independent School District No. 717, Jordan, Minnesota ("School District") and Education Minnesota, Jordan ("Association"). The School District and the Association are referred to collectively herein as the "Parties."

WHEREAS, the Association represents licensed teachers of the School District who are members of the bargaining unit; and

WHEREAS, the School District and the Association are parties to a collective bargaining agreement ("CBA") for the period of July 1, 2023 through June 30, 2025, pending ratification by the Parties; and

WHEREAS, the Earned Sick and Safe Time Act ("ESST"), Minnesota Statutes, sections 181.9445-181.9448, was enacted on May 23, 2023 and will take effect on January 1, 2024, during the term of the CBA; and

WHEREAS, the Parties have mutually agreed to enter into this MOU to timely address certain terms and conditions of employment related to the ESST, as set forth herein.

NOW, THEREFORE, the parties stipulate and agree as follows:

1. The parties agree to amend Article 14 of the CBA by as follows:

### **ARTICLE 14 LEAVES OF ABSENCE**

#### **Section 1. Sick Leave/Earned Sick and Safe Time ("ESST"):**

Subd. 1. At the beginning of each school year, each full-time staff member, as defined in Article 3, section 2, subdivision 1, shall receive 112 hours of paid sick leave per year and part-time teachers, as defined in Article 3, section 2, subdivision 2, shall accrue a prorated number of sick leave days. Sick leave may be granted for reasons of a staff member's own personal illness, injury or family illness. A new staff member may use all 112 hours of sick leave (beginning with the first day of workshop) even if he or she has not earned or accumulated 112 hours. A teacher who has used more than his/her proportionate accumulation of sick leave hours at the time of his/her resignation or termination from the School District shall have

his/her daily pay for any unearned sick leave hours deducted from his/her final paycheck.

Subd. 2. Each full-time staff member shall be allotted 48 hours of ESST leave, or the prorated number of ESST leave hours for part-time staff members, as of January 1, 2024. Thereafter, staff members annually shall be provided with forty-eight (48) hours of ESST leave on the first of July. ESST leave shall not be in addition to the sick leave allotted in subdivision 1. Rather, ESST leave may be substituted for sick leave allotted in subdivision 1, to the extent accrued, and may be used for any of the expanded reasons as set forth in Minnesota Statutes, section 181.9447 on the condition that a newly employed staff member has performed work for at least eighty (80) hours for the School District.

Subd. 3. Teachers shall provide the payroll department and the teacher's supervisor with at least seven (7) days advance notice of the need for use of sick leave/ESST if the need for leave is foreseeable. If the need for sick leave/ESST is unforeseeable, notice shall be provided as soon as practicable. Sick leave/ESST may be approved only upon the teacher's proper submission of a request using the School District's absence management system.

Subd. 4. Unused sick leave hours, provided pursuant to subdivision 1, may accumulate to a maximum credit of 1,000 hours. New hires as of March 2012 will not have a cap on unused sick leave. ESST leave, provided pursuant to subdivision 2, may accrue up to a maximum of 80 hours. Accrued unused sick and ESST leave may be carried over to the next school year but remain subject to the maximum accruals.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the teacher. ESST leave shall be deducted from regular sick leave, set forth in subdivision 1, prior to the staff member's use of sick leave.

Subd. 6. Full-time teachers are credited with 64 hours of sick leave beyond ESST leave with part-time teachers receiving a prorated number of hours. ESST leave accruals shall not be paid out at the end of the year, upon termination, resignation retirement or other separation. If a teacher is rehired within 180 days of separation from employment, unused accrued ESST leave will be reinstated upon rehire. Teachers with a sick leave accrued bank balance in excess of accrued ESST leave, at the teacher's choice may, at the completion of the regular school year, request to sell back a maximum of five(5) unused sick days at \$110 per day (\$13.75 per hour). Sick leave shall not be paid out upon termination or resignation of a teacher mid-year. The following formula will be used to calculate each teacher's sell-back: (number of unused sick days/hours used)x(\$110 per day/\$13.75 per our)=sell-back amount. Days sold back shall be deducted from the accumulated sick leave specified in Article 14, Sec. 1, subd. 24.

## **Section 2. Bereavement Leave:**

Subd. 1. Four (4) days per year, non-accumulative, shall be available to each teacher for-bereavement leave.

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

Subd. 3. Additional days of bereavement leave or leave for an extended illness of an immediate family member may be granted at the discretion of the superintendent. These additional days will be

deducted from the teacher's accumulated sick leave bank and ESST bank as provided in Section 1.

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

Subd. 1. A teacher shall be granted three (3) days for personal leave with pay yearly. If the two days are not used, the teacher will be paid the substitute rate of pay for the earned days, to be paid in June. Personal days may be taken in four hour increments, but if so taken, one must be in the a.m. and one in the p.m.

Subd. 2. Limitations: Not more than five percent (5%) of the staff in any one building will be approved or compensated for personal leave on any one day. The number of teachers eligible in a particular building will increase when the number of teachers times five percent reaches a factor of .5 without rounding up. Example:  $2.48 = 2$  teachers, but  $2.52$  equal 3 teachers. Teachers shared between more than one building, if 50/50 share, may go to the building having an available slot. Anything other than a 50/50 share must go with the building in which the highest percent of their time is spent. Personal leave shall not be granted for purposes of appearing before a court, grievance arbitrator or any other proceeding in which the petitioner for personal leave is a participating individual, through membership in an organization, in any action against the School District.

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

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

Sub. 5 Banked Personal Days:

A. Teachers may bank their two paid personal days to a maximum of four (4) days.

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

#### **Section 4. Workers Compensation:**

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

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

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

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

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

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

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

**Section 7. Summer Session Sick Leave:** One day of non-accumulative sick leave will be allowed for every six-week summer session. No additional ESST leave shall accrue during the summer session with the exception of temporary staff who shall accrue ESST leave on the statutorily required hourly basis.

**Section 8. Child Care Leave:**

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

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

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize ESST leave followed by sick leave pursuant to the Section 1 of this Article of the Contract during a period of physical disability. Said period of disability occasioned by pregnancy or delivery shall not exceed a period of six consecutive weeks. In the event of complications related thereto, the disability shall qualify for ESST leave/sick leave provisions under Article 14, Section 1, upon recommendation of a properly licensed medical doctor. The School District reserves the right to verify the disability designation by a doctor of its own choice and shall pay for the same to the extent the teacher the leave exceeds three days and the teacher chooses to use ESST leave. A teacher shall not be eligible for accrual of ESST leave or sick leave during a period of time covered by a child care leave. A pregnant teacher will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

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

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

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

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

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

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

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

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

Subd. 11. A teacher may use up to 5 ESST days, then sick days and 5 personal days, in that order, for the purpose of Paternity Leave.

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

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

commence the leave five (5) working days after such a placement.

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

Subd. 3. A teacher may use up to 5 ESST days, then sick days and 5 personal days, in that order, for the purpose of Adoption Leave.

### **Section 10. General Leave:**

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

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

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

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

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

## **Section 11. Sabbatical Leave:**

Subd. 1. A sabbatical leave may be granted to full-time teachers, as defined in Article 3, Section 2, subdivision 1, in the School District for the purpose of professional improvement subject to the conditions established by the School District and subject and pursuant to M.S. 122A.49. Sabbatical leave is not a right but a privilege which may be granted by the School District. Sabbatical leave may be granted to teachers who have demonstrated by their performance and their application for sabbatical leave, that such experience would enable them to make a contribution to the improvement of the instructional program of District 717.

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

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

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

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

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

Subd. 7. The allowance granted to a teacher on sabbatical leave shall be one-half of the basic contract salary (not

including any extracurricular pay) of the individual for the school term for which the application for the sabbatical leave is made. The District shall make the same contribution toward a teacher's fringe benefits as made for a teacher on the active teaching staff during the year of the sabbatical leave.

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

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

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

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

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

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

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

**Section 12. Administration of Leaves:**

Subd. 1. When the School District has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the School District may prospectively require a doctor-signed certificate of any teacher claiming sick leave, pursuant to Section 1, subdivision 1 of this Article. Education Minnesota, Jordan shall be informed of any investigation and of possible abuse of leaves.

Subd. 2. When permissible by law, the School District may require a teacher to furnish documentation indicating any ESST related absence in excess of three (3) consecutive days was due to a qualifying event pursuant to Section 1, Subdivision 2 of this Article in order to receive ESST pay. The teacher will be advised when documentation is required.

2. This MOU shall take effect on February 12, 2024, and remain in effect during the duration of the CBA and until such time as a new CBA is negotiated.
3. Nothing in this MOU shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA. No party may introduce this MOU in any proceeding, formal or informal, as evidence of a contract interpretation, practice, or precedent, other than as may pertain solely to the application of the MOU.
4. This MOU shall for all purposes be deemed to have been mutually drafted.
5. This MOU constitutes the entire agreement between the parties regarding the matters addressed in this document. No party has relied upon any oral statements, promises, or representations that are not set forth in this MOU. No changes to this MOU will be valid unless they are in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this day of February 12, 2024.

**Education Minnesota, Jordan**

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

By \_\_\_\_\_  
Union President

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

By \_\_\_\_\_  
Union Negotiator

**Independent School District No. 717,  
Jordan**

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

By \_\_\_\_\_  
Board Chair

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

By \_\_\_\_\_  
Board Treasurer



## CONTRACT

between

Independent School District No. 717  
Jordan, Minnesota

And

Education Minnesota, Jordan

July 1, 2023 - June 30, 2025

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

**ARTICLE 1**  
**PURPOSE**

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

**ARTICLE 2**  
**RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

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

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

**ARTICLE 3**  
**DEFINITIONS**

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

**Section 2. Teacher:** The term "teacher" shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the Professional Educator Licensing and Standards Board (PELSB), in a position as a physical therapist, occupational therapist, art therapist, music therapist, or audiologist; or in a position creating and delivering instruction to children in a preschool, school readiness, school readiness plus or prekindergarten program or other school district based early educational program, including substitute teachers substituting for the same teachers more than thirty (30) days; but shall not include superintendent, assistant superintendents, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

Subd. 1. Full-time Teacher: The term, “full-time teacher,” unless otherwise defined with respect to a specific term in this Agreement, means all regular teachers and long-term substitute teachers who work at least thirty (30) hours per week in the School District as a teacher.

Subd. 2. Part-time Teacher: The term, “part-time teacher,” unless otherwise defined with respect to a specific term in this Agreement, means all regular teachers and long-term substitute teachers who work less than thirty (30) hours per week in the School District as a teacher.

Subd. 3. Long-Term Substitute Teacher: The term “long-term substitute teacher” means a teacher who is hired for a duration of time equal to or greater than one school year to replace one regular teacher on a leave of absence or, when hired, is expected to work for a duration of time equal to or greater than at least 30 consecutive days.

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

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

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

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

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

**Section 3. Effect of Laws, Rules and Regulations:** The Exclusive Representative recognizes that all employees covered by this Contract shall perform the teaching and other teacher related services prescribed by the School District and shall be governed by the laws of the State of Minnesota and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Contract and recognizes that the School District, all employees covered by this Contract, and all

provisions of this Contract are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Contract found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

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

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

**Section 1. Right to Views:** Nothing contained in this Contract shall be construed to limit, impair or affect the right of any teacher or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment, or circumvent the rights of the Exclusive Representative, nor shall it be construed to require any public employee to perform labor or services against their will, except as provided in Article 12, section 3.

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

**Section 3.** Teachers, through their Exclusive Representative, have the right and obligation to meet and negotiate in good faith with the School District regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the Exclusive Representative to agree to a proposal or require the making of a concession.

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

**Section 5. Request for Deduction, Authorization and Remittance:** Teachers shall have the right to request and be allowed payroll deduction for the exclusive representative and the political fund association with the exclusive representative and registered pursuant to Minnesota Statutes, section 10A.12. Upon notification and certification by the exclusive representative, the School District will deduct from the teacher's paycheck the deductions that the teacher has agreed to pay within thirty (30) days of notice of authorization from the exclusive representative., provided that payroll deduction and the proceeds thereof shall not be allowed any teacher organization that has lost its right to such remittance pursuant to P.E.L.R.A Pursuant to said authorization, the District shall deduct 1/8 of such deduction from the monthly salary check of the teacher of the first regular salary check of each month for eight (8) months, beginning in October, provided such date is no later than thirty(30) days of notice of authorization/certification and ending in May of each year. Deductions for teachers

employed after the commencement of the school year shall be appropriately prorated to complete payments by the following May.. Deductions shall be made and transmitted within 30 days of the deduction each month to the designated organizations together with a list of names of the teachers from whose pay deductions were made. A dues deduction authorization remains in effect until the District receives notice from the exclusive representative that a teacher has changed or canceled the teacher's authorization in writing in accordance with the terms of the original authorizing document with the District having the right to rely on information from the exclusive representative receiving remittance of the deduction regarding whether the deductions have been properly changed or canceled. The exclusive representative must indemnify the District, including any reasonable attorney fees and litigation costs, for any successful claims made by the teacher for unauthorized deductions made in reliance on such information. Disputes under this section are not subject to the grievance process.

**Section 6.** Duly authorized representatives of the Association and their affiliates shall be permitted to transact official Association business on school property outside of the normal teacher day or as otherwise permitted by PELRA. If a representative of the Association who is not an employee of this District desires to meet with a teacher during the non-student contact portion of a teacher day, the teacher shall first obtain the permission of the Superintendent of Schools, or his/her designee.

**Section 7. Use of Facilities and Access to Members:** The District must allow the exclusive representative to meet with bargaining unit members in facilities owned or leased by the public employer regarding collective bargaining, the administration of collective bargaining agreements, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the exclusive representative, provided the use does not interfere with governmental operations and the exclusive representative complies with worksite security protocols established by the public employer. Meetings conducted in government buildings pursuant to this paragraph must not be for the purpose of supporting or opposing any candidate for partisan political office or for the purpose of distributing literature or information regarding partisan elections. An exclusive representative conducting a meeting in a government building or other government facility pursuant to this subdivision may be charged for maintenance, security, and other costs related to the use of the government building or facility that would not otherwise be incurred by the government entity.

The District must allow the exclusive representative to meet in person with newly hired employees without charge to the pay or leave time of the employees, for 30 minutes, within 30 calendar days from the date of hire, during new employee orientations or, if the employer does not conduct new employee orientations at individual or group meetings. An exclusive representative shall receive no less than ten days notice in advance of an orientation, except that a shorter notice may be provided where there is an urgent need critical to the operations of the public employer that was not reasonably foreseeable. Notice of and attendance at new employee orientations and other meetings under this paragraph must be limited to the public employer, the employees, the exclusive representative, and any vendor contracted to provide a service for purpose of the meeting. Meetings may be held virtually for longer than 30

minutes only by mutual agreement of the public employer and exclusive representative.

The District must also allow the exclusive representative to communicate with bargaining unit members using their employer-issued email addresses regarding collective bargaining, the administration of collective bargaining agreements, the investigations of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of exclusive representative, consistent with employer's generally applicable technology use policies.

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

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

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

**Section 8.** The District agrees to furnish the Association all information concerning its budget, both present and proposed, revenues, and other financial information. If the Association wishes to make copies of this material, and other copies are not available, it shall pay for the cost of reproduction.

**Section 9. Association Leave:** At the beginning of each odd numbered school year, the Association shall be credited with ten (10) days to be used in the manner as designated by the Association. These days shall be used during the duration of the contract and shall be non-accumulative. The Association agrees to notify the Superintendent of Schools at least two (2) working days prior to the intended use of the leave.

**Section 10.** Nothing contained herein shall be construed to deny or restrict any teacher rights he/she may have under the existing laws of Minnesota or valid regulations promulgated by any state department or agency. The rights granted to teachers hereunder shall be deemed to be in addition to those provided by such laws and valid regulations.

**ARTICLE 6  
PERSONNEL FILES**

**Section 1.** All evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher, who is subject to Minnesota Statutes, section 122A.40, upon his/her written request to the extent the teacher's access to any such document is not limited by applicable law. A representative of the Association may, at the teacher's request, accompany the teacher in this review. An appointment must be made in advance for the teacher to review his/her file. The official personnel file for each teacher shall reside at the District office.

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

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

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

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

**ARTICLE 7  
VACANT POSITIONS**

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

**ARTICLE 8  
LENGTH OF THE SCHOOL YEAR**

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

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

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

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

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

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

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

**Section 3.** Through the length of the 2023-2025 contract, the school calendar will consist of 184 teacher duty days, 169 (longer days, or the equivalent of 174 basic days) of which will be student contact days. New staff members will be required to fulfill 185 teacher duty days. The School District reserves the right to call a teacher to service for all or any part of one additional day. Pay for the same shall be pro-rated as indicated in Article 11, Section 9, Subd. 1.

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

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

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

## **ARTICLE 10 HOURS OF SERVICE**

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

## **Section 2. Basic Day:**

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

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

## **ARTICLE 11 RATES OF PAY**

### **Section 1. Basic Compensation:**

Subd. 1. 2023-2025 Rates of Pay: The wages and salaries reflected in Schedule A and Schedule B, attached hereto, shall be effective only for the applicable school years and teachers shall advance one increment on the salary schedule.

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

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

Subd. 1. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent in writing prior to the taking of the course. Once a degree program has been approved by a teacher's advisor and the Superintendent, the teacher can continue taking courses set forth in that degree plan without individual approval for each course. Courses required by PELSB for new or renewed licensure shall be considered germane credits as described in this article.

Subd. 2. Germane and Curriculum Related: Credits to be considered for application on any lane of the salary schedule must be germane or related to the teaching assignment as determined by the superintendent. Each teacher's lane change request of ten (10) semester credits may include two (2) workshop/in service experience credits in the field related to his/her teaching assignment. Quarter credits equal 2/3 (.677) semester credits. Fifteen (15) hours of workshop time equals one (1) semester credit. Criteria for workshop credit: If a workshop is sponsored or conducted by the district, no credit may be earned. If

a teacher attends a workshop on a school day, and the district pays expenses, no credit may be earned. If a workshop is attended on a school day, but the teacher pays all expenses (except sub teacher), credit may be earned. Workshop credits may not be banked from one lane change to another. All courses approved must be the credit granting institution's own courses.

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

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

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

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

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

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

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

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

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

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

- A. To be eligible for participation in this program, teachers must be selected by district or building administration. Teachers who are hired with the expectation of getting a licensure or certification as a condition of employment, do not qualify for this program.
- B. Teachers selected for this program have two choices for credit reimbursement.
  - i. Reimbursement of 100% tuition (not to exceed the cost of a graduate credit at the University of Minnesota), books application fees, course fees, and any other required fees associated with needed classes. Credits earned will not count toward a lane change.
  - ii. Reimbursement of 50% tuition (not to exceed the cost of a graduate credit at the University of Minnesota) books, application fees, course fees, and any other required fees associated with needed classes. Credits earned will count toward a lane change.
- C. The number of credits and total cost of the certification shall be agreed upon in advance by the teacher and the School District. The certifying college must agree that the credits will lead to desired certification prior to any financial support being provided.
- D. The teacher agrees to teach the Concurrent Enrollment, CIS, AP, or other academic program for a minimum of five (5) years in the district.
- E. If the teacher leaves the district or declines the Concurrent Enrollment, CIS, AP, or other academic program assignment(s), the teacher shall reimburse the District an amount equal to 20% of the total certification amount per year for each year remaining of the five (5) year period. The teacher will not be required to repay the district if failure to teach the required class(s) during the five (5) year period is caused by School District action.
- F. Classes approved by administration and started after July 1, 2021 will be eligible for reimbursement under this section.

Subd. 13. Longevity: Staff that have served the following cumulative quantities of years will receive a salary increase added to their base salary:

- Year 28: an additional \$1,000
- Year 31: an additional \$1,000
- Year 34: an additional \$1,000

**Section 4. Payroll Deductions:** Teachers absent in excess of leave provisions during the school year shall have their salary reduced by the amount of 1/184 of their total salary for each day of absence.

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

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

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

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

**Section 9. Additional Assignments:**

Subd. 1. Teachers assigned to work beyond the regular school year shall be paid 1/186 of their annual salary for 2023-2025 for each additional day worked for the 2023-2025 school years. Exceptions to this is work beyond the school year mentioned specifically, with a stipulated rate of pay, in this Agreement. Partial days shall also be pro-rated.

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

**Section 11.** Notwithstanding the definition of full-time status in Article 3, a faculty member teaching 80% or more of a typical full-time assignment shall be considered full-time and the teacher assigned the appropriate additional duties and time.

**ARTICLE 12  
EXTRA COMPENSATION**

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

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

**Section 3. Assignment of Extra-Curricular Duties:** The School District may assign the teacher to extra-curricular, co-curricular, or other assignments subject to established

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

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

##### Subd. 1.

- A. Payment of forty dollars (\$40) per hour will be paid for attendance at workshops outside the normal workday, where the staff member is receiving information.
- B. Payment of forty dollars (\$40) per hour will be paid for curriculum work connected with the graduation standards or other curriculum work not directly associated with the normal curriculum preparation expected as part of the teacher's regular assignment, including Homebound Instruction.
- C. Payment of forty dollars (\$40) per hour will be paid for teaching remedial (i.e., homebound instruction) or enrichment classes on Saturdays, after school, or during the summer. These are classes not a part of the teacher's regular assignment. For every hour of teaching the teacher shall receive twelve (12) minutes of preparation time.
- D. Payment of forty dollars (\$40) per hour will be paid for time spent doing peer reviews.
- E. A stipend will be paid for each teacher participating in each of the programs listed below:
  - a. Wolf Ridge - \$1,000.00
  - b. Carl Perkins Coordinator - \$2,000.00
  - c. School Site Assessment Coordinators - \$437.00
  - d. Mentoring Experienced Mentees - \$219.00
  - e. Mentoring New Mentees - \$437.00

Subd. 2: Payment of forty dollars (\$40) per hour, or compensatory time at the mutual agreement of the teacher and District, shall be made for any administrative assigned or requested extra-duty assignment not listed in this contract. In no case shall compensatory time be taken during student contact time. This agreement as to how the teacher shall be compensated will be made

ahead of the scheduled event between the principal/superintendent and teacher/s.

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

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

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

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

#### **Section 6:**

Subd. 1: Prep Time Substituting: Whenever a teacher agrees to use their prep time, with administrative approval, to sub for another teacher, they shall be compensated at forty dollars (\$40) per hour.

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

- A. If several teachers cover another teacher's class for the entire day, while still having their classes, they will be compensated at forty (\$40) divided by the number of teachers splitting the class for the hour(s) of when combining classes occurred.
- B. If there is a teacher to teacher agreement (approved by the administration) to cover a teacher's class for a short period of time, no extra pay will be received.
- C. Teachers are granted a prep period daily and cannot be required to sub during the guaranteed prep period. All efforts will be made to try and find alternate coverage with a hired sub and/or by requesting coverage from building staff prior to cancellation of a partial or full specialist course load for a day. However, if a hired sub or requested coverage from building staff cannot be found and the specialist course is therefore cancelled, the

classroom teacher will receive fifty dollars (\$50) compensation for supervising their students during their prep.

- D. When any elementary support staff, social worker, TOSA or another specialist is reassigned to a classroom for an entire day, the support staff teacher will be compensated with one (1) hour at the rate of forty (\$40) for emergency substitute coverage.

**ARTICLE 13  
GROUP INSURANCE**

**Section 1. Selection of the Carrier:** The selection of an insurance carrier shall be made by the School District pursuant to law. The School District hereby establishes VEBA With Health Reimbursement Arrangement for Active Employees for the 2023-2025 school years.

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

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

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

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

2023-2024		2024-2025	
<b>Single</b>	\$7,311	<b>Single</b>	Up to 7% increase, tied to the increase in insurance premiums for the single lowest premium plan for the 2024-2025 year.
<b>Family</b>	\$11,000	<b>Family</b>	\$13,000

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

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

insurance premiums). Only then will eligible health expenses be reimbursed from the participant's VEBA account.

Subd. 5. In the event that two teachers employed by the School District are married, only one member of the couple is required to enroll in the health and dental insurance pools. Said member must enroll in a family plan. The School District shall contribute \$2,000 to the VEBA trust account of the employee carrying the family plan. The couple member not carrying a plan will receive no VEBA contribution. If the couple's marriage status changes due to death or divorce, each surviving member must carry at least a single policy. If the married teachers choose to retain or return to single plans as their dependent status changes, they may do so if allowed by the insurance company.

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

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

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

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

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

**ARTICLE 14  
LEAVES OF ABSENCE**

This article is a Memorandum of Understanding.

**ARTICLE 15  
DEFERRED COMPENSATION/RETIREMENT BENEFITS**

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

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

**Section 3.** Matched deferred compensation is available to all full-time teachers beginning their third (3<sup>rd</sup>) consecutive year of teaching in the District and teaching for at least 90 days in a school year. All District teachers who began their tenth (10<sup>th</sup>) year of teaching in the District prior to 7-1-91 are eligible to participate in the matching program in addition to the severance program. Should these teachers participate in the matching program and be eligible for severance pay, the total District matching contribution shall be subtracted from the severance amount.

- A. Teachers with over ten (10) years of service shall be eligible to pre-purchase from their earned severance pay balance as of 6-30-93. Once a teacher qualifies and receives severance benefits under Sec. 2 above, they will no longer be eligible to participate in the Deferred Match Program.
- B. Eligibility: Beginning with the third (3<sup>rd</sup>) year of employment, teachers will be eligible for a \$750 yearly match. Starting with the sixth (6<sup>th</sup>) year, teachers will be eligible for a \$2,000 yearly match. The district shall pay its share of FICA on the matching amount. The district's lifetime match will not exceed \$24,000 for the 2023-2024 school year and \$25,000 for the 2024-2025 school year.
- C. A minimum of fifteen (15) investment companies, selected by the EMJ, will be allowed in District 717.
- D. Any teacher desiring to participate in the matching program must notify the district office in writing by September 1<sup>st</sup> of the amount they wish to match. A teacher may not change this amount during the year; however, they may drop out at any time, if the district office is notified in writing.

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

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

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

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

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

Subd. 1. Teacher: "Teacher" means a member of the appropriate unit as defined by PELRA and this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd. 1 or other law.

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

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

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

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

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

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

Subd. 2. Notice: Continuing contract teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1 – licensed, Tier 2 – licensed, Tier 3 licensed or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority as calculated by the most recent date of hire as a licensed teacher with the exception of those teachers in whom the District has invested funds to send to specialized training or who have been hired with specialized academic training as a CIS or CE certified teacher. Teachers placed on ULA who have more seniority than another teacher in the same subject field, but do not have approval to teach CIS or CE courses, must receive notice by February 15<sup>th</sup> of that year that they are being proposed for ULA due to the fact that another teacher has been approved to teach CIS or CE courses. The teacher being proposed for ULA has until March 15<sup>th</sup> to notify the District of their ability to obtain certification to teach the CIS or CE course/s in question the following school year, and thus avoid ULA.

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

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

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

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

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

Subd. 1. Process: No new teacher shall be employed by the School District while any qualified teacher is on unrequested leave of absence in the same field or subject matter. Teachers placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave, or any other available position in the School District for which the teacher is certified and qualified. The order of reinstatement shall be in inverse order in which teachers were placed on unrequested leave.

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

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

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

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

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

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

Subd. 3. Final List: Within twenty (20) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes. A final seniority list shall thereupon be prepared by the School District, which list, as revised, shall be

binding on the School District and any teacher. Each year thereafter, the School District shall cause such Seniority List to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

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

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

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

## **ARTICLE 17 GRIEVANCE PROCEDURE**

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

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

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

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

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

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of

the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

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

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

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

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

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

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

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

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

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

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

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

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may, within 20 days of the request for arbitration, request from the BMS a list of seven (7) names. The list maintained by the Commissioner of the BMS shall be made up of qualified arbitrators who have submitted an application to the BMS. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Failure to agree upon an arbitrator or the failure to timely request a list of arbitrators from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

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

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

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

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

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

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

## **ARTICLE 19 DURATION**

**Section 1. Term and Reopening Negotiations:** This Contract shall remain in full force and effect for a period commencing on July 1, 2023, through June 30, 2025, and thereafter until mutual modifications are made pursuant to P.E.L.R.A. In the event a successor Contract is not entered into prior to the commencement of school in 2025, a teacher shall be compensated according to the last individual contract executed between the teacher and the School District until such a time as a successor Master Contract is executed. If either party desires to modify or amend this Contract commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Contract.

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

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

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

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

For:  
JORDAN EDUCATION ASSOCIATION

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

INDEPENDENT SCHOOL DISTRICT 717

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Langheim, Treasurer

\_\_\_\_\_  
Date

**SCHEDULE A  
SALARY SCHEDULE 2023-2024**

2023-24		LANES								
		BA	BA+10	BA+20	BA+30	BA+40/ MA	MA+10	MA+20	MA+30	MA+40
<b>STEPS</b>	<b>1</b>	\$49,187	\$49,737	\$50,289	\$51,388	\$52,488	\$53,318	\$54,142	\$54,966	\$55,549
	<b>2</b>	\$50,851	\$51,412	\$51,975	\$53,096	\$54,221	\$55,066	\$55,909	\$56,751	\$57,343
	<b>3</b>	\$51,642	\$52,204	\$52,767	\$53,892	\$55,014	\$55,859	\$56,699	\$57,544	\$58,385
	<b>4</b>	\$52,619	\$53,178	\$53,741	\$54,866	\$55,991	\$56,832	\$57,675	\$58,519	\$59,361
	<b>5</b>	\$53,461	\$54,025	\$54,866	\$55,991	\$57,396	\$58,237	\$59,361	\$60,487	\$61,608
	<b>6</b>	\$54,304	\$55,148	\$55,991	\$57,116	\$58,797	\$59,640	\$61,047	\$62,452	\$63,855
	<b>7</b>	\$55,392	\$56,516	\$57,360	\$58,481	\$60,447	\$61,292	\$62,977	\$64,664	\$66,348
	<b>8</b>	\$56,548	\$57,640	\$58,481	\$59,606	\$61,853	\$62,977	\$64,942	\$66,629	\$68,596
	<b>9</b>	\$58,214	\$59,349	\$60,481	\$61,623	\$64,172	\$65,589	\$67,578	\$69,565	\$71,551
	<b>10</b>	\$59,533	\$60,670	\$62,089	\$63,507	\$66,060	\$67,765	\$69,750	\$72,019	\$74,007
	<b>11</b>	\$60,670	\$61,807	\$63,507	\$65,210	\$67,765	\$70,033	\$72,019	\$74,290	\$76,277
	<b>12</b>	\$61,807	\$63,225	\$64,925	\$67,198	\$69,750	\$72,306	\$74,290	\$76,845	\$78,844
	<b>13</b>	\$65,639	\$67,114	\$69,150	\$71,944	\$74,729	\$77,403	\$79,479	\$81,975	\$83,940
	<b>14</b>	\$67,082	\$68,573	\$70,631	\$73,452	\$76,264	\$78,963	\$81,062	\$83,582	\$85,567
	<b>15</b>	\$67,869	\$69,361	\$71,417	\$74,239	\$77,051	\$79,751	\$81,850	\$84,370	\$86,355
	<b>16</b>	\$68,657	\$70,150	\$72,205	\$75,027	\$77,839	\$80,538	\$82,637	\$85,156	\$87,142
	<b>17</b>	\$69,788	\$71,287	\$73,353	\$76,190	\$79,015	\$81,728	\$83,836	\$86,369	\$88,364
	<b>18</b>	\$70,579	\$72,078	\$74,145	\$76,981	\$79,807	\$82,523	\$84,628	\$87,160	\$89,155
	<b>19</b>	\$71,371	\$72,869	\$74,936	\$77,772	\$80,598	\$83,313	\$85,419	\$87,953	\$89,946
	<b>20</b>	\$72,162	\$73,659	\$75,728	\$78,564	\$81,389	\$84,104	\$86,210	\$88,746	\$90,739
	<b>21</b>	\$72,952	\$74,452	\$76,519	\$79,355	\$82,180	\$84,895	\$87,001	\$89,536	\$91,529
	<b>22</b>	\$73,746	\$75,243	\$77,309	\$80,146	\$82,971	\$85,686	\$87,794	\$90,327	\$92,321
	<b>23</b>	\$74,537	\$76,035	\$78,101	\$80,937	\$83,763	\$86,478	\$88,585	\$91,118	\$93,112
	<b>24</b>	\$75,328	\$76,826	\$78,892	\$81,728	\$84,555	\$87,269	\$89,376	\$91,911	\$93,903
	<b>25</b>	\$76,861	\$78,391	\$80,503	\$83,405	\$86,295	\$89,064	\$91,220	\$93,811	\$95,846

**SCHEDULE B  
SALARY SCHEDULE 2024-2025**

2024-25		LANES								
		BA	BA+10	BA+20	BA+30	BA+40/ MA	MA+10	MA+20	MA+30	MA+40
<b>STEPS</b>	<b>1</b>	\$50,909	\$51,478	\$52,049	\$53,186	\$54,325	\$55,184	\$56,037	\$56,890	\$57,493
	<b>2</b>	\$52,631	\$53,211	\$53,794	\$54,955	\$56,119	\$56,994	\$57,865	\$58,737	\$59,350
	<b>3</b>	\$53,449	\$54,031	\$54,614	\$55,778	\$56,940	\$57,815	\$58,683	\$59,558	\$60,429
	<b>4</b>	\$54,461	\$55,039	\$55,622	\$56,786	\$57,951	\$58,821	\$59,693	\$60,567	\$61,439
	<b>5</b>	\$55,332	\$55,916	\$56,786	\$57,951	\$59,404	\$60,275	\$61,439	\$62,604	\$63,764
	<b>6</b>	\$56,205	\$57,078	\$57,951	\$59,115	\$60,855	\$61,728	\$63,183	\$64,638	\$66,090
	<b>7</b>	\$57,331	\$58,494	\$59,368	\$60,528	\$62,563	\$63,438	\$65,181	\$66,927	\$68,670
	<b>8</b>	\$58,527	\$59,658	\$60,528	\$61,692	\$64,017	\$65,181	\$67,214	\$68,961	\$70,997
	<b>9</b>	\$60,251	\$61,426	\$62,598	\$63,779	\$66,418	\$67,885	\$69,943	\$71,999	\$74,055
	<b>10</b>	\$61,616	\$62,793	\$64,262	\$65,729	\$68,372	\$70,137	\$72,191	\$74,540	\$76,597
	<b>11</b>	\$62,793	\$63,970	\$65,729	\$67,492	\$70,137	\$72,484	\$74,540	\$76,890	\$78,946
	<b>12</b>	\$63,970	\$65,437	\$67,197	\$69,550	\$72,191	\$74,836	\$76,890	\$79,535	\$81,604
	<b>13</b>	\$67,936	\$69,463	\$71,570	\$74,462	\$77,345	\$80,112	\$82,260	\$84,844	\$86,878
	<b>14</b>	\$69,430	\$70,973	\$73,103	\$76,023	\$78,933	\$81,727	\$83,899	\$86,508	\$88,562
	<b>15</b>	\$70,244	\$71,788	\$73,917	\$76,837	\$79,748	\$82,543	\$84,714	\$87,323	\$89,377
	<b>16</b>	\$71,059	\$72,605	\$74,733	\$77,653	\$80,563	\$83,357	\$85,529	\$88,136	\$90,191
	<b>17</b>	\$72,231	\$73,782	\$75,920	\$78,857	\$81,780	\$84,589	\$86,770	\$89,392	\$91,457
	<b>18</b>	\$73,050	\$74,601	\$76,740	\$79,675	\$82,600	\$85,411	\$87,590	\$90,211	\$92,276
	<b>19</b>	\$73,869	\$75,419	\$77,559	\$80,494	\$83,419	\$86,229	\$88,409	\$91,032	\$93,094
	<b>20</b>	\$74,688	\$76,237	\$78,378	\$81,314	\$84,237	\$87,047	\$89,228	\$91,852	\$93,915
	<b>21</b>	\$75,506	\$77,058	\$79,197	\$82,133	\$85,056	\$87,866	\$90,047	\$92,669	\$94,733
	<b>22</b>	\$76,327	\$77,877	\$80,015	\$82,951	\$85,875	\$88,685	\$90,866	\$93,488	\$95,552
	<b>23</b>	\$77,146	\$78,696	\$80,835	\$83,770	\$86,695	\$89,505	\$91,685	\$94,307	\$96,370
	<b>24</b>	\$77,964	\$79,515	\$81,654	\$84,589	\$87,515	\$90,323	\$92,504	\$95,128	\$97,189
	<b>25</b>	\$79,551	\$81,134	\$83,320	\$86,324	\$89,315	\$92,182	\$94,413	\$97,094	\$99,201

**SCHEDULE C  
EXTRA-CURRICULAR SCHEDULE  
2023-2025**

Coaches' and director's' salaries will increase for the 2023-2024 and 2024-2025 contract years at the same percentage rates as the teachers' salaries.

	<b>2023-2024</b>	<b>2024-2025</b>
Weight Room Supervision *	\$3,436	\$3,556
Max Training Coordinator	\$5,415	\$5,605
<b>Group 1</b>		
Head Football	\$5,832	\$6,036
Head Boy's/Girl's Volleyball	\$4,965	\$5,139
Head Boy's/Girl's Basketball	\$6,196	\$6,413
Head Wrestling	\$5,319	\$5,505
Head Baseball	\$4,787	\$4,955
Head Softball	\$4,787	\$4,955
Head Speech	\$5,337	\$5,524
<b>Group 2</b>		
Head Tennis	\$4,190	\$4,337
Head Boy's/Girl's Track	\$4,507	\$4,665
Head Boy's/Girl's Golf	\$4,190	\$4,337
Head Cross Country	\$3,779	\$3,911
Head Boy's/Girl's Soccer	\$4,451	\$4,606
Head Dance	\$5,086	\$5,264
Head Nordic Ski	\$4,519	\$4,677
<b>Group 3</b>		
Asst. Varsity Football	\$3,791	\$3,924
JV Football	\$3,791	\$3,924
JV Volleyball	\$3,227	\$3,340
JV Boy's/Girl's Basketball	\$4,027	\$4,168
JV Wrestling	\$3,458	\$3,579
JV Baseball	\$3,112	\$3,221
JV Softball	\$3,112	\$3,221
B Volleyball	\$3,227	\$3,340
B Boy's/Girl's Basketball	\$4,027	\$4,168
First Assistant Speech	\$3,468	\$3,590
<b>Group 4</b>		
JV Tennis	\$2,723	\$2,819
JV Track, Boy's/Girl's	\$2,930	\$3,033
Assistant Golf Boy's/Girl's	\$2,723	\$2,819
Assistant Cross Country Boy's/Girl's	\$2,457	\$2,543
JV Soccer	\$2,893	\$2,994
JV Dance	\$3,305	\$3,421
Assistant Nordic Ski	\$2,937	\$3,040

**Group 5**

C Football	\$3,208	\$3,320
C Volleyball	\$2,731	\$2,826
C Boy's/Girl's Basketball	\$3,408	\$3,527
C Wrestling	\$2,925	\$3,027
C Baseball	\$2,633	\$2,726
C Softball	\$2,633	\$2,726

**Group 6**

MS Football	\$2,332	\$2,414
MS Volleyball	\$1,986	\$2,055
MS Boy's/Girl's Basketball	\$2,479	\$2,565
MS Wrestling	\$2,128	\$2,202
MS Baseball	\$1,914	\$1,981
MS Softball	\$1,914	\$1,981
MS Boy's/Girl's Track	\$1,803	\$1,866
MS Assistant Boy's/Girl's Track	\$1,171	\$1,212
MS Boy's/Girl's Golf	\$1,676	\$1,735
MS Assistant Boy's/Girl's Golf	\$1,090	\$1,128
MS Boy's/Girl's Soccer	\$1,781	\$1,843
MS Assistant Boy's/Girl's Soccer	\$1,158	\$1,198
MS Boy's/Girl's Cross Country	\$1,511	\$1,564
Second Assistant Speech	\$2,135	\$2,210

**Group 7**

School Newspaper, Sr. High	\$850	\$879
School Newspaper, Middle School	\$850	\$879
HS Yearbook	\$3,290	\$3,405
Senior Class Advisor	\$1,557	\$1,612
Prom Advisor	\$1,688	\$1,747
Concessions Advisor	\$2,813	\$2,912
Class Advisors	\$286	\$296
High School Instrumental Music	\$3,228	\$3,341
Middle School Instrumental Music	\$459	\$475
High School Vocal Music	\$2,092	\$2,165
Middle School Vocal Music	\$459	\$475
Elementary Vocal Music	\$1,229	\$1,272
Competitive Vocal Ensemble (Harmonix)	\$2,345	\$2,427
Fall Cheerleading	\$3,062	\$3,169
Winter Cheerleading	\$4,179	\$4,325
Senior High Student Council	\$2,641	\$2,733
Middle School Student Council	\$1,545	\$1,599
SADD Leadership	\$1,690	\$1,749
Fall Play	\$4,202	\$4,349
Fall Play Assistant	\$2,732	\$2,827
Fall Musical (Vocal Director)	\$3,034	\$3,140
Fall Musical Pit Orchestra Director	\$1,972	\$2,041
Fall Musical Choreographer	\$1,214	\$1,257
Fall Musical Artistic Director	\$5,481	\$5,673
Fall Musical Assistant Director	\$3,562	\$3,687

Spring Play	\$4,202	\$4,349
Spring Play Assistant	\$2,732	\$2,827
One Act Play	\$3,388	\$3,506
One Act Play Assistant	\$2,202	\$2,279
Middle School Play Director	\$2,332	\$2,414
Middle School Play Assistant	\$1,681	\$1,740
Spanish Club	\$719	\$744
FCCLA	\$1,690	\$1,749
National Honor Society	\$1,037	\$1,073
Knowledge Bowl Coach	\$1,933	\$2,001
Middle School Knowledge Bowl	\$773	\$800
Middle School Yearbook	\$523	\$541
Robotics Coach	\$4,072	\$4,215
Assistant Robotics Coach	\$2,647	\$2,740
Safety Patrol Advisor	\$2,250	\$2,329
Math Masters	\$519	\$538
Elementary School Yearbook	\$523	\$541
Debate	3,194	\$3,306

- o Head Coaches of varsity sports are given one day for their sport's state tournament.
- o Those individuals hired prior to January, 2018 will receive the greater stipend when comparing the Schedule C stipends that existed prior to January 2018 or the Schedule C stipends that were agreed upon in January, 2018.
- o The Schedule C Committee will meet annually to review the Activity/Athletics Compensation Model and any concerns or questions brought forth to the committee's attention. The committee will be comprised of the Superintendent, HS Principal, AD, three members of EMJ, and School Board Negotiators.
- o District Owned Vehicle Usage:  
Coaches or Advisors who drive a district owned bus or a school vehicle to transport students to their MSHSL sponsored events will be additionally compensated for their driving time at the same hourly rate as the "extra duty fee" as in ARTICLE 12 EXTRA COMPENSATION.

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

- o After the week of the first playoff game or contest, head coaches or advisors of a team sport/activity will be compensated at a rate of \$165 per week. Any game or practice held during the additional week of post-season play will count as one full week, even if the team does not participate during the entire week. When no team is involved and individuals are competing, compensation for the head coach or advisor will be \$110 per week. If both team and individuals are competing, the head coach/advisor will receive the \$165 stipend only. Essential varsity coaches (as determined by the contract) will be compensated at a rate of \$110 per week regardless of whether it is a team or individual sport.

- The pep band director will be compensated an additional \$100 per pep band appearance to support teams in the post-season

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

Longevity Criteria:

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

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

Longevity Leave:

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

**LONGEVITY SCALE FOR SCHEDULE C**

People holding a position and receiving a stipend on the new schedule C extra-curricular schedule (adopted in 2018) will receive the following longevity compensation. This will replace the language in the contract for \$70 increase every 2 years starting with the 6th year of service. Percentages are calculated off of the base pay on the schedule C pay scale and ranges of years are not cumulative. Individuals grandfathered in at a higher stipend prior to January 2018 will receive longevity calculated based on the new stipend amounts set forth after January 2018:

<b>2023-2025</b>					
<b>GROUPS 1-6</b>					
<b>YEARS</b>	<b>1-4</b>	0%	<b>YEARS</b>	<b>13-16</b>	15%
	<b>5-8</b>	5%		<b>17-20</b>	\$20%
	<b>9-12</b>	10%		<b>20+</b>	25%
<b>GROUPS 7</b>					
<b>YEARS</b>	<b>0-5</b>	\$0	<b>YEARS</b>	<b>16-17</b>	Equivalent to 6-7 years
	<b>6-7</b>	Salary x 1.8%		<b>18-19</b>	Equivalent to 6-7 years
	<b>8-9</b>	Equivalent to 6-7 years		<b>20-21</b>	Equivalent to 6-7 years
	<b>10-11</b>	Equivalent to 6-7 years		<b>22-23</b>	Equivalent to 6-7 years
	<b>12-13</b>	Equivalent to 6-7 years		<b>24-25</b>	Equivalent to 6-7 years
	<b>14-15</b>	Equivalent to 6-7 years		<b>26-27</b>	Equivalent to 6-7 years

Each teacher shall receive a 1+1 athletic pass.

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

**Section 1. Statutory Considerations**

Pursuant to MN Statute 122A.26, An ECFE teacher who teaches in an ECFE program, which is offered through a community education program which qualifies for community ed. aid or ECFE aid, must meet licensure requirements as a teacher and must fall within the definition of “teacher” for purposes of PERLA to be included within the teachers' appropriate unit and covered by the terms of this Agreement. Effective for the 2023-2024 school year and later, ECFE teachers covered by this Agreement shall fall within the definition of a teacher for purposes of Minnesota Statutes, section 122A.40, subdivision 1.

**Section 2. Application of contract**

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

**Section 3. Probationary period**

In accordance with Minnesota Statutes, section 122A.40, subdivision 5 and Minnesota Statutes, section 122A.26, the probationary period of ECFE teachers who taught for three consecutive years for the School District or another district or charter school in Minnesota or another state shall be one (1) year, which for ECFE teachers currently employed by the School District shall commence to accrue as of July 1, 2023, or upon employment with the School District thereafter. For all other ECFE teachers, the probationary period shall be three (3) school years of continuous service.

**Section 4. Seniority List**

ECFE teachers shall have seniority only as an ECFE teacher and shall have a separate seniority list consisting only of ECFE teachers. An ECFE teacher shall not have any rights to any other teaching position in the district, unless licensed in another area and attaining seniority in another position as set forth in this Article or other applicable article of this Agreement. The School Board may place on unrequested leave of absence (ULA) ECFE teachers as may be necessary because of discontinuance of a position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of (5) five years, after that the right to reinstatement shall terminate; provided the right to reinstatement shall also terminate if the teacher fails to file with the School District's designee by April 1<sup>st</sup> of each year a written statement requesting reinstatement. Reinstatement rights shall automatically cease (5) years from the date ULA commenced and no further rights to reinstatement shall exist. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the teacher and School Board. Teachers placed on such leave shall receive notice by June 30<sup>th</sup> of the school year prior to the commencement of such leave with reasons for said placement.

ECFE teachers shall be placed on ULA in inverse order of seniority with respect to their specific seniority list. No new ECFE teacher shall be employed by the School District while any current ECFE teacher is on ULA. Teachers will be reinstated to positions that become available in their category in the inverse order in which they were placed on ULA. The procedures set forth in ARTICLE 16, Section 3, subdivisions 2 , 5 and 6 and Section 4, subdivisions 2, 3 and 4; Sections 5 through 8 also shall apply to ECFE teachers.

### **Section 5. Basic Compensation**

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

### **Section 6. Extra Compensation**

- A. Teachers will be compensated by duty per the rates listed in Article 12 Extra Compensation. For field trips, pay will be calculated from the time the trip leaves the school to the time the trip returns to the school, to a maximum of eight hours daily.
- B. Teachers will receive forty (\$40) per hour for student conferences and home visits. Home visits will be paid at a rate of one hour and thirty minutes per home visit.

### **Section 7. Prep Time**

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

### **Section 8. Hours of Service**

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

## **Section 9. Staff Development**

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

## **Section 10. Group Insurance**

ECFE teachers will receive insurance benefits according to Article 13, Section 3, subd.1. To receive full benefits a teacher must work 1,472 hours in the school year from August 20th through August 19th of the subsequent year. Hours worked less than 1,472 will result in prorated benefits from the 1,472 hours per year. No benefits will be available for teachers working less than 540 hours per year. All benefits are subject to any hours limits for eligibility the insurance company may set as a criteria for eligibility. If a teacher's work schedule results in a reduction of hours, that would result in an overpayment of benefits, an adjustment will be made in the subsequent month/months salary to correct this overpayment.

## **Section 12. Articles of Master Contract Applying to ECFE Teachers**

Articles 1,2,3,4,5,6,12,14,17,18,19, 20, Schedule C and Schedule D.

## **Section 13. Articles of Master Contract Not Applying to ECFE Teachers**

Articles 7,8,9,10,11,13 (except as referenced above),15,16,21,22, Schedules A and B.

# **ARTICLE 21 PRESCHOOL TEACHERS, SCHOOL READINESS, SCHOOL READINESS PLUS, AND PREKINDERGARTEN INSTRUCTORS**

## **Section 1. Statutory Considerations**

Pursuant to Minnesota Statutes, section 179A.03, subdivision 18, preschool, school readiness, school readiness plus, and prekindergarten instructors ('preschool instructors') fall within the definition of "teacher" for purposes of PERLA and are included within the teachers' appropriate unit. However, because these instructors are not required to hold a license issued by the state department, they do not fall within the definition of a "teacher" for purposes of Minnesota Statutes, section 122A.40, subdivision 1 and, therefore, do not attain the rights to continuing contract status nor rights to bump pursuant to unrequested leave of absence (ULA).

## **Section 2. Probationary Period, Seniority and Layoff**

Subd. 1. Probationary Period. Time spent as a preschool instructor does not count toward the individual's probationary period or potential future probationary period pursuant to Minnesota Statutes, sections 122A.40 and 122A.261. A preschool instructor shall serve a probationary period of 180 working days of consecutive service in the School District, during that time the School District shall have the unqualified right to suspend without pay, discharge, or

otherwise discipline the instructor. Instructors who met this probationary period prior to July 1, 2023, shall not be required to serve a new probationary period. During this probationary period, the instructor shall have no recourse to the grievance procedure as far as suspension, discharge for cause, or other discipline is concerned. However, a probationary instructor shall have the right to bring a grievance regarding any other provisions of the Master Agreement alleged to have been violated.

Subd. 2. Seniority and Layoff. Preschool instructors shall have seniority only as a preschool instructor and shall have a separate seniority list consisting only of preschool instructors, based upon their classification as a 1) preschool instructor; 2) school readiness instructor; 3) school readiness plus instructor; or 4) prekindergarten instructor. A preschool instructor shall not have any rights to any other teaching position in the district. Preschool teachers shall be laid off and recalled within the order of seniority within the designated preschool category. The procedures set forth in ARTICLE 16, Section 3, subdivisions 2, 5 and 6 and Section 4, subdivisions 2, 3 and 4; Sections 5 through 8 also shall apply to these positions.

### **Section 3. Hours of Service**

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

### **Section 4. Compensation**

Preschool instructors shall be compensated pursuant to the specific preschool salary schedule, Schedule D, or such other method as the parties may agree to in writing and shall not be entitled to compensation on the regular teacher salary schedule.

### **Section 5. Emergency Closings:**

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

1. On days the preschool starting time is delayed, teachers' starting time is delayed correspondingly.
2. On the days preschool is dismissed early, the instructors may leave after the students have left.
3. On days preschool is cancelled and not rescheduled, the following procedure will be observed: On the first preschool closing of the school year, instructors will not be expected to report to work and shall be paid. On the 2nd preschool closing the preschool instructor may report to school and be paid or if the instructor cannot make it into school, make up the hours on a later day or have the option of not getting paid.

4. If the second or additional days that preschool is closed are declared to be e-learning days, preschool instructors will be paid and allowed to work from home to the extent practicable, be assigned to work in an alternate location, or be retained on an on-call basis for any potential need, as determined by the School District.
5. In the event that preschool is closed more than two days in a school year, the preschool program may choose to add a makeup day or days. In the event that preschool is closed more than two days in a school year, the preschool program may choose to add a makeup day or days

### **Section 6. Group Insurance**

Preschool instructors will receive insurance benefits according to Article 13, Section 3, subd.1. To receive full benefits an instructor must work 1,472 hours in the school year from August 20th through August 19th of the subsequent year. Hours worked less than 1,472 will result in prorated benefits from the 1,472 hours per year. No benefits will be available for instructors working less than 540 hours per year. All benefits are subject to any hour limits for eligibility the insurance company may set as a criteria for eligibility. If an instructor's work schedule results in a reduction of hours, that would result in an overpayment of benefits, an adjustment will be made in the subsequent month/months salary to correct this overpayment.

### **Section 7. Articles of Master Contract Applying to Preschool Instructors**

Articles 1,2,3,4,5,6 (except section 5),17,18,19, Schedule C, and Schedule D.

### **Section 8. Articles of Master Contract Not Applying to ECFE Instructors**

Articles 7,8,9,10,11,12 (except as referenced above),13 (to the except as referenced above),14 (except as referenced in Article 14),15,16, Schedules A and B, 20 and 22.

## **ARTICLE 22** **TIER 1 AND 2 TEACHERS**

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

Pursuant to Minnesota Statutes, sections 122A.181 and 122A.182, a Tier 1 or a Tier 2 licensed teacher may be a teacher of record in a Minnesota Public School System. However, Minnesota Statutes, sections 122A.181 and Minnesota 122A.182 specifically provide that such licensure shall not be construed to bring such Tier 1 or Tier 2 teacher within the definition of a teacher for purposes of Minnesota Statutes, section 122A.40, subdivision 1.

## **Section 2. Probationary Period**

Subd. 1. Probationary Period. Time spent as a tier1 or tier 2 teacher does not count toward the individual's probationary period or potential future probationary period pursuant to Minnesota Statutes, sections 122A.40 and 122A.261. A tier1 or tier 2 teacher shall serve a probationary period of 180 working days of consecutive service in the School District, during that time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline the teacher. Tier 1 and Tier 2 Teachers who met this probationary period prior to July 1, 2023, shall not be required to serve a new probationary period. During this probationary period, the teacher shall have no recourse to the grievance procedure as far as suspension, discharge for cause, or other discipline is concerned. However, a probationary teacher shall have the right to bring a grievance regarding any other provisions of the Master Agreement alleged to have been violated.

## **Section 3. Non-Renewal**

Tier 1 and Tier 2 teachers will be laid off prior to any qualified Tier 3 or Tier 4 licensed teachers being placed on ULA.

## **Section 4. Compensation**

Tier 1 and Tier 2 licensed teachers will be compensated as provided for in Schedule A and Schedules B.

## **Section 5. Leaves of Absence**

Tier 1 and Tier 2 teachers shall not be eligible for leaves of absence pursuant to Article 14, Sections 10 or 11.

## **Section 6. Articles of Master Contract Applying to Tier 1 and 2 Teachers**

Articles 1, 2, 3, 4, 5, 6 (except section 5), 8, 9, 10, 11, 12, 13, 17, 18, 19, Schedule C, Schedule D

## **Section 7. Articles of Master Contract Not Applying to Tier 1 and 2 Teachers**

Articles 7, 14 (except as referenced in Article 14 and as set forth above in this Article), 15, 16 (except as references above in this Article), Schedules A and B, 20 and 21.

**SCHEDULE D  
ECFE/PRESCHOOL TEACHER SALARY SCHEDULE**

**2023-2024**

		LANES	
		BA	MA
<b>STEPS</b>	<b>1</b>	\$30.74	\$32.09
	<b>2</b>	\$31.16	\$32.56
	<b>3</b>	\$31.71	\$33.10
	<b>4</b>	\$32.19	\$33.59
	<b>5</b>	\$32.68	\$34.12
	<b>6</b>	\$33.17	\$34.95
	<b>7</b>	\$33.66	\$35.93
	<b>8</b>	\$34.14	\$36.77
	<b>9</b>	\$34.63	\$38.15
	<b>10</b>	\$35.13	\$39.27
	<b>11</b>	\$35.61	\$40.28
	<b>12</b>	\$36.12	\$41.46
	<b>13</b>	\$39.02	\$44.42
	<b>14</b>	\$39.88	\$45.33
	<b>15</b>	\$40.34	\$45.80

**2024-2025**

		LANES	
		BA	MA
<b>STEPS</b>	<b>1</b>	\$31.82	33.22
	<b>2</b>	\$32.25	\$33.70
	<b>3</b>	\$32.81	\$34.25
	<b>4</b>	\$33.31	\$34.76
	<b>5</b>	\$33.82	\$35.31
	<b>6</b>	\$34.33	\$36.17
	<b>7</b>	\$34.84	\$37.19
	<b>8</b>	\$35.34	\$38.05
	<b>9</b>	\$35.84	\$37.19
	<b>10</b>	\$36.36	\$40.64
	<b>11</b>	\$36.86	\$41.69
	<b>12</b>	\$37.38	\$42.91
	<b>13</b>	\$40.38	\$45.98
	<b>14</b>	\$41.27	\$46.92
	<b>15</b>	\$41.76	\$47.40

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## FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

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

### Day Trip Procedures:

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

### Overnight/Extended Procedures:

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
- Arrange appropriate transportation/lodging **(do not book until board approval is given)**
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff
- Waiver of Liability (See Policy 610)

Name of Group: Scott West Wrestling	Date of trip: Friday, Feb. 23rd
Destination: Plymouth	Amount charged to students: NA
Trip Supervisor: Jerold Stauffacher/Matt Hennen	Cell phone #: 952-334-9387
Number of Adults: 8	Number of Students: 24
Depart from School: Friday, Feb. 23rd	Estimated time of return: Feb. 24th
Transportation Type*: School Van OR Bus	Lodging: Plymouth Country Inn and Suites
Transportation Cost Total: NA	Field Trip Cost Total: NA

\*School-owned vehicles may only be used for trips 400 miles or less away.

- Learning Objectives / Educational Purposes:  
To provide student-athletes with great competition for individual sections to qualify for the STATE tournament and provide them with a good night's rest to prepare them for the final day of section wrestling.
- Outcomes students will gain from this trip:  
To increase our teamwork, team sportsmanship, team bonding, and to prepare for the final push to qualify for the Individual STATE Tournament.
- Educational alternatives with similar outcomes for students who do not attend:  
NA

**ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS**

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.  
Not associated with a class as it is a scheduled wrestling event.
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.  
We share the schedule and information to our families via social media and emails of the location, stay, and schedule of the event.
- Describe steps taken to inform and assist disadvantaged students participating in the trip:  
All varsity rostered wrestlers will have the opportunity to attend the event.
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)  
The Scott West Wrestling has already scheduled out buses or vans for this event through the AD's.
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)  
**None needed for this trip**
- If fund raising activities are part of financing, briefly describe fundraising plans and attach a copy of the fundraising request.  
The Jordan and Belle Plaine Schools have covered the cost of the one night stay in the past.
- Describe how funds will be collected.  
Scott West has requested the districts cover the cost of the stay of the hotel for section wrestling.

● Adults accompanying students on the trip:

Name:	Status: Teacher, parent/guardian, etc.
Jerold Stauffacher	Head Coach
Matt Hennen	Asst. Coach
Justing Reinsma	Asst. Coach
Tyler Buesgens	Asst. Coach
Chad Williams	Asst. Coach
Justin Stuaffacher	Asst. Coach
Jennifer Passe	Asst. Coach
Al Flynn	Asst. Coach
Frank Kipp	Asst. Coach

  
\_\_\_\_\_  
Administrator Signature

1/30/2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Signature

\_\_\_\_\_  
Date


**JORDAN PUBLIC SCHOOLS**  
**FIELD TRIP REQUEST FORM**

Day Field Trip  
(Submit 30 days in advance)

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

**Day Trip Procedures:**

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

**Overnight/Extended Procedures:**

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval
- Arrange appropriate transportation/lodging **(do not book until board approval is given)**
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff
- Waiver of Liability (See Policy 610)

Name of Group: <i>Harmony</i>	Date of trip: <i>March 22-24</i>
Destination: <i>Pabst Theater Milwaukee WI</i>	Amount charged to students:
Trip Supervisor: <i>S. Lehman</i>	Cell phone #: <i>612-501-5373</i>
Number of Adults: <i>1</i>	Number of Students: <i>12</i>
Depart from School: <i>Friday March 22</i>	Estimated time of return: <i>March 24, 2pm</i>
Transportation Type*: <i>School (Van or Bus)</i>	Lodging: <i>St. Kate's Hotel</i>
Transportation Cost Total:	Field Trip Cost Total: <i>est. 3000.00</i>

\*School-owned vehicles may only be used for trips 400 miles or less away.

- Learning Objectives / Educational Purposes: *Competition for Harmony*
- Outcomes students will gain from this trip: *Level of competition and experience in the music industry*
- Educational alternatives with similar outcomes for students who do not attend: *influence under classmen to have a healthy competitive mindset.*
- Review / Evaluation upon returning to school: *Exposure for the School.*

  
Trip Supervisor Signature

*2/6/24*  
Date

Approved       Denied

  
Administrator Signature

*2/6/24*  
Date

**ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS**

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

Co-curricular, performance Standard.

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

- emails about events itinerary
- Group me w/ parents
- Describe steps taken to inform and assist disadvantaged students participating in the trip:

at this point N/A - if needs then re evaluate

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

NA

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

NA

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

Will ask for donations from

- Describe how funds will be collected. activity booster club + community clubs

- Donation or teacher/student

- Adults accompanying students on the trip:

Name:

Stacie Lehman

Status: Teacher, parent/guardian, etc.

Jeffy  
Administrator Signature

2/5/24  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Signature

\_\_\_\_\_  
Date

## February 12, 2024 Board Report

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

## Sharing Our Story

- We have incredible community support for our students and our schools through community organization scholarships, donations, volunteers for events and in cheering on our kids at events. One recent example is the Boots and Bling event sponsored by JEF and Boosters. Over and over we heard "It's for the Kids!" Thank you for the hard work and planning that went into the event and for the generosity to our students and staff programs!
- Kindergarten and Preschool enrollment is open for the 2024-2025 school year. We have a number of families that have already registered. We know it seems early, but we ask that families register as soon as possible, as this helps us plan for any staffing and supply needs for the fall. Should families have any questions about enrollment at our schools, we encourage them to reach out to our Early Learning Services or Elementary School teams.
- The Jordan Independent recently featured our Wheels Up Wednesday program for area seniors ages 55+. We're grateful for the community support of this program, as it's truly a need for many of our area seniors. A big thank you again to our busing partners at Benjamin Bus for their immediate support of this program and to local businesses like Radermachers and Pekarna's Meats, among others, who have welcomed area seniors to their businesses every Wednesday morning. Should you have any questions about Wheels Up Wednesday, please reach out to our Community Education and Recreation team!

## Building Project Update

- This week I completed a series of meetings with all staff to provide updates regarding construction phasing and impact.
- We continue to plan and prepare for significant construction and impact this summer and throughout the duration of the projects. We will begin as soon as we are able, depending on weather conditions and all required permitting processes.
- A great deal of planning has gone into our summer programs to ensure we have adequate space for students and staff. We are planning for our Middle School site to be pretty busy this summer as we accommodate all

district programs.

- One of the first things we will see is a section of our JES property fenced off for heavy equipment etc. This will encompass the front staff parking lot. During the time we do not have use of that parking lot, staff will instead park across the street at the CERC in the new lot area. Additionally, there will be some ground work preparation for the additions and our playground will be removed early in the process so a new one can be installed prior to the school year this fall. Students will still have use of the green space behind our school to run and play.
- We continue to remain in alignment with our project timelines and remain within our projected budgets at this time.

### **Important Dates and Upcoming Events**

- February 19 - No School: President's Day
- February 20 - JMS Digital Learning Day/Invite Conferences
- February 22 - JES Kindergarten Round Up
- February 26 - Board Workshop Meeting, 5:30pm
- February 26 - JHS Choir Concerts 6:00pm and 7:30pm
- March 4 - JHS Band Concert, 7:00pm
- March 7 - JMS Choir Concert, 7:00pm
- March 14 - JMS & JHS Conferences
- March 18 - Regular Board Meeting, 6:00pm
- March 18 - All District Band Concert, 7:00pm
- March 19 - JES Grades 3 and 4 Music Concerts, Gr 3 at 5pm & Gr 4 at 6:30pm
- March 21 - JES Conferences (PM)
- March 22 - No School: Professional Development/ JES Conferences (AM)
- March 25 - 29 - No School: Spring Break

### **Enrollment Update**

- As of February 1, 2024: 1786 students - EC through grade 12.



### Jordan High School Board Report for February 12, 2024

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

- Teachers have begun working more specifically on test preparation for the MCA Science, MCA Math, MCA Reading and the ACT tests. Some great new resources were shared with staff to assist in the test preparation.
- Teachers have started preparing students for registering for classes next year. Information will be shared with students the week of February 5th and registration is the week of February 16th.
- Parents were invited to attend a virtual registration information evening on February 6. They will be encouraged to use the results of their students' Pre-ACT, and ASVAB tests as well as activities students have completed through the Ramp Up to Readiness program.

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

- The PBIS Team continues to meet and discuss ways to improve building culture.
- We are excited to have our Frosty dress up days and games to celebrate our students.
- Our monthly "Think Tank" was on the topic of meeting the needs of all learners. Our staff has had great discussions on building relationships with students.
- The first I-time lessons were shared with our 9th grade students. This is one of the initial steps in the BARR program implementation.

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

- The Jordan Dollars for Scholars Chapter is planning the annual phone-a-thon. The tentative date is March 16-17, 2024.
- Frosty Fun Days was held this past week. There were great activities and dress up days. The dance is always a very popular event to complete the week.
- Messages have been shared with families with information about events happening in February at JHS. Including registration information for families.

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

- Our first semester grades were excellent and we had marked improvement both in graduation cohort year over year and grade level year over year. It is the highest percentage of credits earned in a semester in the past four years.
- Through our staff development and faculty council we continue to look at ways to reach our students through data driven decisions.

**Jordan Middle School Board Report  
February 12<sup>th</sup>, 2024**

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

- Grade level teams met and reviewed grade level academic and behavioral data.
  - Grade level teams action planned to meet student needs.
- The MTSS team meets to review student data and adjust accordingly.
  - Winter benchmarking was completed.
  - Schedules adjusted prior to the start of semester 2.
  - Staff review progress monitoring data for reading/math and adjust student support as needed.
- Staff continue to implement IXL to support students at all levels during WIN time.

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

- As a building we continue to focus on practices that will support building level goals.
  - 80% of students will meet their individual growth goal in reading, as measured on FASTBridge from fall to spring.
  - 80% of students will meet their individual growth goal in math, as measured on FASTBridge from fall to spring.
  - PBIS/Grade level teams will review monthly discipline data and plan instruction to address behaviors.
  - Grade level team will communicate monthly with families in a proactive manner.
- JMS will continue to focus on effective Tier 1 instructional strategies.
  - PBIS committee continues planning and implementation of best practice approaches to address student needs.
  - WIN continues to be utilized for additional reading and math time instruction at the students level.
  - Weekly Advisory reading time has been implemented at least once per week.

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

- The February building wide theme is excellence.
  - Grade level advisory focus will be on teaching what "integrity" looks like at JMS.
- The PBIS committee hosted a training session for all staff about Tier 1 behavior strategies.
- Summary of 2024-2025 scheduling conversations was summarized and shared at the board retreat.

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

- Hosted the Student of the Month celebration on December 22<sup>nd</sup> and January 12<sup>th</sup>.
- Invitation conferences will be held on February 20<sup>th</sup> and Open House conferences will be held on March 14<sup>th</sup>.
- Registration for the 2024-2025 school year is underway.
  - Feb 12th-Registration Information Videos in Science classrooms for CURRENT Grade 5, 6
  - February 13-Registration Information from Mrs. Meyer in 7th grade Science
  - February 19-23-Elective requests in Science Classrooms
  - April 5th-5th Grade Registration Info Sessions for 5th graders at Jordan Middle School
  - April 9-New Families Night 6pm Jordan Middle School

## Jordan Elementary School Principal Update February 12, 2024

We have had a busy start to the month of February at JES. Students and staff are excited to celebrate "I Love to Read" month where special guest readers such as Superintendent Evenson, Scott County Sheriffs, and myself are visiting classrooms to share the joy of reading. There are many other special days to celebrate in February; Valentine's Day, 100th Day of School, President's Day, and our PTO Read-a-Thon celebration.

We welcomed just over 50 parents/guardians to our *Welcome to Jordan Elementary School!* informational night on January 25th. Kindergarteners and their families will be joining us for our *Welcome to Kindergarten!* round-up event on February 22nd, where students will spend time participating in a school-wide scavenger hunt getting to know the areas of our school, and meeting Kindergarten teachers and other staff members. We currently have 61 incoming Kindergarteners registered for the fall!

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

### **PRIDE in Student Achievement; PRIDE in Student and Staff Support**

- Teachers continue to meet on a regular basis in professional learning communities to review data and discuss the next steps in supporting students' academic and behavioral needs during core instruction.
- We have been having deep, rich conversations during our MTSS meetings. The intentional work our staff has done to improve our MTSS process is benefitting our students, their families and our staff, in supporting the academic and behavioral needs of all students.
- Chad, Jenna and I are wrapping up non-tenured teacher evaluations for the year, and will end the year observing tenured staff. We have really enjoyed seeing teachers in action and providing feedback to help them grow as professionals.

### **PRIDE in a Caring and Committed Culture**

- We had our first Caring and Connected Conversations with a group of our 4th grade DLC Jrs. Our topic was, "What Makes a Good School?" and it was so amazing to hear students share their ideas and provide feedback to the Behavior Team members who helped facilitate the conversation. These ideas will be brought to leadership committee meetings as we plan for the rest of the year, as well as the upcoming school year.

- Our Special Events committee is hard at work planning for various student and staff events for the month of February, and to encourage staff to take time to celebrate one another and have fun learning and working with each other.

### **PRIDE in Facilities-Indoor/Outdoor Spaces**

- Staff were excited to see renderings of the upcoming building project set to begin in early spring. Melissa, Ranae, and the rest of the Admin team and KA/ISG Project Team members will be meeting soon to further discuss timelines and packing/moving procedures to share with staff.

### **Pride in Communications, Marketing and Outreach**

- The district sent Countdown to Kindergarten 2024-2025 letters to families in mid-January regarding K RoundUp, with a registration deadline of February 15th. We will continue to communicate in the upcoming months via social media and through our District website.
- Our JES PTO is working hard on our annual Read-a-Thon fundraiser. The students are excited to see if they can meet their reading goals for another reward for our school.
- We're very excited for the 3rd and 4th grade Music concerts that will take place on March 19th. Ms. Foyer and the students have been preparing and working hard during class. The show is going to be amazing!

## **Executive Summary Director of Teaching and Learning February 2024**

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

#### **Google Classroom Professional Development Opportunity**

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

#### **Work Based Learning Programming**

- Preparing programming for the 2024-2025 School Year
  - CTE overview, syllabus, course content, etc.

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

#### **State Testing**

- Reminder of the [District Testing Overview](#) for a glimpse at district wide testing, procedures, and purposes.
- WIDA -- ELL Access Tests have arrived and ACCESS testing has started for English Language Learner students in all three buildings.
- MCA --
  - PreTest Editing for special education accommodations is complete. The deadline was in early January; however, needed accommodations are continually updated as students enter the district or IEPs change.
  - MCA Proctors are currently completing state required training and preparing for testing.
    - Pearson changed to a new Learning Management System for this year's required training modules. This new system has been bumpy to say the least; however, most teachers are able to access the modules and complete training.

- SW Metro's Elevate Students – Jordan is responsible for testing our students currently attending virtually through Elevate. I am setting up a testing schedule to bring these students on-site to test.
- The [Testing Calendar](#) is updated on the website.

### **The Read Act**

- The newest updates from MDE claim that the professional learning options will be released by district service co-ops in early February.
- Once this information is released, the background work to roll out these options to staff will quickly follow.

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

### **Teacher Development and Evaluation Plan (TD&E)**

- Draft 1 of the revised TD&E plan is complete. District principals and directors will review the plan before meeting again to start with next steps.
  - Review Vector Options are a TD&E tool.

### **Collaborative Culture**

- **District Staff Development Team** -- I hold quarterly District Staff Development meetings to garner staff input on the overarching staff development framework.
  - Quarter 3 meeting will take place mid February.
- **Equity Education Team** -- The Equity Leadership Team meets once a month to focus on goals related to Achievement and Integration.
  - The February meeting will focus on A&I programming, student support, student leadership groups (schedules and upcoming planning) and continuously working on solidifying programming and student leadership opportunities.

### **SW Online, Elevate**

- Continually working with SW Metro to track enrollment and support Jordan attend Elevate. Currently, there are approximately 20 Jordan students attending Elevate.
- Now that the first semester at Jordan has ended, I am working to support families who want to make an enrollment change between attending on-site at Jordan or online through Elevate.
  - Also, SW Metro's calendar does not align with Jordan's semester grading periods, so there are some challenges for counselors to finalize student grades.

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

### **District Advisory Committee**

- Information Available on the Website - [HERE](#)
- All meetings will take place in the Middle School Quotation Lab (enter through the CERC) from 5:00-6:00pm –
  - Monday, October 16, 2023 = World's Best Workforce

- Monday, November 13, 2023 = Conferences Feedback and Work Based Learning
- Monday, December 18, 2023 = Course Offerings and Programming (all three buildings)
- Monday, February 5, 2024 - The Read Act and Title One Parent Involvement Plan
- Monday, March 18, 2024
- Monday, April 15, 2024

## Activities Director Update 2/12/24

- **Nordic Ski Update** - Competed in the section meet Tuesday 2/6. All returning members of the team set PRs this season. The girls had their highest finish ever in a section meet, and the transition to Section 1 was a highly positive one according to Coach Lisa Jamison. Otherwise, this winter was a challenging season for obvious weather-related reasons. However, the program continues to grow with increasing interest from JMS students.
- **OAP Update** - Jordan finished 2nd in our sub-section and advanced to the Section 2AA finals on Feb 3rd. Although we did not qualify for state, this marked the second consecutive year that our group has advanced to the Section finals.
- **Basketball Update** -
  - Boys basketball again has very strong participation numbers, highlighted by 41 athletes at JMS. The Varsity team has a record of 9-9 at the time of this writing. Our new section, 5AA, has four of the top 10 teams in the state and six of the top 17.
  - While girls basketball participation numbers take a hit statewide, we were able to grow our numbers from 39 to 44 year over year in Jordan. The Varsity team has a record of 16-6 and is ranked 5th in the state. They are currently on pace to be seeded 2nd in their Section tournament with just two weeks remaining in the regular season.
- **Wrestling Update** - Scott West has yet to lose a dual match this season. They will host the section preliminary round at Belle Plaine HS on 2/15, with semi- and final rounds to be held at Glencoe-Silver Lake on 2/17. The team is a strong contender to make it to state and could also send several individuals, including Matt Randolph, who recently won his 175th career match.
- **Spring Sports** - Registration for all spring sports and activities is now open.
- **National Signing Day** - We celebrated the winter signing period with 9 student athletes committing to play collegiate athletics.
  - Brock Bakeberg (Football) - Bethel University
  - Alayna Brazil (G Soccer) - Northwest Iowa Community College
  - Zacary Daak (Baseball) - St. Cloud Technical College
  - Elijah Hagen (Football) - Bemidji State University
  - Carsen Hauser (Football) - University of Wisconsin - River Falls
  - Antonio Lederle (B Soccer) - Bethany Lutheran College
  - Matt Randolph (Wrestling) - Augsburg University
  - Leo Siekmann (Wrestling) - University of Wisconsin - La Crosse
  - Lily Williams (G Basketball) - Dakota State University



Jordan Community Education and Recreation  
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**CULLEN BAHN**  
Community Education and Recreation Director  
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### **Director's Message:**

- Celebrate Jordan 2024 - mark your calendars as Celebrate Jordan will be held on April 14th, 2024. We are working on having a large "vehicle fair" where kids and adults can check out cars, trucks, snowplows, a grader, cement truck, etc. It should be a great addition to the front lot with the food trucks. Planning continues on the "kids zone" and postcards were sent in January to vendors. This month we will also be mailing registration forms and I will get out to meet with business owners to encourage them to join us on April 14th.
- We had a great 3rd Grade CE Basketball season! This winter we had 17 - 3rd grade boys who represented Jordan over the last 3 months. The boys improved so much and they were so fun to coach! Special thanks to our coaches for their dedication this winter: Nate Warden, Derek Staloch, Joe Garvin, Jeremy Goebel and John Tieben.
- We are progressing on the Spring/Summer brochure that will hit mailboxes this March. Thanks to Andi and Elise for all their work on this!!

### **CERC:**

- On February 3rd and 4th the CERC was the host site for the JBA Girls' Basketball Tournament. Special thanks to all the volunteers who helped and a special thank you to Brad Hanzel and Katie Staloch for their help in keeping the CERC parking lot open for our members!
- New nets were installed throughout the CERC and all backboards were cleaned. This will become a yearly cleaning todo as we make sure our facilities are being taken care of. Thanks to Dan and Gary for their help with the lift!

### **OUR MISSION**

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

## Preschool, ECFE and Kids Co:

### Preschool:

- Registration opened on February 1 for our preschool classes. As of 2/5, there was one spot remaining in the MWF full day class and 3 spots remaining in the T/Th morning class. All other classes have many openings. It has been a positive start to the 24-25 school year.
- All preschooler classes were able to participate in a dental health puppet show presentation. They learned about healthy foods, how to brush their teeth and what happens to our teeth with too much sugar.



### ECFE:

- We've welcomed some new families to our ECFE classes. The evening class is also running after a two session hiatus!

**Kids Co:**

- Early Edventures (wrap around Kids Co) registration opened for the fall with the preschool registration to allow families time to plan for next year and determine the best option.
- Planning is underway for summer. We hope to have a few additional off campus days with the construction. Summer registration will open just before spring break.



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**ELISE PICKLE**  
Communications Director  
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## Communications and Marketing Monthly Summary

### Projects Completed / Highlights:

- Updated Kindergarten promotional video for the 2024-2025 school year.
- Created and sent Kindergarten and Early Childhood postcard to encourage enrollment.
- Assisted with Kindergarten information night communications and night-of tech and communication needs.
- Created general enrollment information brochure for use in Welcome Neighbor packets for new residents in Jordan, Belle Plaine, New Prague and Prior Lake.

### Events Attended for Photography Needs:

- Kindergarten classrooms & specialists
- JES visit from Senator Pratt for Principal for a Day program
- One Act Play Festival
- Mental Health Awareness Night - basketball doubleheader
- JHS Signing Day

### Sharing Our Story:

- Wheels Up Wednesday feature in the Jordan Independent.

### Projects / Events In-Progress:

- Creating the Spring/Summer 2024 Community Ed/Rec brochure - will be delivered to homes in early March
- Assisting with building project meetings with the ISG design team.
- Planning for Countdown to Kindergarten for the 2024-2025 school year.
- Planning additional advertising and communications for ECFE and Preschool enrollment for the 2025-2026 school year.
- Creating an intro to JMS advertising video.

### OUR MISSION

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- Creating an ECFE promotional video.
- Planning for ongoing signage needs across the District.

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

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

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

**2/12/24**

### **December/January Highlights**

- December 1st, I was able to host the winter Southern Minnesota (Nutritional Services) Directors Group meeting. It was a full day of sharing ideas, brainstorming and showing off what we do here in Jordan! The other directors were very impressed with our bulk milk system and the efficiency of our lunch service they observed!
- I completed the annual observations required by MDE during lunch service at St. Johns and RVEC. Both schools were compliant in their meal service.
- January 9th, we had our mid-year all staff meeting. It was a great hour of team building, reviewing meal compliance, and also celebrating successful breakfast, lunch and labor numbers from the first half of the year.
- January 17th, I had the opportunity to take the kitchen managers to a "Serving Up Lunch" meeting. The meeting was centered around taking three menu items and serving each of them three different ways. The ladies were so impressed with some of the ideas! We left the meeting excited to implement some new ideas in our kitchens!!
- We have once again been awarded the SHIP Grant! This year's grant money will allow us to create a private breastfeeding space at JMS and JHS, purchase some new equipment for JMS recess and also add new lighting, pillows, games, fidgets etc to our chill spaces at each school!
- Recent catering includes: Preschool Holiday Concert, Capstone Presentations, Senior Coffee Talk, JBA Tournament, Jordan Lions Breakfast with Santa, and the JEF Gala

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**KELLY RASER**  
Nutritional Services Director  
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### **Upcoming projects**

- We are in the process of adding a food service ice machine to the JMS kitchen and also a commercial coffee machine. Both pieces of equipment will be awesome for catering! The coffee machine will also give us the ability to offer hot chocolate and decaffeinated coffee drinks to JMS!
- National School Breakfast Week March 4-8th keep an eye out for your invitation to help serve!
- Catering for Kindergarten Round Up
- Summer food service planning

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## **Board Meeting 2.12.24**

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

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

- In the next month I will be providing tours for our senior students who need to continue their educational programming through our SOAR Transition Program. Tours will be set up with parents/guardians. We could have up to 3 students attending our SOAR program next school year.
- The Special Service Department has posted for Extended School Year Services (ESY) for the summer of 2024. ESY will be three weeks in June starting June 10<sup>th</sup> through June 27<sup>th</sup>, Monday through Thursday from 8:30 – 11:00 AM.
- Kevin Sayer and I have met to plan and prepare for summer programming for struggling learning and Targeted Services. We are planning on having postings for positions and tentative dates set this month. I will continue to work on the budget for summer programming to ensure appropriate staffing to meet the needs of our students.

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

- The American Indian Parent Advisory Council met on Thursday, February 1, 2024. The council discussed the resubmitted aid application, reviewed budget/expense report, recapped past and upcoming field trips, reviewed the coordinator report (meeting with students, after school tutoring, etc.), and discussed the May AIPAC Banquet.

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

- I have been holding my monthly special education department meetings, EL meetings, nurse meetings, and mental health meetings. We will be starting to discuss the preparation for next school year, programming/services, curricular resources, and current workloads.
- On February 9, 2024, I attended my monthly Regional Director's Meeting and SW Metro Director's Meeting. We discussed and prepared for the SpEd Director's MASE Day at the capitol.

- On February 27<sup>th</sup> I hope to be attending MASE Day at the Capital. My fellow Director's of Special Education will meet with local law makers on how we can 1) Provide Fair and Sustainable Funding Systems 2) Increase Qualified Special Education Workforce, and 3) Reduce special education paperwork (see link)
  - <https://www.mnase.org/legislative.html>

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

- Amy Hafemann and I will be meeting to review our special education budget to ensure we are on track with our budgeted federal and state dollars.



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**DAN LEHMAN**  
Facilities Director  
dlehman@isd717.org

## **FACILITIES UPDATE**

### **Director's message to the board:**

What a difference a year can make, last year it was snow storm after snow storm and this year we have barely seen snow. Our grounds are starting to thaw out. We have had some sports groups even start using the fields for practices. The start of construction is just around the corner, and we are hopeful to be able to get an earlier start. I have met with Stephen Damlo on adding wifi antennas at JHS to JES ahead of the start of construction so we have a system in place when they have to cut the data fiber that is buried where the new addition will go. We will need to have a few trees removed earlier as well so these antennas will have a direct signal to each other. I have been sifting through the building plans getting more familiar to them. I have also been meeting with Cullen on summer group schedules, and where they can all fit into, as well as aligning them with our summer cleaning schedule.

### **February Focus:**

- Continue to meet with Cullen on summer schedule
- Meet with Garland and McPhillips Brothers on roofing schedule for the HS
- Start planning summer field prep setups/needs
- District vehicles will go through DOT certification
- JMS Kitchen is getting an ice machine and coffee maker installed for catering needs

# 2024 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.