



Jordan School District #717  
 Regular Meeting Agenda

Monday, April 8, 2024 at 6:30 PM  
 Regular Meeting  
 CERC Multi-purpose Room  
 500 Sunset Drive; Suite 3  
 Jordan, MN 55352

1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Consideration of Agenda	
5. Jordan Pride Awards	
6. Public Comments	3
7. Consent Agenda	
1. Minutes	5
2. Monthly Finance Reports	10
3. Donations	54
4. Policies	
1. 511 Student Fundraising	55
2. 513.1 Student Grade Advancement and/or Subject-Specific Acceleration (Grades 3-8)	57
3. 515.1 Retention and Destruction of Student Records for Special Education Students	60
4. 518 DNR - DNI Orders	63
5. 526 Hazing Prohibition	65
6. 880 Records Retention	71
7. 901 Community Education	74
8. 903 Visitors to the School District Buildings and Sites	76
9. 907 Rewards	78
10. 541 Memorials for Deceased Students or Staff	79
5. Surplus of Facilities Misc. Items	81
6. Retirement - MS Social Studies Teacher - Kyle Johnson	
7. Resignation - Head Boys Basketball Coach - Matt Urbanek	
8. Resignation - Safety Patrol Advisor - Kelly Hyer	
9. Leave of Absence - ES Grade 1 Teacher - Michelle Armstrong	

8. Action / Discussion Items	
1. Review of Summer Programs	82
2. Review and Act on 2023-2025 Confidentials Terms and Conditions	94
3. Review and Act on 2023-2025 Building Administrative Assistants Terms and Conditions	104
4. Newspaper Publication Requirements	
9. Board and Administrative Reports	
1. Superintendent's Report	115
2. HS Principal's Report	117
3. MS Principal's Report	118
4. ES Principal's Report	120
5. Director of Teaching and Learning's Report	122
6. Activities Director's Report	126
7. Community Education & Recreation Director's Report	127
8. Communication Director's Report	129
9. Nutritional Services Director's Report	131
10. Special Services Director's Report	132
11. Technology Director's Report	
12. Facilities Director's Report	134
13. School Board Member Reports / Committee Reports	136
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.

---

---

---

---

**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, March 18, 2024 at 6:30 PM

Regular Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

▪

### 1. Call to Order

- Deb Pauly called the meeting to order at 6:31 pm.

### 2. Pledge of Allegiance

### 3. Roll Call

- Present: Deb Pauly, Sara Lehnen, Molly Monyok, Corinne Hennen, Jenny Kusske
- Absent: Lauren Pedersen, Rob Langheim

### 4. Consideration of Agenda

- Motion to approve the consent agenda made by Corinne Hennen, Seconded Molly Monyok - Approved 5/0

### 5. Jordan Pride Awards

- The board recognized six Scott West Panther wrestlers who made it to the MSHSL State Wrestling tournament.
  - Mason Breeggemann (Jordan)
  - Tristan Holbrook (Belle Plaine)
  - Matt Randolph (Jordan)
  - Carson Schoenbauer (Jordan)
  - Dylan Thomas (Jordan)
  - Caleb Tracy (Belle Plaine)

### 6. Public Comments

- No Public comments

**7. Consent Agenda**

- 7.1. Minutes
  - 2/12/24 – Regular Meeting
  - 2/26/24 - Work Session
- 7.2. Monthly Finance Reports
  - Amy Hafemann provided reports for the board to review.
- 7.3. Donations

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount/Items</b>
Mightycause	JES Backpack Program	\$45.00
Steve & Bonita Barnd	JHS Band Program	\$100.00
Brett & Sunny Klein	JHS Band Program	\$50.00
Tracy Cederstrom	JHS Band Program	\$10.00
Gerald & Cheryl Langsweirdt	JHS Band Program	\$10.00
Stephen & Lanae McClellan	JHS Band Program	\$15.00
Anonymous	JHS Band Program	\$893.00
Kevin & Alicia Ray	JHS Choir	\$50.00
Jordan American Legion	Legion Baseball	\$900.00
Deb Pauly	Wolf Ridge Donation	\$50.00
Shakopee Mdewakanton Sioux Community	ELS Playground Donation	\$46,000.00

- 7.4. New Hire - ES Special Education Paraprofessional - Alyshia Angileno
- 7.5. New Hire - DW Building Nurse - Jenna Hentges
- 7.6. Resignation - HS Special Education Paraprofessional - Beverly VanSoest
- 7.7. Resignation - ES Grade 2 Teacher - Lauren Meyer
- 7.8. Resignation - HS Choir Teacher - Stacie Lehman
- 7.9. Leave of Absences - HS Spring Play Director - Thom Amundsen
- 7.10. Surplus of Retired Marching Band Uniforms
  - Motion to approve the consent agenda made by Molly Monyok,  
Seconded Jenny Kusske Approved 5/0

**8. Action / Discussion Items**

- 8.1. Review and Act on Overnight Trip Request- JHS 9th & 10th Grade Washington DC Trip

- o Motion to approve the consent agenda made by Molly Monyok, Seconded Sara Lehnen Approved 5/0
- 8.2. Review and Act on Resolution Discontinuing Programming and Reducing Educational Programs and Positions.
  - o This resolution is required per PELSB licensure process requirements.
  - o Motion to approve made by Corinne Hennen, Seconded Sara Lehnen
  - o Roll Call Vote:, Sara Lehnen - Aye, Molly Monyok – Aye, Corinne Hennen – Aye, Jenny Kusske - Abstain, Deb Pauly – Aye, Passed 4-0-1
- 8.3. Review and Act on Resolution Relating to the Termination and Non-Renewal of Teaching Contract Employee #1
  - o Willaert,Leo
  - o Motion to approve the resolution made by Molly Monyok, Seconded Sara Lehnen
  - o Roll Call Vote: Molly Monyok – Aye, Corinne Hennen – Aye, Jenny Kusske - Abstain, Deb Pauly – Aye, Sara Lehnen – Aye, Passed 4-0-1
- 8.4. Review and Act on Resolution Relating to the Termination and Non-Renewal of Teaching Contract Employee #2
  - o Hunter, Kelly
  - o Motion to approve the resolution made by Corinne Hennen, Seconded Molly Monyok
  - o Roll Call Vote: Molly Monyok – Aye, Corinne Hennen – Aye, Jenny Kusske - Abstain, Deb Pauly – Aye, Sara Lehnen - Aye, Passed 4-0-1
- 8.5. Budget Update
  - o Amy Hafemann shared an update regarding the 2024 Revised Budget.
- 8.6. Review and act on 2023-2025 Paraprofessional Terms and Conditions
  - o Motion to approve the 2023-2025 Paraprofessional Terms and Conditions made by Jenny Kusske, Seconded Molly Monyok, Passed 5-0
- 9. Board and Administrative Reports
  - 9.1. Superintendent's Report
  - 9.2. HS Principal's Report
  - 9.3. MS Principal's Report
  - 9.4. ES Principal's Report
  - 9.5. Director of Teaching and Learning's Report
  - 9.6. Activities Director's Report
  - 9.7. Community Education & Recreation Director's Report
  - 9.8. Communications Director's Report
  - 9.9. Nutritional Services Director's Report
  - 9.10. Special Services Director's Report
  - 9.11. Facilities Director's Report
  - 9.12. School Board Member Reports / Committee Reports

- o Oral Report by Daniela Guerrero Garcia, Student Board Representative
- o City/School
- o Community Education/Recreation
- o Curriculum and Technology Integration
- o District Advisory
- o AIPAC
- o Booster Club
- o Education Foundation
- o Legislative
- o MSHSL
- o SW Metro Intermediate District

**5. Adjourn Regular Meeting 7:52pm**

---

School Board Clerk

---

Date



## Work Session Meeting Minutes

Monday, March 25, 2024 at 5:30 PM  
Work Session Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

■

1. City-Schools Committee Update
  - Ranae Case Evenson shared board updates from the latest City-Schools Committee Meeting. Updates included city development updates and timelines for upcoming projects.

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



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

**CHAD WILLIAMS**  
Director of Special Services  
cwilliams@isd717.org

## **Board Meeting 4.08.24**

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

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

- Each building department has been working very hard on providing quality services for students as we wrap up the final quarter of the school year.
- Staff have been doing a great job attending transition IEP meetings for students moving from JES to JMS and JMS to JHS.
- The Special Services Department is continuing to prepare for Extended School Year. Letters are being developed to send out to families of students who meet ESY criteria. Transportation will be arranged for all ESY students, including students that require special transportation.
- The Special Services Department is working hard with Community Education on finalizing our summer Targeted Services Programs for academic and social emotional learning support for students in grades K-8.

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

- The American Indian Parent Advisory Council held our monthly meeting on April 4, 2024. We discussed our AIPAC budget, summer camp/activities, and the upcoming AIPAC banquet, etc.
- At this time, the Jordan School District will have two students who will be attending our SOAR Transition Program next fall. We have begun meeting with parents regarding the program and setting up services for the 24-25 school year.
- Jenna Wendorff and I met with a MDE program monitor on Friday, March 22<sup>nd</sup>. We discussed what is going well here in Jordan, what the timelines will be for Jordan with program monitoring and what to expect from MDE with the monitoring process/cycle.

#### **OUR MISSION**

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

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

- I have been holding my monthly special education department meetings, OT/PT, nurse, social worker/mental health, and EL meetings. We are continuing to discuss the preparation for next school year, programming/services, curricular resources, and current workloads.
- The Jordan Special Services Department is in the process of the annual MDE File Monitoring Review process. The district is currently reviewing IEP/Evaluation Timelines and due process procedures for Part B and Part C services. I have submitted the required monitoring paperwork into MDE and we are now waiting to hear back on being cleared from paperwork monitoring.

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

- Amy Hafemann and I continue to meet and review our special education budget to ensure we are on track with our budgeted federal dollars. We are currently looking at the budget and staffing for the 2023-2024 school year and preparing for the 2024-2025 school year.

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
27127		AARP SMART DRIVER COURSE						
		0717	001	109942				
		E 04	005	508	321	305	000	
		2/20/24 AARP class 8 students						
		PO#: 58988		Voucher #:	128300	Invoice No:	2/20/24	
							3/15/2024	
							\$180.00	
							Check	
							Paid Amt: \$180.00	
							Check Amount: \$180.00	
							Vendor Total: \$180.00	
26895		AMAZON CAPITAL SERVICES						
		0717	001	109864				
		E 01	300	620	000	470	000	
		1250909384 We Are All So Good at Smiling						
		PO#: 57396		Voucher #:	128098	Invoice No:	1RT6-3DL1-R4LC	
							3/1/2024	
		E 01	005	020	000	401	000	
		B0CKTRBX6X Americanflat 15x20 Picture Fram						
							\$24.99	
		E 01	005	020	000	401	000	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58704		Voucher #:	128099	Invoice No:	1VRH-P3M7-PH4J	
							3/1/2024	
		E 04	005	582	344	401	000	
		B000087KUA Scotch Heavy Duty Shipping Pact						
							\$24.68	
		E 04	005	582	344	401	000	
		B07C3C55WD Lependor Black White Eye Stick						
							\$5.39	
		E 04	005	582	344	401	000	
		B083FTH31R Sweese Porcelain Mugs - 12 Our						
							\$55.78	
		E 04	005	582	344	401	000	
		B08L53LY98 Cooraby 600 Pieces Heart Foam S						
							\$8.99	
		E 04	005	582	344	401	000	
		B0B5QSTTSL TOYMIS 500pcs 1cm Mini Pom I						
							\$8.99	
		E 04	005	582	344	401	000	
		B0BTM3VY4F MyLifeUNIT Mug Holder Tree, BI						
							\$20.39	
		E 04	005	582	344	401	000	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58692		Voucher #:	128100	Invoice No:	1F19-NKFR-RX7J	
							3/1/2024	
		E 04	005	582	344	401	000	
		B001E5E9RK Gillette Foamy Shaving Cream, S						
							\$14.94	
		PO#: 58692		Voucher #:	128101	Invoice No:	1R17-WMFY-D4VQ	
							3/1/2024	
		E 01	128	211	000	401	215	
		B002EM2J06 VOSS Premium Still Bottled Natu						
							\$64.38	
		E 01	128	211	000	401	215	
		B08ZYJZSHP 10Pcs Plastic Funnel Set, 6.3 Inc						
							\$16.99	
		E 01	128	211	000	401	215	
		B0B12JRVTV LEOBRO Glitter, 180G/6.35OZ S						
							\$8.99	
		E 01	128	211	000	401	215	
		B0B12V5PKZ LEOBRO Red Glitter, Glitter, 180						
							\$9.99	
		E 01	128	211	000	401	215	
		B0BZFY14VJ US Acrylic Bistro Clear Pitcher 64						
							\$20.95	
		E 01	128	211	000	401	215	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58775		Voucher #:	128102	Invoice No:	11J3-6RVN-NP1R	
							3/1/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321	401	503	
		B0BXL3LW7H Ainiv 2 Set Table Balloon Stand k						
							\$27.98	
		E 04	005	505	321	401	503	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58705		Voucher #:	128283	Invoice No:	143D-3WN4-CT3V	
							3/8/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321	401	503	
		B0BXL3LW7H Ainiv 2 Set Table Balloon Stand k						
							\$27.98	
		E 04	005	505	321	401	503	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58705		Voucher #:	128283	Invoice No:	143D-3WN4-CT3V	
							3/8/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321	401	503	
		B0BXL3LW7H Ainiv 2 Set Table Balloon Stand k						
							\$27.98	
		E 04	005	505	321	401	503	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58705		Voucher #:	128283	Invoice No:	143D-3WN4-CT3V	
							3/8/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321	401	503	
		B0BXL3LW7H Ainiv 2 Set Table Balloon Stand k						
							\$27.98	
		E 04	005	505	321	401	503	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58705		Voucher #:	128283	Invoice No:	143D-3WN4-CT3V	
							3/8/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321	401	503	
		B0BXL3LW7H Ainiv 2 Set Table Balloon Stand k						
							\$27.98	
		E 04	005	505	321	401	503	
		Amazon Shipping Charge						
							\$0.00	
		PO#: 58705		Voucher #:	128283	Invoice No:	143D-3WN4-CT3V	
							3/8/2024	
		E 04	005	505	321	401	503	
		B01EW7BSRO Lighting EVER 594 LED Curtain						
							\$73.96	
		E 04	005	505	321	401	503	
		B01MEEXIQD Luxury Flat Sheet on Amazon Ele						
							\$13.87	
		E 04	005	505	321	401	503	
		B097PKKFYJ ELEGLO 4 Pack 10W LED Spot						
							\$58.99	
		E 04	005	505	321	401	503	
		B0BJ1SJCJV Black Foil Curtain Backdrop, CYL						
							\$27.98	
		E 04	005	505	321	401	503	
		B0BW'KDRGR NICROLANDEE Black Gold P.						
							\$31.98	
		E 04	005	505	321			





# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			109943		
		0717	001				
				E 01 005 211 318 401 000	Amazon Shipping Charge		Check
							\$0.00
PO#:	58840	Voucher #:		128307 Invoice	Invoice No: 1Y1J-6T4M-H1CJ	3/15/2024	Paid Amt: \$267.89
				E 01 005 110 000 401 988	B00A8CCCW4 Yes4All Solid Smooth Powder C		\$165.55
PO#:	58851	Voucher #:		128308 Invoice	Invoice No: 1PRK-J67G-47RP	3/15/2024	Paid Amt: \$165.55
				E 01 005 110 000 401 988	B0014LWA6G Discraft 175 gram Ultra Star Spo		\$31.96
				E 01 005 110 000 401 988	B0014LZVSK Discraft 175 gram Ultra Star Spor		\$31.96
				E 01 005 110 000 401 988	B00160620A Champion Sports Electric Ball Pun		\$108.15
				E 01 005 110 000 401 988	B001EX7GV8 MacGregor X2J Junior Rubber Fr		\$10.98
				E 01 005 110 000 401 988	B001TPUBTU Tachikara Institutional quality Cor		\$211.44
				E 01 005 110 000 401 988	B01LX7O92R GoSports Playground Balls for Ki		\$39.75
				E 01 005 110 000 401 988	B06XFW8ZM GoSports Indoor / Outdoor Rubt		\$38.84
				E 01 005 110 000 401 988	B06XG3D8X8 GoSports Indoor / Outdoor Rubbr		\$42.17
				E 01 005 110 000 401 988	B06Y1Y3WWN GoSports Premier Soccer Ball v		\$48.17
				E 01 005 110 000 401 988	B07G4BYKR9 Heavy Duty Mesh Ball Bag, Draw		\$32.97
				E 01 005 110 000 401 988	B07YLLQMIHT GoSports Playground Balls for K		\$29.99
				E 01 005 110 000 401 988	B08DXLGTG8 4 Pack: Dumbbell Bodyweight		\$15.83
				E 01 005 110 000 401 988	B093CSN9L2 JOYIN 180 PCS Washable Sidew		\$49.98
				E 01 005 110 000 401 988	Amazon Shipping Charge		\$21.10
				E 01 005 110 000 401 988	Promotion		(\$0.99)
PO#:	58851	Voucher #:		128309 Invoice	Invoice No: 1VD3-Q9XK-XV9G	3/15/2024	Paid Amt: \$712.30
							Check Amount: \$2,031.91
				0717	109965		
				E 01 005 110 000 401 988	B0000775G0 Woodstock Wind Chimes Zenerg)		Check
				E 01 005 110 000 401 988	B08KG52P2D LIVOND Liquid Motion Bubbler S		\$25.98
				E 01 005 110 000 401 988	B0B24PTY95 AGSIXZLAN 2 Pcs Colorful Sphe		\$18.99
				E 01 005 110 000 401 988	Amazon Shipping Charge		\$18.99
PO#:	58901	Voucher #:		128357 Invoice	Invoice No: 1D1L-QT47-3NRF	3/22/2024	Paid Amt: \$63.96
				E 01 005 110 000 401 988	B08JD1Q8VQ Twinkle Star 6 FT Pre-lit Cherry F		\$0.00
				E 01 005 110 000 401 988	B09C1ZNGNY Degrees of Comfort Meditation F		\$79.88
				E 01 005 110 000 401 988	B0C2SVRS9H 101 CALMNESS: Adult Coloring		\$83.94
				E 01 005 110 000 401 988	B0C91KFHH7 Stress Relief: Adult Coloring Boo		\$9.07
				E 01 005 110 000 401 988	Amazon Shipping Charge		\$7.99
PO#:	58902	Voucher #:		128358 Invoice	Invoice No: 1WGG-FW1T-C7CK	3/22/2024	Paid Amt: \$180.88
				E 01 100 259 000 430 000	B07BDJN19T Mattissa Kids Animal Costumes B		\$39.98
PO#:	58841	Voucher #:		128359 Invoice	Invoice No: 1VL9-VTQL-HV3M	3/22/2024	Paid Amt: \$39.98
				E 01 100 259 000 430 000	B077GV1K3D Kajeer Boys Children Formal Bow		\$9.89
				E 01 100 259 000 430 000	B07CJWC124 Forum Novelities Child's Ice Crea		\$48.88
				E 01 100 259 000 430 000	B07DLPQP1 Tbestmax 40 PCS Disposable S		\$15.98



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
26895	AMAZON CAPITAL SERVICES	0717 001	109979		Check	
			E 01 100 620 000 470 800	0670016349 Twas Nochebuena		\$13.63
			E 01 100 620 000 470 800	0692914374 What Should Danny Do? School D		\$13.19
			E 01 100 620 000 470 800	0702322482 Bears don't share!		\$43.16
			E 01 100 620 000 470 800	081182778X Enemy Pie : (Reading Rainbow Bo		\$21.98
			E 01 100 620 000 470 800	0823412563 The Magic Dreidels		\$2.79
			E 01 100 620 000 470 800	1101919078 Where Oliver Fits		\$54.69
			E 01 100 620 000 470 800	1338115367 Dinosaurumpus! (A StoryPlay Book		\$10.77
			E 01 100 620 000 470 800	1398837834 The Best Diwali Ever		\$7.99
			E 01 100 620 000 470 800	136802131X Elephant & Piggie: The Complete (		\$96.49
			E 01 100 620 000 470 800	1368045707 An Elephant & Piggie Biggie Volum		\$10.98
			E 01 100 620 000 470 800	1423106865 There is a Bird On Your Head!-An I		\$8.13
			E 01 100 620 000 470 800	1423114116 Pigs Make Me Sneeze!-An Elephar		\$7.79
			E 01 100 620 000 470 800	145210249X A Bear Sat on My Porch Today: (St		\$35.98
			E 01 100 620 000 470 800	1481415247 Float		\$32.97
			E 01 100 620 000 470 800	1484782909 Santa Bruce-A Mother Bruce book		\$18.16
			E 01 100 620 000 470 800	1509827463 Snowball		\$14.68
			E 01 100 620 000 470 800	1510761942 How the Crayons Saved Christmas		\$43.83
			E 01 100 620 000 470 800	1619635216 Shmelf the Hanukkah Elf		\$13.07
			E 01 100 620 000 470 800	1680524569 The Night Before Christmas : A Cle		\$29.97
			E 01 100 620 000 470 800	1771474831 Do Frogs Drink Hot Chocolate?: Hc		\$8.59
			E 01 100 620 000 470 800	1783708727 I say Ooh You say Aah		\$12.69
			E 01 100 620 000 470 800	1949633136 Find Your Calm: A Mindful Approac		\$16.99
			E 01 100 620 000 470 800	B07HFKB7D6 Swiss Miss Milk Chocolate Flavor		\$23.61
			E 01 100 620 000 470 800	B07N8SKCMJ Dixie PerfectTouch WiseSize Cof		\$20.00
			E 01 100 620 000 470 800	Freight		\$11.48
			E 01 100 620 000 470 800	Discounts		(\$72.40)
PO#: 58713	Voucher #:	128447	Invoice No:	1M7T-1JPW-L4P1	3/28/2024	Paid Amt: \$742.09
		E 01 300 361 830 433 000		Credit Memo Welding Helmet		\$76.11
PO#: 128448	Voucher #:	128448	Invoice No:	1VKT-MRPK-9W XF	3/28/2024	Paid Amt: (\$76.11)
		E 02 100 770 701 401 000		Credit Memo Immersion Blender		\$151.99
PO#: 128449	Voucher #:	128449	Invoice No:	16WH-TTXC-KLYM	3/28/2024	Paid Amt: (\$151.99)
				Credit		Check Amount: \$773.05
<b>Vendor Total:</b>						<b>\$4,339.38</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>6428 ANDRASCCHKO, NEIL</b>					
	0717	001	109936		
	E 01	300 294 000 305 306		BBB Official 2/20/24	Check
					\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128291</b>	<b>Invoice No:</b>	<b>BBB Official</b>	<b>Paid Amt: \$125.00</b>
				<b>3/8/2024</b>	<b>Check Amount: \$125.00</b>
<b>Vendor Total:</b>					<b>\$125.00</b>
<b>5749 ARNOLD, MICHAEL</b>					
	0717	001	109980		
	E 01	300 292 000 305 311		GBB Sections Timer 3/2/24	Check
					\$20.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128443</b>	<b>Invoice No:</b>	<b>GBB Sections</b>	<b>Paid Amt: \$20.00</b>
				<b>3/28/2024</b>	<b>Check Amount: \$20.00</b>
<b>Vendor Total:</b>					<b>\$20.00</b>
<b>28892 AVIBEN</b>					
	0717	001	109865		
	E 01	005 110 000 305 000		Feb 2024 403b Admin Fee	Check
					\$280.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>128097</b>	<b>Invoice No:</b>	<b>31322</b>	<b>Paid Amt: \$280.06</b>
				<b>3/1/2024</b>	<b>Check Amount: \$280.06</b>
<b>Vendor Total:</b>					<b>\$280.06</b>
<b>6345 BAKEBERG, BROCK</b>					
	0717	001	109866		
	E 01	005 110 000 305 000		403b Admin Fee March 2024	Check
					\$280.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>128445</b>	<b>Invoice No:</b>	<b>31660</b>	<b>Paid Amt: \$280.06</b>
				<b>3/28/2024</b>	<b>Check Amount: \$280.06</b>
<b>Vendor Total:</b>					<b>\$560.12</b>
<b>11220 BENJAMIN BUS</b>					
	0717	001	109867		
	E 01	005 760 720 360 000		Feb 2024	Check
					\$75,778.35
<b>PO#:</b>	<b>Voucher #:</b>	<b>128103</b>	<b>Invoice No:</b>	<b>Feb Contract</b>	<b>Paid Amt: \$75,778.35</b>
				<b>3/1/2024</b>	
	E 01	005 760 720 440 000		Fuel	\$2,337.42
	E 04	005 570 733 360 000		Kids Co	\$540.79
	E 01	128 211 733 360 000		MS Ski Club	\$415.15
	E 01	300 292 733 360 000		Adapted Hockey	\$1,704.30
	E 01	128 211 320 360 000		AIPAC	\$229.43
	E 01	300 294 733 360 306		HS Boys Basketball	\$2,867.79
	E 01	128 294 733 360 306		MS Boys Basketball	\$951.58



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>26916</b> CDW LLC					
	0717	001	109869		
	E 01	005 630 302 406 000			Check
					\$0.00
<b>PO#:</b> 57936	<b>Voucher #:</b>	128108 Invoice		3/1/2024	
					<b>Paid Amt: \$8,325.00</b>
					<b>Check Amount: \$8,325.00</b>
					<b>Vendor Total: \$8,325.00</b>
<b>25896</b> CENTRAL PRODUCTS LLC					
	0717	001	109870		
	E 02	128 770 701 530 000			Check
					\$2,355.00
<b>PO#:</b> 58748	<b>Voucher #:</b>	128109 Invoice		3/1/2024	
	E 02	300 770 701 530 000			\$189.98
	E 02	100 770 701 530 000			\$846.00
	E 02	128 770 701 530 000			\$38.00
	E 02	300 770 701 530 000			\$152.00
	E 02	128 770 701 530 000			\$1,182.55
	E 02	128 770 701 530 000			\$139.00
	E 02	100 770 701 530 000			\$278.00
	E 02	300 770 701 530 000			\$278.00
	E 02	100 770 701 530 000			\$376.65
	E 02	128 770 701 530 000			\$201.70
	E 02	300 770 701 530 000			\$201.70
	E 02	300 770 701 530 000			(\$33.33)
	E 02	128 770 701 530 000			(\$33.33)
	E 02	100 770 701 530 000			(\$33.33)
<b>PO#:</b> 58819	<b>Voucher #:</b>	128110 Invoice		3/1/2024	
					<b>Paid Amt: \$3,985.29</b>
					<b>Check Amount: \$6,340.29</b>
					<b>Vendor Total: \$6,340.29</b>
<b>6443</b> CENTRAL ROOFING COMPANY					
	0717	001	109960		
	E 06	100 870 024 520 000			Check
					\$47,500.00
<b>PO#:</b>	<b>Voucher #:</b>	128354 Invoice		3/22/2024	
					<b>Paid Amt: \$47,500.00</b>
					<b>Check Amount: \$47,500.00</b>
					<b>Vendor Total: \$47,500.00</b>
<b>10254</b> CITY OF JORDAN					
	0717	001	109871		
	E 01	005 715 342 310 000			Check
					\$7,599.49
	E 01	005 715 342 310 000			\$7,599.49

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
10254		CITY OF JORDAN						
		0717		001	109871			
				E 01	005 715 342 310 000	Nov		Check
								\$7,599.49
	PO#:	58731	Voucher #:	128106	Invoice	Invoice No: 00003211	3/1/2024	
								<b>Paid Amt: \$22,798.47</b>
								<b>Check Amount: \$22,798.47</b>
		0717		001	109978			
				E 06	100 870 024 305 000	ES Building Permit #461-23		Check
								\$471,329.35
	PO#:		Voucher #:	128437	Invoice	Invoice No: Permit#461-23	3/27/2024	
								<b>Paid Amt: \$471,329.35</b>
								<b>Check Amount: \$471,329.35</b>
		0717		001	109982			
				E 01	100 810 000 330 204	ES		Check
								\$2,419.84
				E 01	128 810 000 330 204	MS		\$2,181.91
				E 01	300 810 000 330 204	HS		\$2,578.70
				E 01	005 810 000 330 204	Athletic Complex		\$494.22
				E 04	005 505 321 330 000	ES CE		\$55.00
				E 04	005 505 321 330 000	CE		\$93.51
				E 04	005 582 344 330 000	School Readiness		\$164.99
				E 02	100 770 701 330 000	ES Food Service		\$109.99
				E 02	128 770 701 330 000	MS Food Service		\$124.68
				E 02	300 770 701 330 000	HS Food Service		\$164.60
				E 04	005 505 321 330 550	CERC		\$716.91
	PO#:		Voucher #:	128451	Invoice	Invoice No: 3/2924	3/28/2024	
								<b>Paid Amt: \$9,104.35</b>
								<b>Check Amount: \$9,104.35</b>
								<b>Vendor Total: \$503,232.17</b>
5111		CLANCY, RYAN						
		0717		001	109937			
				E 01	300 296 000 305 306	GBB Official 2/16/24		Check
								\$89.00
	PO#:		Voucher #:	128288	Invoice	Invoice No: GBB Official	3/8/2024	
								<b>Paid Amt: \$89.00</b>
								<b>Check Amount: \$89.00</b>
								<b>Vendor Total: \$89.00</b>
2629		COMCAST						
		0717		001	109872			
				E 04	005 505 321 320 550	CERC		Check
								\$2.27
	PO#:		Voucher #:	128107	Invoice	Invoice No: 2/8/24	3/1/2024	
								<b>Paid Amt: \$2.27</b>
								<b>Check Amount: \$2.27</b>
		0717		001	109967			
				E 04	005 505 321 320 550	Service 3/4/24-4/3/24		Check
								\$2.27
	PO#:		Voucher #:	128362	Invoice	Invoice No: 2/25/24	3/22/2024	
								<b>Paid Amt: \$2.27</b>
								<b>Check Amount: \$2.27</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>2629 COMCAST</b>					
	0717	001	109983		
	E 04	005 505 321 320 550		CERC Service 3/18/24-4/17/24	Check
					\$2.27
<b>PO#:</b>	<b>Voucher #:</b>	<b>128450 Invoice</b>	<b>Invoice No: 3/8/24</b>	<b>3/28/2024</b>	<b>Paid Amt: \$2.27</b>
					<b>Check Amount: \$2.27</b>
				<b>Vendor Total:</b>	<b>\$6.81</b>
<b>5840 COOK, TESSA</b>					
	0717	001	109873		
	E 04	005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
					\$60.00
<b>PO#:</b>	<b>58941 Voucher #:</b>	<b>128111 Invoice</b>	<b>Invoice No: K-2 Basketball</b>	<b>3/1/2024</b>	<b>Paid Amt: \$60.00</b>
					<b>Check Amount: \$60.00</b>
				<b>Vendor Total:</b>	<b>\$60.00</b>
<b>5814 DAHLEN, KELLEN</b>					
	0717	001	109874		
	E 04	005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
					\$30.00
<b>PO#:</b>	<b>58936 Voucher #:</b>	<b>128115 Invoice</b>	<b>Invoice No: K-2 Basketball</b>	<b>3/1/2024</b>	<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
				<b>Vendor Total:</b>	<b>\$30.00</b>
<b>4261 DAKOTA AWARDS &amp; ENGRAVING</b>					
	0717	001	109875		
	E 01	300 258 000 401 000		FY23 Band Awards	Check
					\$308.15
<b>PO#:</b>	<b>58932 Voucher #:</b>	<b>128113 Invoice</b>	<b>Invoice No: 26173</b>	<b>3/1/2024</b>	<b>Paid Amt: \$308.15</b>
					<b>Check Amount: \$308.15</b>
				<b>Vendor Total:</b>	<b>\$308.15</b>
<b>6125 DASH SPORTS LLC</b>					
	0717	001	109876		
	E 04	005 505 321 305 550		#8282	Check
				#8283	\$495.00
					\$1,003.00
<b>PO#:</b>	<b>58987 Voucher #:</b>	<b>128112 Invoice</b>	<b>Invoice No: 2024-024</b>	<b>3/1/2024</b>	<b>Paid Amt: \$1,498.00</b>
					<b>Check Amount: \$1,498.00</b>
				<b>Vendor Total:</b>	<b>\$1,498.00</b>
<b>6135 DAVIS, BRAYDEN</b>					
	0717	001	109877		
	E 04	005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
					\$60.00
<b>PO#:</b>	<b>58933 Voucher #:</b>	<b>128114 Invoice</b>	<b>Invoice No: K-2 Basketball</b>	<b>3/1/2024</b>	<b>Paid Amt: \$60.00</b>
					<b>Check Amount: \$60.00</b>
				<b>Vendor Total:</b>	<b>\$60.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5617 DECORY, TRAVIS</b>					
	0717	001	109934		
		E 01	005 211 320 305 000	Cultural & Drum Group 3/6/24	Check
					\$800.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 17	<b>3/6/2024</b>	<b>Paid Amt: \$800.00</b>
					<b>Check Amount: \$800.00</b>
	<b>0717</b>	<b>001</b>	<b>109957</b>		<b>Check</b>
		E 01	005 211 320 305 000	Cultural Instruction & Drum Group 3/20/24	
					\$800.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 3/20/24	<b>3/20/2024</b>	<b>Paid Amt: \$800.00</b>
					<b>Check Amount: \$800.00</b>
					<b>Vendor Total: \$1,600.00</b>
<b>2630 EDMENTUM</b>					
	0717	001	109878		
		E 01	300 211 302 406 000	FY24 Courseware:HS CTE Library,Core Library,	Check
					\$3,857.25
		E 01	300 211 000 394 000	Sept 2023 Post Pay	\$4,135.00
		E 01	300 211 000 394 000	Oct 2023 Post Pay	\$295.00
		E 01	300 211 000 394 000	Credit Memo #2591 Oct 2023 Post Pay	(\$590.00)
		E 01	300 211 000 394 000	Credit Memo #2592 Sept Post Pay	(\$5,020.00)
		E 01	300 211 161 406 013	FY24 Targeted Services	\$3,375.00
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 3 Inv/2 CM	<b>3/1/2024</b>	<b>Paid Amt: \$6,052.25</b>
					<b>Check Amount: \$6,052.25</b>
					<b>Vendor Total: \$6,052.25</b>
<b>27208 ESTR PUBLICATIONS</b>					
	0717	001	109879		
		E 01	300 407 740 433 000	TSR 1.0 O. Sand	Check
					\$20.00
		E 01	300 407 740 433 000	Freight	\$6.20
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 43553	<b>3/1/2024</b>	<b>Paid Amt: \$26.20</b>
		E 01	128 420 740 433 000	TSR Parent Form 1.0	\$20.00
		E 01	128 420 740 433 000	TSR Parent Form 2.0	\$20.00
		E 01	128 420 740 433 000	TSR Student Form 1.0	\$20.00
		E 01	128 420 740 433 000	TSR Student Form 2.0	\$20.00
		E 01	128 420 740 433 000	Freight	\$9.80
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 42444	<b>3/1/2024</b>	<b>Paid Amt: \$89.80</b>
		E 01	128 420 740 433 000	TSR Parent Form 1.0	\$20.00
		E 01	128 420 740 433 000	TRS 1.0	\$20.00
		E 01	128 420 740 433 000	Freight	\$7.40
<b>PO#:</b>	<b>Voucher #:</b>		<b>Invoice No:</b> 43567	<b>3/1/2024</b>	<b>Paid Amt: \$47.40</b>
					<b>Check Amount: \$163.40</b>
	<b>0717</b>	<b>001</b>	<b>109984</b>		<b>Check</b>
		E 01	300 420 740 433 000	TRS 1.0 Mild Disabilities S. Sievers	\$40.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27208</b>							
ESTR PUBLICATIONS							
		0717	001		109984		
		E 01	300	420	740 433 000	Freight	Check
							\$7.40
		PO#: 58948	Voucher #:	128453	Invoice	Invoice No: 43596	Paid Amt: \$47.40
							Check Amount: \$47.40
							Vendor Total: \$210.80
<b>4031</b>							
FRONTIER FIRE PROTECTION							
		0717	001		109880		
		E 01	128	865	363 350 000	Sprinkler Head Damage	Check
							\$650.00
		PO#: 58822	Voucher #:	128120	Invoice	Invoice No: 20378	Paid Amt: \$650.00
							Check Amount: \$650.00
							Vendor Total: \$650.00
<b>6268</b>							
GBR INTERPRETING & TRANSLATION SERVICES							
		0717	001		109881		
		E 01	100	412	740 394 000	Cambodian In-Person Interpreter 1/26/2024 K. L	Check
							\$120.00
		E 01	100	412	740 394 000	Mileage	
							\$115.24
		PO#: 58708	Voucher #:	128124	Invoice	Invoice No: 21032	Paid Amt: \$235.24
							Check Amount: \$235.24
							Vendor Total: \$300.24
<b>10512</b>							
GOPHER SPORTS							
		0717	001		109968		
		E 01	100	240	000 430 000	Gopher Phy Ed Order	Check
							\$749.86
		PO#: 58695	Voucher #:	128364	Invoice	Invoice No: IN350260	Paid Amt: \$749.86
							Check Amount: \$749.86
							Vendor Total: \$749.86
<b>27120</b>							
GOPHER STATE ONE-CALL							
		0717	001		109882		
		E 01	005	810	000 305 000	Jan 2024 Emailed Tickets	Check
							\$56.75
		PO#: 58708	Voucher #:	128121	Invoice	Invoice No: 4011084	Paid Amt: \$56.75
							Check Amount: \$56.75
							Vendor Total: \$56.75
<b>109969</b>							
		0717	001		109969		
		E 01	005	810	000 305 000	Feb 2024 E Mailed Tickets	Check
							\$12.15
		PO#: 58708	Voucher #:	128363	Invoice	Invoice No: 4021084	Paid Amt: \$12.15
							Check Amount: \$12.15
							Vendor Total: \$68.90

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
6228	GROF, LEXYN	0717	001	109883	
		E 04	005 505 321 305 515	K-2 Basketball 1/6/24-2/17/24	Check
		128123	Invoice	Invoice No: K-2 Basketball	\$30.00
	PO#: 58930	Voucher #:		3/1/2024	
				<b>Paid Amt: \$30.00</b>	
				<b>Check Amount: \$30.00</b>	
				<b>Vendor Total: \$30.00</b>	
10242	GROTH MUSIC	0717	001	109884	
		R 01	128 000 000 619 923	Resale - Invoice 3562985	Check
		128122	Invoice	Invoice No: 3562985	\$38.29
	PO#: 58886	Voucher #:		3/1/2024	
				<b>Paid Amt: \$38.29</b>	
				<b>Check Amount: \$38.29</b>	
				<b>Vendor Total: \$38.29</b>	
6440	HAGEN, DAVID	0717	001	109970	
		R 04	000 000 321 621 550	CERC Membership Refund	Check
		128365	Invoice	Invoice No: Refund	\$27.97
	PO#: 59134	Voucher #:		3/22/2024	
				<b>Paid Amt: \$27.97</b>	
				<b>Check Amount: \$27.97</b>	
				<b>Vendor Total: \$27.97</b>	
5678	HAGEN, TESSA	0717	001	109885	
		E 04	005 505 321 305 515	Tae Kwon Do Winter Session 1/10/24-2/14/24	Check
		128126	Invoice	Invoice No: Winter Session	\$453.60
	PO#: 58913	Voucher #:		3/1/2024	
				<b>Paid Amt: \$453.60</b>	
				<b>Check Amount: \$453.60</b>	
				<b>Vendor Total: \$453.60</b>	
25404	HALLER, PETE	0717	001	109886	
		E 04	005 505 321 305 515	Jordan Umpire Clinic 2/17/24	Check
		128127	Invoice	Invoice No: Umpire Clinic	\$280.00
	PO#: 58922	Voucher #:		3/1/2024	
				<b>Paid Amt: \$280.00</b>	
				<b>Check Amount: \$280.00</b>	
				<b>Vendor Total: \$280.00</b>	
5510	HANSEN, BRIAN	0717	001	109887	
		E 01	300 296 000 305 306	GBB Official 2/14/24	Check
		128174	Invoice	Invoice No: GBB Official	\$89.00
	PO#: 58913	Voucher #:		3/1/2024	
				<b>Paid Amt: \$89.00</b>	
				<b>Check Amount: \$89.00</b>	
				<b>Vendor Total: \$89.00</b>	

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4486</b>					
HAYDENS TREE SERVICE					
	0717	001	109955		
	E 06	100 870 024 510 000	JES Tree Removal 2/19/24		Check
					\$1,500.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice #:</b>	<b>Invoice No:</b>	<b>3/18/2024</b>	<b>Paid Amt: \$1,500.00</b>
					<b>Check Amount: \$1,500.00</b>
					<b>Vendor Total: \$1,500.00</b>
<b>1327</b>					
HEGER'S DAIRY LLC					
	0717	001	109888		
	E 02	100 770 701 495 000	JES		Check
	E 02	300 770 701 495 000	JHS		\$2,993.51
	E 02	128 770 701 495 000	JMS		\$662.58
	E 02	300 770 701 495 000	River Valley		\$806.55
	E 02	128 770 701 495 000	St Johns		\$392.13
	E 02	128 770 701 495 000	St Johns		\$504.02
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice #:</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt: \$5,358.79</b>
					<b>Check Amount: \$5,358.79</b>
					<b>Vendor Total: \$5,358.79</b>
<b>6415</b>					
HELGERSON, GRAHAM					
	0717	001	109889		
	E 04	005 505 321 305 515	K-2 Basketball 1/6/24-2/17/24		Check
					\$30.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice #:</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
					<b>Vendor Total: \$30.00</b>
<b>4829</b>					
HENTGES, JEREMY					
	0717	001	109890		
	E 01	100 810 000 305 299	Snow Plow 1-3" - JES - 01/09		Check
	E 01	128 810 000 305 299	Snow Plow 1-3" - JMS - 01/09		\$425.00
	E 01	300 810 000 305 299	Snow Plow 1-3" - JHS - 01/09		\$550.00
	E 04	005 505 321 305 550	Snow Plow 1-3" - CERC - 01/09		\$750.00
	E 01	998 810 000 305 299	Snow Plow 1-3" - RV - 01/09		\$250.00
	E 01	100 810 000 305 299	Snow Plow Jan 2024		\$250.00
	E 01	100 810 000 305 299	Salt service - JES - 01/09		\$175.00
	E 01	128 810 000 305 299	Salt service - JMS - 01/09		\$175.00
	E 01	300 810 000 305 299	Salt service - JHS - 01/09		\$175.00
	E 04	005 505 321 305 550	Salt service - CERC - 01/09		\$175.00
	E 01	998 810 000 305 299	Salt service - RV - 01/09		\$175.00
	E 01	100 810 000 305 299	Salt service - JES - 01/24		\$175.00
	E 01	128 810 000 305 299	Salt service - JMS - 01/24		\$175.00
	E 01	300 810 000 305 299	Salt service - JHS - 01/24		\$175.00
	E 04	005 505 321 305 550	Salt service - CERC- 01/24		\$175.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>Invoice #:</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt: \$2,225.00</b>
					<b>Check Amount: \$2,225.00</b>
					<b>Vendor Total: \$30.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4829 HENTGES, JEREMY</b>					
	0717	001	109890		
		E 01	998 810 000 305 299	Salt service - RV - 01/24	Check
		E 01	100 810 000 305 299	Salt service - JES - 01/26	\$175.00
		E 01	128 810 000 305 299	Salt service - JMS - 01/26	\$175.00
		E 01	300 810 000 305 299	Salt service - JHS - 01/26	\$175.00
		E 04	005 505 321 305 550	Salt service - CERC - 01/26	\$175.00
		E 01	998 810 000 305 299	Salt service - RV - 01/26	\$175.00
<b>PO#: 58798</b>	<b>Voucher #:</b>	<b>128130</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt: \$2,625.00</b>
					<b>Check Amount: \$4,850.00</b>
					<b>Vendor Total: \$4,850.00</b>
<b>2896 HOUDEK, ALLEN</b>					
	0717	001	109891		
		E 01	300 294 000 305 306	Boys	Check
		E 01	300 296 000 305 306	Girls	\$20.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128131</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt: \$40.00</b>
					<b>Check Amount: \$40.00</b>
					<b>Vendor Total: \$40.00</b>
<b>3391 HOWARD LAKE WAVERLY HIGH SCHOOL</b>					
	0717	001	109938		
		E 01	300 292 000 305 311	3/7/24 BBB Sections	Check
		E 01	300 292 000 305 311	3/8/24 GBB Sections	\$20.00
		E 01	300 292 000 305 311	3/2/24 GBB Sections	\$40.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128442</b>	<b>Invoice No:</b>	<b>3/28/2024</b>	<b>Paid Amt: \$80.00</b>
					<b>Check Amount: \$80.00</b>
					<b>Vendor Total: \$120.00</b>
<b>6217 I &amp; S GROUP, INC</b>					
	0717	001	109857		
		E 06	100 870 024 305 000	Bidding	Check
		E 06	100 870 024 305 000	Construction Administration	\$26,855.00
		E 06	100 870 024 305 000	Furniture Design	\$9,679.90
		E 06	100 870 024 305 000	Jan 20th Leadership Retreat	\$38,771.65
		E 06	100 870 024 305 000		\$19,707.76
<b>PO#:</b>	<b>Voucher #:</b>	<b>128289</b>	<b>Invoice No:</b>	<b>3/9/24</b>	<b>Paid Amt: \$175.00</b>
					<b>Check Amount: \$175.00</b>
					<b>Vendor Total: \$175.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>6217 I &amp; S GROUP, INC</b>						
	0717	001	109857		Check	\$34,440.00
	E 06 100 870 024	305 000		Technology Design		
<b>PO#:</b>	<b>Voucher #:</b>	<b>128090 Invoice</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$129,454.31</b>
					<b>Check Amount:</b>	<b>\$129,454.31</b>
					<b>Vendor Total:</b>	<b>\$129,454.31</b>
<b>6344 IKI INC</b>						
	0717	001	109971		Check	
	E 04 005 505 321	305 503		3/11/24 Instant Piano for Busy People		\$49.00
	E 04 005 505 321	305 503		3/12/24 Instant Guitar for Busy		\$98.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128366 Invoice</b>	<b>Invoice No:</b>	<b>3/22/2024</b>	<b>Paid Amt:</b>	<b>\$147.00</b>
					<b>Check Amount:</b>	<b>\$147.00</b>
					<b>Vendor Total:</b>	<b>\$147.00</b>
<b>2491 INTEGRATED FIRE &amp; SECURITY</b>						
	0717	001	109944		Check	
	E 01 300 865 363	305 000		Annual monitoring charges		\$335.40
<b>PO#:</b>	<b>Voucher #:</b>	<b>128299 Invoice</b>	<b>Invoice No:</b>	<b>3/15/2024</b>	<b>Paid Amt:</b>	<b>\$335.40</b>
					<b>Check Amount:</b>	<b>\$335.40</b>
					<b>Vendor Total:</b>	<b>\$335.40</b>
<b>27822 JENSEN, RANDY</b>						
	0717	001	109892		Check	
	E 01 300 296 000	305 306		GBB Official 2/17/24		\$89.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128176 Invoice</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<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>5833 JORDAN AMBASSADOR PROGRAM</b>						
	0717	001	109893		Check	
	E 04 005 505 321	305 503		Royal Daddy/Daughter Dance 2/17/24		\$1,640.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128132 Invoice</b>	<b>Invoice No:</b>	<b>3/1/2024</b>	<b>Paid Amt:</b>	<b>\$1,640.00</b>
					<b>Check Amount:</b>	<b>\$1,640.00</b>
					<b>Vendor Total:</b>	<b>\$1,640.00</b>
<b>3513 JORDAN BOOSTER CLUB</b>						
	0717	001	109987		Check	
	E 01 300 296 000	305 306		2/16/24 B/C GBB		\$60.00
	E 01 300 296 000	305 306		1/30/24 C GBB		\$30.00

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
3513	JORDAN BOOSTER CLUB				
	0717	001	109987		
		E 01	300 296 000 305 306	1/23/24 C GBB	Check
		E 01	300 296 000 305 306	1/22/24 C GBB	\$30.00
		E 01	300 296 000 305 306	1/8/24 B GBB	\$30.00
		E 01	300 296 000 305 306	12/21/23 C GBB	\$30.00
		E 01	300 296 000 305 306	12/12/23 B GBB	\$30.00
		E 01	300 296 000 305 306	12/8/24 B GBB	\$30.00
		E 01	300 296 000 305 306	12/5/24 C GBB	\$30.00
		E 01	300 296 000 305 306	12/1/24 C GBB	\$30.00
		E 01	300 294 000 305 306	2/20/24 B BBB	\$30.00
		E 01	300 294 000 305 306	2/20/24 C BBB	\$30.00
		E 01	300 294 000 305 306	2/19/24 C BBB	\$30.00
		E 01	300 294 000 305 306	2/16/24 B/C BBB	\$60.00
		E 01	300 294 000 305 306	2/6/24 C BBB	\$30.00
		E 01	300 294 000 305 306	2/5/24 B/C BBB	\$60.00
		E 01	300 294 000 305 306	2/1/24 JV BBB	\$30.00
		E 01	300 294 000 305 306	1/11/24 C BBB	\$30.00
		E 01	300 294 000 305 306	1/5/24 C BBB	\$30.00
		E 01	300 294 000 305 306	1/2/24 BBB	\$30.00
		E 01	300 294 000 305 306	12/15/23 BBB	\$30.00
		E 01	300 294 000 305 306	12/23/23 C BBB	\$30.00
		E 01	300 294 000 305 306	12/7/23 B/JV BBB	\$60.00
		E 01	300 294 000 305 306	12/5/23 C/B BBB	\$60.00
		E 01	300 294 000 305 306	12/2/23 C BBB	\$30.00
		E 01	300 294 000 305 306	1/18/24 B/C BBB	\$60.00
		E 01	300 296 000 305 306	1/18/24 B/C GBB	\$60.00
		E 01	300 294 000 305 306	1/18/24 JV BBB	\$30.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128441</b>	<b>Invoice</b>	<b>3/28/2024</b>	<b>Paid Amt: \$1,050.00</b>
			<b>Invoice No: Winter 2024</b>		<b>Check Amount: \$1,050.00</b>
	0717	001	109988		Check
		E 01	300 292 000 401 300	Fall - Water	\$17.10
		E 01	300 292 000 401 300	Fall - Candy	\$30.60
		E 01	300 292 000 401 300	Fall - Popcorn	\$43.52
		E 01	300 292 000 401 300	Fall - Gatorade	\$28.12
		E 01	300 292 000 401 300	Winter - Water	\$18.30
		E 01	300 292 000 401 300	Winter - Candy	\$20.40
		E 01	300 292 000 401 300	Winter - Popcorn	\$69.12
		E 01	300 292 000 401 300	Winter - Water	\$9.30

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3513 JORDAN BOOSTER CLUB</b>					
	0717	001	109988		Check
	E 01	300 292 000 401 300		Winter - Candy	\$20.40
	E 01	300 292 000 401 300		Winter - Popcorn	\$33.92
<b>PO#:</b> 59096	<b>Voucher #:</b> 128454	Invoice		<b>Invoice No:</b> 2023-24 Fall	<b>3/28/2024</b>
					<b>Paid Amt: \$290.78</b>
					<b>Check Amount: \$290.78</b>
<b>Vendor Total:</b>					<b>\$1,340.78</b>
<b>1982 JWP SPEECH BOOSTERS</b>					
	0717	001	109945		Check
	E 01	300 291 000 369 372		Speech Meet 3/16/24	\$175.00
<b>PO#:</b>	<b>Voucher #:</b> 128294	Invoice		<b>Invoice No:</b> 3/16/24	<b>3/15/2024</b>
					<b>Paid Amt: \$175.00</b>
					<b>Check Amount: \$175.00</b>
<b>Vendor Total:</b>					<b>\$175.00</b>
<b>6007 KINKEADE, CAROLINE</b>					
	0717	001	109894		Check
	E 04	005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	\$30.00
<b>PO#:</b> 58939	<b>Voucher #:</b> 128135	Invoice		<b>Invoice No:</b> K-2 Basketball	<b>3/1/2024</b>
					<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
<b>Vendor Total:</b>					<b>\$30.00</b>
<b>2254 KOHLHARDT, DEB</b>					
	0717	001	109895		Check
	E 04	005 508 321 305 000		Gentle Yoga Winter Session 1 1/9/24-3/6/24	\$257.60
<b>PO#:</b> 58912	<b>Voucher #:</b> 128133	Invoice		<b>Invoice No:</b> Winter Session 1	<b>3/1/2024</b>
					<b>Paid Amt: \$257.60</b>
					<b>Check Amount: \$257.60</b>
<b>Vendor Total:</b>					<b>\$257.60</b>
<b>6417 KOHOUT, BRI</b>					
	0717	001	109896		Check
	R 04	000 505 321 050 515		Refund	\$70.00
<b>PO#:</b> 58919	<b>Voucher #:</b> 128134	Invoice		<b>Invoice No:</b> Refund	<b>3/1/2024</b>
					<b>Paid Amt: \$70.00</b>
					<b>Check Amount: \$70.00</b>
<b>Vendor Total:</b>					<b>\$70.00</b>
<b>6007 KINKEADE, CAROLINE</b>					
	0717	001	109989		Check
	R 04	000 505 321 040 503		Refund Harry Potter W/Kidcreate	\$79.00
<b>PO#:</b> 59157	<b>Voucher #:</b> 128455	Invoice		<b>Invoice No:</b> Refund	<b>3/28/2024</b>
					<b>Paid Amt: \$79.00</b>
					<b>Check Amount: \$79.00</b>
<b>Vendor Total:</b>					<b>\$149.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>6445 KRAFT CONTRACTING &amp; MECHANICAL LLC</b>							
		0717	001	001	109961		
		E 06	100	870	024 520 000	ES Building Project Application #1	Check
		Voucher #:	128356	Invoice	Invoice No: Application #1	3/22/2024	
							Paid Amt: \$37,525.00
							Check Amount: \$37,525.00
							<b>Vendor Total: \$37,525.00</b>
<b>5637 KRAUS-ANDERSON CONSTRUCTION COMPANY</b>							
		0717	001	109858			
		E 01	100	810	000 350 272	JES Roof Insurance	Check
		Voucher #:	128091	Invoice	Invoice No: 62296	3/1/2024	
							Paid Amt: \$165,123.00
							Check Amount: \$165,123.00
							<b>Vendor Total: \$165,123.00</b>
<b>5440 LANGUAGE LINE SERVICES, INC</b>							
		0717	001	109939			
		E 01	005	211	000 358 000	January 2024 Gen Ed Phone Calls	Check
		E 01	005	211	000 358 000	January 2024 Special Ed Phone Calls	
		Voucher #:	128287	Invoice	Invoice No: W24010693	3/8/2024	
							Paid Amt: \$63.00
							Check Amount: \$63.00
							<b>Vendor Total: \$63.00</b>
<b>6293 LARSON, CONNER</b>							
		0717	001	109897			
		E 04	005	505	321 305 515	Youth Baseball Camp 7/17/23-7/20/23	Check
		Voucher #:	128137	Invoice	Invoice No: Baseball Camp	3/1/2024	
							Paid Amt: \$50.00
							Check Amount: \$50.00
							<b>Vendor Total: \$50.00</b>
<b>4905 LENNOX, JANICE</b>							
		0717	001	109898			
		E 01	128	291	000 401 374	JMS Spring Play 2023	Check
		E 01	128	291	000 430 375	JMS Fall Play 2023	
		E 01	300	291	000 401 371	JHS One Act Dec 2023-Jan 2024	
		Voucher #:	128136	Invoice	Invoice No: Reimbursement	3/1/2024	
							Paid Amt: \$898.03
							Check Amount: \$898.03
							<b>Vendor Total: \$898.03</b>
<b>6214 MAHTO, SAMUEL</b>							
		0717	001	109899			
		E 04	005	505	321 305 515	K-2 Basketball 1/6/24-2/17/24	Check
		Voucher #:	128144	Invoice	Invoice No: K-2 Basketball	3/1/2024	
							Paid Amt: \$90.00
							Check Amount: \$90.00
							<b>Vendor Total: \$90.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>01343</b>							
MARTIN, BRYAN							
		0717	STUD		1989		
		E 27	300	298	301 401 964	Pizza for the Speech meet	Check
		128311	Invoice				\$95.99
<b>PO#:</b>	58897	<b>Voucher #:</b>					
						Invoice No: Reimbursement	
						3/15/2024	
							<b>Paid Amt: \$95.99</b>
							<b>Check Amount: \$95.99</b>
							<b>Vendor Total: \$95.99</b>
<b>1919</b>							
MASA							
		0717	001		109941		
		E 01	005	020	000 366 000	MASA conf-03/14-15/2024-R Evenson	Check
		128293	Invoice				\$329.00
<b>PO#:</b>	59038	<b>Voucher #:</b>					
						Invoice No: 21-41708	
						3/14/2024	
							<b>Paid Amt: \$329.00</b>
							<b>Check Amount: \$329.00</b>
							<b>Vendor Total: \$329.00</b>
<b>2932</b>							
MCDONOUGH, PAT							
		0717	001		109973		
		E 01	300	296	000 305 306	GBB Official 1/30/24	Check
		128368	Invoice				\$125.00
<b>PO#:</b>		<b>Voucher #:</b>					
						Invoice No: GBB Official	
						3/22/2024	
							<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
							<b>Vendor Total: \$125.00</b>
<b>3001</b>							
MEFFERT-NELSON, DR. KARRIN							
		0717	001		109931		
		E 01	300	258	000 305 000	Band Contest Judge 3/6/24	Check
		128229	Invoice				\$175.00
<b>PO#:</b>		<b>Voucher #:</b>					
						Invoice No: Band Contest Judge	
						3/5/2024	
							<b>Paid Amt: \$175.00</b>
							<b>Check Amount: \$175.00</b>
							<b>Vendor Total: \$175.00</b>
<b>5867</b>							
METRONET							
		0717	001		109958		
		E 04	005	582	344 320 000	School Readiness	Check
		E 04	005	570	321 320 000	Kids Co	\$26.41
		E 02	005	770	701 320 000	ES Food Service	\$7.55
		E 01	100	203	000 320 000	ES	\$3.77
		E 04	005	505	321 320 550	CERC	\$339.53
		E 02	005	770	701 320 000	MS Food Service	\$17.51
		E 01	128	211	000 320 000	MS	\$4.38
		E 02	005	770	701 320 000	HS Food Service	\$415.85
		E 01	300	211	000 320 000	HS	\$9.21
<b>PO#:</b>		<b>Voucher #:</b>				Invoice No: March 2024	
						3/20/2024	
							<b>Paid Amt: \$1,275.31</b>
							<b>Check Amount: \$1,275.31</b>
							<b>Vendor Total: \$1,275.31</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5120 MN SECRETARY OF STATE-NOTARY</b>					
	0717	001	109950		
	E 01	005 010 000 305 000		Notary Application C Yaglia	Check
					\$120.00
<b>PO#:</b>	59050	<b>Voucher #:</b>	128312	Invoice No: Notary App-Yaglia	
				3/15/2024	
				<b>Paid Amt:</b>	<b>\$120.00</b>
				<b>Check Amount:</b>	<b>\$120.00</b>
				<b>Vendor Total:</b>	<b>\$120.00</b>
<b>16835 MN SOUTH CENTRAL SERVICE COOP.</b>					
	0717	001	109900		
	E 01	005 640 316 366 000		P. Specken	Check
	E 01	005 640 316 366 000		J. Holzwarth	
					\$250.00
					\$250.00
<b>PO#:</b>	58821	<b>Voucher #:</b>	128139	Invoice No: 22497	
				3/1/2024	
				<b>Paid Amt:</b>	<b>\$500.00</b>
				<b>Check Amount:</b>	<b>\$500.00</b>
				<b>Vendor Total:</b>	<b>\$500.00</b>
<b>10857 MN STATE HIGH SCHOOL LEAGUE</b>					
	0717	001	109901		
	E 01	300 292 000 820 300		Annual Membership Fee Credit	Check
	E 01	300 292 000 820 300		Boys Swimming	
					(\$85.00)
					\$160.00
<b>PO#:</b>	58958	<b>Voucher #:</b>	128226	Invoice No: 041824	
				3/1/2024	
				<b>Paid Amt:</b>	<b>\$75.00</b>
				<b>Check Amount:</b>	<b>\$75.00</b>
				<b>Vendor Total:</b>	<b>\$605.17</b>
<b>3967 MN VALLEY ELECTRIC COOPERATIVE</b>					
	0717	001	109902		
	E 01	005 810 000 330 201		Ballfield Lights	Check
					\$16.26
<b>PO#:</b>		<b>Voucher #:</b>	128138	Invoice No: 2/7/24	
				3/1/2024	
				<b>Paid Amt:</b>	<b>\$16.26</b>
				<b>Check Amount:</b>	<b>\$16.26</b>
				<b>Vendor Total:</b>	<b>\$16.26</b>
	0717	001	109990		
	E 01	005 810 000 330 201		Service 1/31/24-2/29/24	Check
					\$16.09
<b>PO#:</b>		<b>Voucher #:</b>	128456	Invoice No: 3/7/24	
				3/28/2024	
				<b>Paid Amt:</b>	<b>\$16.09</b>
				<b>Check Amount:</b>	<b>\$16.09</b>
				<b>Vendor Total:</b>	<b>\$32.35</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>2255 MNDRIVERSMANUALS.COM</b>							
		0717	001		109946		
		E 04	005	505	321 401 507	Driver's Ed Manuels FY24	Check
		Voucher #:	128298	Invoice	Invoice No: 5262	3/15/2024	\$-479.45
		PO#:	59095				
							<b>Paid Amt: \$479.45</b>
							<b>Check Amount: \$479.45</b>
							<b>Vendor Total: \$479.45</b>
<b>5860 MSU MANKATO TRACK</b>							
		0717	001		109956		
		E 01	300	292	000 369 320	Boys Registration Fee	Check
		E 01	300	292	000 369 320	Girls Registration Fee	
		Voucher #:	128348	Invoice	Invoice No: 3/21/24	3/19/2024	\$200.00
		PO#:	59095				\$200.00
							<b>Paid Amt: \$400.00</b>
							<b>Check Amount: \$400.00</b>
							<b>Vendor Total: \$400.00</b>
<b>6072 MYERS, JOEL</b>							
		0717	001		109903		
		E 01	300	294	000 305 306	BBB Official 2/20/24	Check
		Voucher #:	128145	Invoice	Invoice No: BBB Official	3/1/2024	\$65.00
		PO#:	58999				
							<b>Paid Amt: \$65.00</b>
							<b>Check Amount: \$65.00</b>
							<b>Vendor Total: \$65.00</b>
<b>6419 NEW PRAGUE GYMNASTICS CLUB</b>							
		0717	001		109904		
		E 01	300	292	000 401 320	Spring board	Check
		E 01	300	292	000 302 000	Spring board	
		Voucher #:	128227	Invoice	Invoice No: Track Purchase	3/1/2024	\$275.29
		PO#:	58961				\$24.71
							<b>Paid Amt: \$300.00</b>
							<b>Check Amount: \$300.00</b>
							<b>Vendor Total: \$300.00</b>
<b>5534 NEWTON, ALICIA JEAN</b>							
		0717	001		109905		
		E 04	005	505	321 305 503	Winter Session 1 1/25/24-2/16/24	Check
		Voucher #:	128146	Invoice	Invoice No: Winter Session 1	3/1/2024	\$214.20
		PO#:	58921				
							<b>Paid Amt: \$214.20</b>
							<b>Check Amount: \$214.20</b>
							<b>Vendor Total: \$214.20</b>
<b>5626 NOVAK, HEATHER</b>							
		0717	001		109947		
		E 04	005	505	321 305 503	Unicorn Tea Party 2/9/24	Check
		Voucher #:	128297	Invoice	Invoice No: Unicorn Tea Party	3/15/2024	\$248.68
		PO#:	58999				
							<b>Paid Amt: \$248.68</b>
							<b>Check Amount: \$248.68</b>
							<b>Vendor Total: \$248.68</b>

## 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	109906		
	E 01	300	294 000 305 306	Boys 2/16/24	Check
	E 01	300	296 000 305 306	Girls 2/16/24	\$20.00
	E 01	300	296 000 305 306	Boys 2/20/24	\$20.00
	E 01	300	296 000 305 306	Boys 2/20/24	\$40.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128147</b>	<b>Invoice No:</b>	<b>BB Official</b>	<b>3/1/2024</b>
					<b>Paid Amt: \$80.00</b>
					<b>Check Amount: \$80.00</b>
<b>Vendor Total: \$140.00</b>					
<b>3550 NW UMPIRES</b>					
	0717	001	109992		
	E 04	005	505 321 305 515	4/1/24 Umpire Team Maintenance Fee	Check
	E 04	005	505 321 305 515	4/1/24 Umpire Team Maintenance Fee	\$75.00
<b>PO#:</b>	<b>58564</b>	<b>Voucher #:</b>	<b>128457</b>	<b>Invoice No:</b>	<b>4/1/24</b>
					<b>Paid Amt: \$75.00</b>
					<b>Check Amount: \$75.00</b>
<b>Vendor Total: \$75.00</b>					
<b>6171 OLINGER, MADELYN</b>					
	0717	001	109907		
	E 04	005	505 321 305 515	K-2 Basketball 1/6/24-2/17/24	Check
	E 04	005	505 321 305 515	K-2 Basketball	\$90.00
<b>PO#:</b>	<b>58938</b>	<b>Voucher #:</b>	<b>128148</b>	<b>Invoice No:</b>	<b>3/1/2024</b>
					<b>Paid Amt: \$90.00</b>
					<b>Check Amount: \$90.00</b>
<b>Vendor Total: \$90.00</b>					
<b>6413 OLIVE, MATT</b>					
	0717	001	109908		
	E 01	300	294 000 305 306	BBB Official 2/17/24	Check
	E 01	300	294 000 305 306	BBB Official	\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>128177</b>	<b>Invoice No:</b>	<b>BBB Official</b>	<b>3/1/2024</b>
					<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
<b>Vendor Total: \$125.00</b>					
<b>6444 OLYMPUS LOCKERS &amp; STORAGE PRODUCTS INC</b>					
	0717	001	109962		
	E 06	100	870 024 520 000	ES Building Project Application #1	Check
	E 06	100	870 024 520 000	ES Building Project Application #1	\$4,657.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>128355</b>	<b>Invoice No:</b>	<b>24949</b>	<b>3/22/2024</b>
					<b>Paid Amt: \$4,657.84</b>
					<b>Check Amount: \$4,657.84</b>
<b>Vendor Total: \$4,657.84</b>					



# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>25600 POSTMASTER</b>					
	0717	001	109930		Check
		E 01 005 110 000 329 000			\$494.95
		District			
<b>PO#:</b>	<b>Voucher #:</b>	<b>128228 Invoice</b>	<b>Invoice No: Brochure Postage</b>	<b>3/4/2024</b>	<b>Paid Amt: \$989.91</b>
					<b>Check Amount: \$989.91</b>
				<b>Vendor Total:</b>	<b>\$989.91</b>
<b>11072 RADERMACHER FOODS INC.</b>					
	0717	001	109974		Check
		E 04 005 582 344 401 000			\$25.44
		Preschool Supplies			
<b>PO#:</b>	<b>Voucher #:</b>	<b>128369 Invoice</b>	<b>Invoice No: Account#23233</b>	<b>3/22/2024</b>	<b>Paid Amt: \$25.44</b>
		E 01 128 211 161 490 013	JES Afterschool Program		\$50.48
<b>PO#:</b>	<b>Voucher #:</b>	<b>128370 Invoice</b>	<b>Invoice No: Account#26211</b>	<b>3/22/2024</b>	<b>Paid Amt: \$50.48</b>
					<b>Check Amount: \$75.92</b>
				<b>Vendor Total:</b>	<b>\$75.92</b>
<b>20698 RATWIK, ROSZAK &amp; MALONEY, PA</b>					
	0717	001	109912		Check
		E 01 005 160 000 305 000	Misc		\$1,007.00
		E 01 005 160 000 305 000	Choir Teacher NOD		\$3,190.62
		E 01 005 160 000 305 000	2023-2024 Teacher Negotiations		\$2,014.00
		E 01 005 160 000 305 000	Teacher Social Media Post		\$1,160.28
		E 01 005 160 000 305 000	Student Discipline-Terroristic Threat		\$185.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>128153 Invoice</b>	<b>Invoice No: 75431</b>	<b>3/1/2024</b>	<b>Paid Amt: \$7,557.40</b>
					<b>Check Amount: \$7,557.40</b>
				<b>Vendor Total:</b>	<b>\$7,557.40</b>
<b>25188 REGION 2A-MSHSL</b>					
	0717	001	109954		Check
		E 01 300 258 000 305 000	Band		\$132.50
		E 01 300 259 000 305 000	Choir		\$132.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>128346 Invoice</b>	<b>Invoice No: 2023-2024</b>	<b>3/18/2024</b>	<b>Paid Amt: \$265.00</b>
					<b>Check Amount: \$265.00</b>
				<b>Vendor Total:</b>	<b>\$265.00</b>
<b>24638 REGION V COMPUTER SERVICES</b>					
	0717	001	109913		Check
		E 01 005 110 302 316 000	Fee to Oper Capital		\$3,409.12
		E 01 005 110 000 316 000	User Fee		\$3,409.13
<b>PO#:</b>	<b>Voucher #:</b>	<b>128152 Invoice</b>	<b>Invoice No: 16350</b>	<b>3/1/2024</b>	<b>Paid Amt: \$6,818.25</b>
					<b>Check Amount: \$6,818.25</b>
				<b>Vendor Total:</b>	<b>\$6,818.25</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>26128 RIDGES AT SAND CREEK</b>					
	0717	001	109914		
	E 01	005 211 318 401 000		Elevate Student Voice Lunch A&I	Check
					\$1,500.00
<b>PO#:</b>	58914	<b>Voucher #:</b>	128154	<b>Invoice No:</b> 21624	<b>Paid Amt:</b> \$1,500.00
					<b>Check Amount:</b> \$1,500.00
				<b>Vendor Total:</b>	<b>\$1,500.00</b>
<b>6215 ROBINSON, NOAH</b>					
	0717	001	109915		
	E 04	005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
					\$30.00
<b>PO#:</b>	58934	<b>Voucher #:</b>	128155	<b>Invoice No:</b> K-2 Basketball	<b>Paid Amt:</b> \$30.00
					<b>Check Amount:</b> \$30.00
				<b>Vendor Total:</b>	<b>\$30.00</b>
<b>25338 SCOTT COUNTY TREASURER</b>					
	0717	001	109916		
	E 01	005 730 000 379 000		4th Quarter 2023 Non-Billable Therapist	Check
					\$11,199.07
<b>PO#:</b>	58867	<b>Voucher #:</b>	128156	<b>Invoice No:</b> 22394-20	<b>Paid Amt:</b> \$11,199.07
					<b>Check Amount:</b> \$11,199.07
				<b>Vendor Total:</b>	<b>\$11,199.07</b>
<b>25745 SHAKOPEE HIGH SCHOOL</b>					
	0717	001	109917		
	E 01	300 291 000 369 372		Speech Meet 3/2/24	Check
					\$56.00
<b>PO#:</b>		<b>Voucher #:</b>	128160	<b>Invoice No:</b> 3/2/24	<b>Paid Amt:</b> \$56.00
					<b>Check Amount:</b> \$56.00
				<b>Vendor Total:</b>	<b>\$56.00</b>
<b>4410 SHIBLEY, JEREMY</b>					
	0717	001	109975		
	E 01	300 294 000 305 306		BBB Official 2/20/24	Check
					\$125.00
<b>PO#:</b>		<b>Voucher #:</b>	128371	<b>Invoice No:</b> BBB Official	<b>Paid Amt:</b> \$125.00
					<b>Check Amount:</b> \$125.00
				<b>Vendor Total:</b>	<b>\$125.00</b>
<b>2900 SOUERS, RANDY</b>					
	0717	001	109918		
	E 01	300 294 000 305 306		BBB Official 2/20/24	Check
					\$125.00
<b>PO#:</b>		<b>Voucher #:</b>	128178	<b>Invoice No:</b> BBB Official	<b>Paid Amt:</b> \$125.00
					<b>Check Amount:</b> \$125.00
				<b>Vendor Total:</b>	<b>\$125.00</b>
<b>10214 SOUTHWEST METRO INTERMEDIATE DISTRICT</b>					
	0717	001	109919		
	E 01	305 361 830 390 000		Ag/Animal Science	Check
					\$576.00

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>10214</b>								
SOUTHWEST METRO INTERMEDIATE DISTRICT								
		0717	001		109919			
		E 01	305	361	830 390 000	Construction	Check	
		E 01	305	361	830 390 000	Photo	\$1,728.00	
		E 01	305	365	830 390 000	Auto	\$5,760.00	
		E 01	305	365	830 390 000	Criminal Justice	\$4,734.00	
		E 01	305	365	830 390 000	Computer	\$4,032.00	
		E 01	305	365	830 390 000	Cosmo	\$1,152.00	
		E 01	305	365	830 390 000	Graphics	\$4,608.00	
		E 01	305	321	830 390 000	Medical Careers	\$1,152.00	
		<b>PO#: 58682</b>	<b>Voucher #:</b>	<b>128157</b>	<b>Invoice No: 0002400419</b>	<b>3/1/2024</b>	<b>Paid Amt: \$24,894.00</b>	
		E 01	100	203	303 390 277	JES Summer Targetd Services	\$3,116.40	
		E 01	300	211	303 390 277	JHS Summer Credit Recovery	\$2,647.20	
		E 01	300	211	303 390 277	SW Metro Summer ALC	\$3,743.35	
		<b>PO#: 58820</b>	<b>Voucher #:</b>	<b>128158</b>	<b>Invoice No: 0002400442</b>	<b>3/1/2024</b>	<b>Paid Amt: \$9,506.95</b>	
							<b>Check Amount:</b>	<b>\$34,400.95</b>
							<b>Vendor Total:</b>	<b>\$34,400.95</b>
<b>6442</b>								
SPECIALTY SYSTEMS								
		0717	001		109963			
		E 06	100	870	024 520 000	ES Building Project Application #1	Check	
		<b>PO#: 58997</b>	<b>Voucher #:</b>	<b>128353</b>	<b>Invoice No: Application #1</b>	<b>3/22/2024</b>	<b>Paid Amt: \$10,830.00</b>	
							<b>Check Amount:</b>	<b>\$10,830.00</b>
							<b>Vendor Total:</b>	<b>\$10,830.00</b>
<b>25711</b>								
STAR GROUP, LLC								
		0717	001		109948			
		E 01	300	361	830 433 000	Oil	Check	
		E 01	300	361	830 433 000	Gear Puller	\$8.49	
		<b>PO#: 58997</b>	<b>Voucher #:</b>	<b>128296</b>	<b>Invoice No: 886962/885817</b>	<b>3/15/2024</b>	<b>Paid Amt: \$25.98</b>	
							<b>Check Amount:</b>	<b>\$25.98</b>
							<b>Vendor Total:</b>	<b>\$25.98</b>
<b>26284</b>								
STEINHOFF, KAREN								
		0717	001		109920			
		E 01	300	298	000 305 373	JHS KB Reader1/16/24&1/30/24	Check	
		<b>PO#: 58879</b>	<b>Voucher #:</b>	<b>128159</b>	<b>Invoice No: Reimbursement</b>	<b>3/1/2024</b>	<b>Paid Amt: \$145.00</b>	
							<b>Check Amount:</b>	<b>\$145.00</b>
		<b>PO#: 58993</b>	<b>Voucher #:</b>	<b>128159</b>	<b>Invoice No: Reimbursement</b>	<b>3/1/2024</b>	<b>Paid Amt: \$145.00</b>	
							<b>Check Amount:</b>	<b>\$145.00</b>
		<b>PO#: 58993</b>	<b>Voucher #:</b>	<b>128159</b>	<b>Invoice No: Reimbursement</b>	<b>3/1/2024</b>	<b>Paid Amt: \$145.00</b>	
							<b>Check Amount:</b>	<b>\$145.00</b>
		<b>PO#: 58993</b>	<b>Voucher #:</b>	<b>128159</b>	<b>Invoice No: Reimbursement</b>	<b>3/1/2024</b>	<b>Paid Amt: \$145.00</b>	
							<b>Check Amount:</b>	<b>\$145.00</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>26284</b>						
STEINHOFF, KAREN						
	0717	001	109993			
	E 01	300	298 000 366 373	3/14/24	Check	\$57.49
<b>PO#:</b> 59154	<b>Voucher #:</b>	128458	Invoice	<b>Invoice No:</b> Reimbursement		
				3/28/2024	<b>Paid Amt:</b>	<b>\$114.98</b>
					<b>Check Amount:</b>	<b>\$114.98</b>
					<b>Vendor Total:</b>	<b>\$259.98</b>
<b>14395</b>						
SWNEWSMEDIA.COM						
	0717	001	109976		Check	
	E 01	005	010 000 305 000	Minutes 1/8/24		\$483.60
	E 06	100	870 024 305 000	Fund 6 Furniture Bid Ad		\$153.14
<b>PO#:</b> 59131	<b>Voucher #:</b>	128372	Invoice	<b>Invoice No:</b> 2/29/24		
				3/22/2024	<b>Paid Amt:</b>	<b>\$636.74</b>
					<b>Check Amount:</b>	<b>\$636.74</b>
					<b>Vendor Total:</b>	<b>\$636.74</b>
<b>4700</b>						
TEACHERS ON CALL INC						
	0717	001	109921		Check	
	E 04	005	582 344 394 999	Preschool		\$99.22
	E 01	100	203 000 394 999	JES		\$1,190.59
	E 01	300	211 000 394 999	JHS		\$1,885.09
	E 01	300	400 000 307 999	JHS SPED Non Licensed		\$297.65
	E 01	128	211 000 394 999	JMS		\$595.29
	E 01	128	400 000 307 999	JMS SPED Non Licensed		\$297.65
<b>PO#:</b> 58826	<b>Voucher #:</b>	128161	Invoice	<b>Invoice No:</b> 154024		
				3/1/2024	<b>Paid Amt:</b>	<b>\$4,365.49</b>
	E 01	100	203 000 394 999	JES		\$1,488.23
	E 01	100	411 740 307 999	JES SPED Para		\$143.71
	E 01	100	400 000 307 999	JES SPED Non Licensed		\$198.43
	E 01	300	211 000 394 999	JHS		\$992.18
	E 01	300	640 316 305 999	JHS Staff Dev		\$396.86
	E 01	300	400 000 307 999	JHS SPED Non-Licensed		\$595.29
	E 01	128	211 000 394 999	JMS		\$892.94
	E 01	128	403 740 307 999	JMS SPED Para		\$143.71
	E 01	128	640 316 305 999	JMS Staff Dev		\$198.43
<b>PO#:</b> 58825	<b>Voucher #:</b>	128162	Invoice	<b>Invoice No:</b> 153846		
				3/1/2024	<b>Paid Amt:</b>	<b>\$5,049.78</b>
	E 01	100	203 000 394 999	JES		\$496.09
	E 01	100	403 740 307 999	JES SPED Para		\$153.98
	E 01	300	211 000 394 999	JHS		\$198.43
	E 01	300	400 000 307 999	JHS SPED Non Licensed		\$496.08
	E 01	128	211 000 394 999	JMS		\$198.43
	E 01	128	640 316 305 999	JMS Staff Dev		\$198.43
	E 01	128	400 000 307 999	JMS 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
<b>4700</b> TEACHERS ON CALL INC							
		0717	001		109921		
		E 01	128	411	740 307 999	JMS SPED Para	Check
							\$82.12
		<b>PO#:</b> 58824	<b>Voucher #:</b>		<b>Invoice No:</b> 153590		<b>Paid Amt:</b> \$2,021.99
		E 01	100	203	000 394 999	JES	\$1,785.87
		E 01	100	203	000 394 999	JES	\$198.44
		E 01	300	211	000 394 999	JHS	\$793.72
		E 01	300	400	000 307 999	JHS SPED Non Licensed	\$396.86
		E 01	300	640	316 305 999	JHS Staff Dev	\$496.08
		E 01	128	211	000 394 999	JMS	\$1,785.87
		E 01	128	211	000 394 999	JMS Teacher Vacancy	\$198.44
		E 01	128	400	000 307 999	JMS SPED Non Licensed	\$396.86
		E 01	128	407	419 303 640	JMS SPED Staff Dev	\$198.43
		<b>PO#:</b> 58868	<b>Voucher #:</b>		<b>Invoice No:</b> 154361		<b>Paid Amt:</b> \$6,250.57
		E 04	005	582	344 394 999	Preschool	\$198.43
		E 01	100	203	000 394 999	JES	\$4,365.46
		E 01	100	203	000 394 999	JES	\$198.44
		E 01	100	411	740 307 999	JES SPED Para	\$143.71
		E 01	300	211	000 394 999	JHS	\$1,190.58
		E 01	300	211	000 394 999	JHS	\$99.22
		E 01	300	400	000 307 999	JHS SPED Non Licensed	\$595.29
		E 01	300	640	316 305 999	JHS Staff Dev	\$396.86
		E 01	128	211	000 394 999	JMS	\$595.29
		E 01	128	407	740 307 999	JMS SPED Para	\$297.68
		E 01	128	400	000 307 999	JMS SPED Non Licensed	\$396.86
		E 01	300	400	000 307 999	JHS SPED Non Licensed	\$99.22
		<b>PO#:</b> 58911	<b>Voucher #:</b>		<b>Invoice No:</b> 154531		<b>Paid Amt:</b> \$8,577.04
		128165	Invoice				<b>Check Amount:</b> \$26,264.87
							<b>Vendor Total:</b> \$26,264.87
<b>6311</b> THE JAMAR COMPANY							
		0717	001		109859		
		E 01	100	810	000 350 272	Replaced wet instulation in 3 areas	Check
							\$21,173.00
		<b>PO#:</b> 58756	<b>Voucher #:</b>		<b>Invoice No:</b> 259891		<b>Paid Amt:</b> \$21,173.00
		128092	Invoice				<b>Check Amount:</b> \$21,173.00
							<b>Vendor Total:</b> \$21,173.00
<b>26451</b> THE MUSIC MART							
		0717	001		109922		
		E 01	128	258	000 430 000	invoice# - 1656741 Non Instructional	Check
							\$12.57
		<b>PO#:</b> 58889	<b>Voucher #:</b>		<b>Invoice No:</b> 1656741		<b>Paid Amt:</b> \$12.57
		128140	Invoice				

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
26451		THE MUSIC MART	0717	001	109922		
				R 01	128 000 000 619 923	invoice# 1639290 RESALE	Check \$2.90
PO#:	58889	Voucher #:	128141	Invoice	Invoice No: 1639290	3/1/2024	Paid Amt: \$2.90
PO#:	58889	Voucher #:	128142	Invoice	Invoice No: 1641819	3/1/2024	Paid Amt: \$11.70
			E 01	128 258 000 430 000	Invoice # 1647015 - Non Instructional		Paid Amt: \$26.99
			E 01	128 258 000 430 000	Invoice - 1647015 - Equipment		\$224.95
PO#:	58889	Voucher #:	128143	Invoice	Invoice No: 1647015	3/1/2024	Paid Amt: \$251.94
							Check Amount: \$279.11
							Vendor Total: \$279.11
5908		THERMECH	0717	001	109860		
				E 01	100 810 000 350 272	JES Pipe Insulation Insurance Claim	Check \$43,745.00
PO#:		Voucher #:	128093	Invoice	Invoice No: 30-01270	3/1/2024	Paid Amt: \$43,745.00
							Check Amount: \$43,745.00
							Vendor Total: \$43,745.00
6447		TREVETHAN, TRACY	0717	001	109994		
				E 04	005 507 321 305 000	Adult Beginning Sewing Mar 7 & 14, 2024	Check \$94.50
PO#:	59161	Voucher #:	128459	Invoice	Invoice No: 3/14/24	3/28/2024	Paid Amt: \$94.50
							Check Amount: \$94.50
							Vendor Total: \$94.50
6237		TRUE MECHANICAL LLC	0717	001	109923		
				E 01	300 865 380 520 000	VFD replacement	Check \$29,046.60
				E 01	300 865 380 520 000	25% down payment	\$9,682.20
PO#:	57699	Voucher #:	128166	Invoice	Invoice No: 1221	3/1/2024	Paid Amt: \$38,728.80
							Check Amount: \$38,728.80
							Vendor Total: \$38,728.80
4615		VARSITY ATHLETIC APPAREL, INC	0717	001	109924		
				E 01	300 292 000 401 300	Gavel	Check \$11.50
				E 01	300 292 000 401 300	Barbell	\$23.00
				E 04	005 505 321 401 503	Bass fishing	\$23.00
				E 01	300 292 000 401 300	Star	\$34.50
				E 04	005 505 321 401 503	Custom pin (Esports)	\$23.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank No	Check No	Pmt/Void Date	Pmt Type
<b>4615 VARSITY ATHLETIC APPAREL, INC</b>					
	0717	001	109924		
	E 01	300 292 000 401 300	Shipping		Check
				\$35.00	
<b>PO#:</b> 58794	<b>Voucher #:</b> 128167	Invoice		<b>Invoice No:</b> 38146	<b>3/1/2024</b>
					<b>Paid Amt: \$150.00</b>
					<b>Check Amount: \$150.00</b>
					<b>Vendor Total: \$150.00</b>
<b>4478 VINKEMEIER, JEFFERY</b>					
	0717	001	109977		
	E 01	300 296 000 305 306	GBB Official 2/16/24		Check
				\$125.00	
<b>PO#:</b>	<b>Voucher #:</b> 128373	Invoice		<b>Invoice No:</b> GBB Official	<b>3/22/2024</b>
					<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
					<b>Vendor Total: \$125.00</b>
<b>5815 VOGEL, LUKE</b>					
	0717	001	109925		
	E 04	005 505 321 305 515	K-2 Basketball 1/6/24-2/17/24		Check
				\$30.00	
<b>PO#:</b> 58937	<b>Voucher #:</b> 128168	Invoice		<b>Invoice No:</b> K-2 Basketball	<b>3/1/2024</b>
					<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
					<b>Vendor Total: \$30.00</b>
<b>3410 WELLS CONCRETE</b>					
	0717	001	109964		
	E 06	100 870 024 520 000	ES Building Project Application#1		Check
				\$14,505.28	
<b>PO#:</b>	<b>Voucher #:</b> 128351	Invoice		<b>Invoice No:</b> 020013-1	<b>3/22/2024</b>
					<b>Paid Amt: \$14,505.28</b>
					<b>Check Amount: \$14,505.28</b>
					<b>Vendor Total: \$14,505.28</b>
<b>6432 WILSON, NICK</b>					
	0717	001	109949		
	R 04	000 000 321 093 550	Birthday Party Cancellation Refund		Check
				\$125.00	
<b>PO#:</b>	<b>Voucher #:</b> 128295	Invoice		<b>Invoice No:</b> Refund	<b>3/15/2024</b>
					<b>Paid Amt: \$125.00</b>
					<b>Check Amount: \$125.00</b>
					<b>Vendor Total: \$125.00</b>
<b>3108 WORM, MARK</b>					
	0717	001	109926		
	E 01	300 296 000 305 306	2/16/24		Check
	E 01	300 294 000 305 306	2/19/24		
				\$130.00	
				\$65.00	
<b>PO#:</b>	<b>Voucher #:</b> 128169	Invoice		<b>Invoice No:</b> BB Official	<b>3/1/2024</b>
					<b>Paid Amt: \$195.00</b>
					<b>Check Amount: \$195.00</b>
					<b>Vendor Total: \$195.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5962	YOUNG, LOGAN	001	109927		
	0717	E 04 005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
		128171 Invoice			\$30.00
PO#: 58932	Voucher #:			3/1/2024	
					<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
					<b>Vendor Total: \$30.00</b>
5837	YOUNG, SARAH	001	109928		
	0717	E 04 005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
		128172 Invoice			\$90.00
PO#: 58940	Voucher #:			3/1/2024	
					<b>Paid Amt: \$90.00</b>
					<b>Check Amount: \$90.00</b>
					<b>Vendor Total: \$90.00</b>
5601	YOUNG, SETH	001	109929		
	0717	E 04 005 505 321 305 515		K-2 Basketball 1/6/24-2/17/24	Check
		128170 Invoice			\$30.00
PO#: 58931	Voucher #:			3/1/2024	
					<b>Paid Amt: \$30.00</b>
					<b>Check Amount: \$30.00</b>
					<b>Vendor Total: \$30.00</b>
					<b>Report Total: \$1,327,117.56</b>

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$579,909.17
02 Food Service Fund	\$12,028.72
04 Community Education	\$10,587.64
06 Building Fund	\$724,390.87
18 Custodial Fund	\$105.17
27 Student Activity Accounts	\$95.99
<b>Report Total</b>	<b>\$1,327,117.56</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24385	AFLAC	0717	001			
			B 01	215 060	American Family/Flex Cancer	Wire
PO#:	Voucher #:		128314	Invoice	3/15/2024	Paid Amt: \$40.15
						Check Amount: \$40.15
<hr/>						
			B 01	215 060	American Family/Flex Cancer	Wire
PO#:	Voucher #:		128462	Invoice	3/31/2024	Paid Amt: \$40.15
						Check Amount: \$40.15
<hr/>						
28892	AVIBEN	0717	001			
			B 01	215 055	Equitable Life	Wire
PO#:	Voucher #:		128318	Invoice	3/15/2024	Paid Amt: \$2,720.58
			B 01	215 050	ECONOMIC SERVICES	Paid Amt: \$876.68
PO#:	Voucher #:		128319	Invoice	3/15/2024	Paid Amt: \$1,258.26
			B 01	215 053	Fidelity Investment	Paid Amt: \$160.52
PO#:	Voucher #:		128321	Invoice	3/15/2024	Paid Amt: \$316.68
			B 01	215 068	ING/Aetna	Paid Amt: \$3,259.74
PO#:	Voucher #:		128322	Invoice	3/15/2024	Paid Amt: \$477.20
			B 01	215 080	First Investors Corporation	Paid Amt: \$585.28
PO#:	Voucher #:		128323	Invoice	3/15/2024	Paid Amt: \$3,845.02
			B 01	215 068	ING/Aetna	Paid Amt: \$4,353.09
PO#:	Voucher #:		128324	Invoice	3/15/2024	Paid Amt: \$10,202.76
			B 01	215 078	Horace Mann	Paid Amt: \$167.34
PO#:	Voucher #:		128325	Invoice	3/15/2024	Paid Amt: \$205.55
			B 01	215 077	ING/Aetna	Paid Amt: \$2,422.46
PO#:	Voucher #:		128333	Invoice	3/15/2024	Paid Amt: \$820.13
			B 01	215 061	Modern Woodmen	Paid Amt: \$91.76
PO#:	Voucher #:		128335	Invoice	3/15/2024	Paid Amt: \$1,077.82
			B 01	215 056	New York Life	Paid Amt: \$911.89
PO#:	Voucher #:		128313	Invoice	3/15/2024	Paid Amt: \$2,422.46
			B 01	215 067	American Express	Paid Amt: \$820.13
PO#:	Voucher #:		128340	Invoice	3/15/2024	Paid Amt: \$91.76
			B 01	215 068	ING/Aetna	Paid Amt: \$1,077.82
PO#:	Voucher #:		128338	Invoice	3/15/2024	Paid Amt: \$911.89
			B 01	215 057	Thrivent Financial	Paid Amt: \$1,077.82
						Vendor Total: \$80.30
						Check Amount: \$28,518.65

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
28892		AVIBEN	0717	001			
	PO#:	Voucher #:		B 01 215 077	Modern Woodmen	3/31/2024	Wire
				128479 Invoice	Invoice No: S2024180		\$167.34
	PO#:	Voucher #:		B 01 215 061	New York Life	3/31/2024	Paid Amt:
				128481 Invoice	Invoice No: S2024180		\$167.34
	PO#:	Voucher #:		B 01 215 053	Fidelity Investment	3/31/2024	Paid Amt:
				128469 Invoice	Invoice No: S2024180		\$205.55
				B 01 215 068	ING/Aetna	3/31/2024	Paid Amt:
	PO#:	Voucher #:		B 01 215 080	First Investors Corporation	3/31/2024	\$1,258.26
				128470 Invoice	Invoice No: S2024180		\$160.52
				B 01 215 064	Franklin Templeton	3/31/2024	\$316.68
	PO#:	Voucher #:		B 01 215 068	ING/Aetna	3/31/2024	Paid Amt:
				128471 Invoice	Invoice No: S2024180		\$3,255.74
				B 01 215 078	Horace Mann	3/31/2024	\$758.34
	PO#:	Voucher #:		B 01 215 068	ING/Aetna	3/31/2024	Paid Amt:
				128472 Invoice	Invoice No: S2024180		\$4,353.09
				B 01 215 056	American Express	3/31/2024	\$4,014.08
	PO#:	Voucher #:		B 01 215 055	Equitable Life	3/31/2024	Paid Amt:
				128461 Invoice	Invoice No: S2024180		\$10,154.06
				B 01 215 050	ECONOMIC SERVICES	3/31/2024	\$2,422.46
	PO#:	Voucher #:		B 01 215 057	Thrivent Financial	3/31/2024	Paid Amt:
				128466 Invoice	Invoice No: S2024180		\$2,720.58
				B 01 215 067	Valic	3/31/2024	\$876.68
	PO#:	Voucher #:		B 01 215 068	ING/Aetna	3/31/2024	Paid Amt:
				128467 Invoice	Invoice No: S2024180		\$1,077.82
				B 01 215 068	ING/Aetna	3/31/2024	\$820.13
	PO#:	Voucher #:		128485 Invoice	Invoice No: S2024180		\$91.76
				B 01 215 020	Health Ins	3/31/2024	Paid Amt:
				128487 Invoice	Invoice No: S2024170		\$83,690.50
				B 01 215 020	Health Ins	3/31/2024	Paid Amt:
				B 01 215 020	Health Ins - adj to preimum		\$84,025.50
							(\$4,402.80)
<b>Vendor Total:</b>							<b>\$28,639.01</b>
11747		BLUE CROSS & BLUE SHIELD	0717	001			
	PO#:	Voucher #:		B 01 215 020	Health Ins	3/31/2024	Wire
				128315 Invoice	Invoice No: S2024170		\$83,690.50
				B 01 215 020	Health Ins		\$84,025.50
				B 01 215 020	Health Ins - adj to preimum		(\$4,402.80)

# 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			
	B 01	215	024	Retiree Health Ins	
<b>PO#:</b>	<b>Voucher #:</b>	<b>128463</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>	<b>3/31/2024</b>
					\$6,965.34
					<b>Wire</b>
					<b>Paid Amt: \$86,588.04</b>
					<b>Check Amount: \$170,278.54</b>
					<b>Vendor Total: \$170,278.54</b>
<b>6368 COLONIAL LIFE</b>					
	0717	001			
	B 01	215	051	Colonial Life - Liability Account	
	B 01	215	051	Colonial Life-adj to invoices	
<b>PO#:</b>	<b>Voucher #:</b>	<b>128464</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>	<b>3/31/2024</b>
					\$29.24
					\$116.93
					\$29.24
					<b>Wire</b>
					<b>Paid Amt: \$146.17</b>
					<b>Paid Amt: \$29.24</b>
					<b>Check Amount: \$175.41</b>
					<b>Vendor Total: \$175.41</b>
<b>24229 EDUCATION MINNESOTA - JORDAN</b>					
	0717	001	109951		
	B 01	215	039	Jea	
<b>PO#:</b>	<b>Voucher #:</b>	<b>128326</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>	<b>3/15/2024</b>
					\$13,705.92
					<b>Check</b>
					<b>Paid Amt: \$13,705.92</b>
					<b>Check Amount: \$13,705.92</b>
					<b>Vendor Total: \$13,705.92</b>
<b>22350 FRANSEN BANK AND TRUST</b>					
	0717	001			
	B 01	215	010	FICA	
<b>PO#:</b>	<b>Voucher #:</b>	<b>128336</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>	<b>3/15/2024</b>
					\$81,935.58
					<b>Wire</b>
					<b>Paid Amt: \$81,935.58</b>
<b>PO#:</b>	<b>Voucher #:</b>	<b>128320</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>	<b>3/15/2024</b>
					\$49,183.58
					<b>Wire</b>
					<b>Paid Amt: \$49,183.58</b>
<b>PO#:</b>	<b>Voucher #:</b>	<b>128329</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>	<b>3/15/2024</b>
					\$19,162.28
					<b>Wire</b>
					<b>Paid Amt: \$19,162.28</b>
<b>PO#:</b>	<b>Voucher #:</b>	<b>128344</b>	<b>Invoice</b>	<b>Invoice No: S202417S0</b>	<b>3/15/2024</b>
					\$148.24
					<b>Wire</b>
					<b>Paid Amt: \$148.24</b>
<b>PO#:</b>	<b>Voucher #:</b>	<b>128342</b>	<b>Invoice</b>	<b>Invoice No: S202417S0</b>	<b>3/15/2024</b>
					\$34.68
					<b>Wire</b>
					<b>Paid Amt: \$34.68</b>
					<b>Check Amount: \$150,464.36</b>
					<b>Vendor Total: \$150,464.36</b>
<b>6368 COLONIAL LIFE</b>					
	0717	001			
	B 01	215	002	State Tax	
<b>PO#:</b>	<b>Voucher #:</b>	<b>128343</b>	<b>Invoice</b>	<b>Invoice No: S202417S0</b>	<b>3/15/2024</b>
					\$28.60
					<b>Wire</b>
					<b>Paid Amt: \$28.60</b>
					<b>Check Amount: \$28.60</b>
					<b>Vendor Total: \$28.60</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Invoice No:	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
<b>22350</b>									
FRANSEN BANK AND TRUST									
	0717	001	B 01	215 002	State Tax	3/15/2024	Wire	\$25,926.05	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128332</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>			<b>\$25,926.05</b>	<b>\$25,926.05</b>
<b>Wire</b>									
	0717	001	B 01	215 010	FICA	3/31/2024	Wire	\$83,444.94	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128482</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>			<b>\$83,444.94</b>	<b>\$83,444.94</b>
	0717	001	B 01	215 003	Fed Tax	3/31/2024	Wire	\$48,848.83	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128468</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>			<b>\$48,848.83</b>	<b>\$48,848.83</b>
	0717	001	B 01	215 010	FICA	3/31/2024	Wire	\$19,515.40	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128475</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>			<b>\$19,515.40</b>	<b>\$151,809.17</b>
<b>Wire</b>									
	0717	001	B 01	215 002	State Tax	3/31/2024	Wire	\$26,227.56	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128478</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>			<b>\$26,227.56</b>	<b>\$26,227.56</b>
								<b>Vendor Total:</b>	<b>\$354,455.74</b>
<b>4689</b>									
JORDAN EDUCATION FOUNDATION									
	0717	001	B 01	215 073	Jordan Ed Foundation	3/15/2024	Check	\$62.00	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128327</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>			<b>\$62.00</b>	<b>\$62.00</b>
	0717	001	B 01	215 073	Jordan Ed Foundation	3/31/2024	Check	\$62.00	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128474</b>	<b>Invoice</b>	<b>Invoice No: S2024180</b>			<b>\$62.00</b>	<b>\$62.00</b>
								<b>Vendor Total:</b>	<b>\$124.00</b>
<b>26288</b>									
LOCAL 284									
	0717	001	B 01	215 071	Local 284 Dues	3/15/2024	Check	\$1,085.08	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128328</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>			<b>\$1,085.08</b>	<b>\$1,085.08</b>
								<b>Vendor Total:</b>	<b>\$1,085.08</b>
<b>24948</b>									
MN CHILD SUPPORT PYMT CENTER									
	0717	001	B 01	215 029	Child Support	3/15/2024	Wire	\$778.90	
<b>PO#:</b>	<b>Voucher #:</b>		<b>128330</b>	<b>Invoice</b>	<b>Invoice No: S2024170</b>			<b>\$778.90</b>	<b>\$778.90</b>
								<b>Vendor Total:</b>	<b>\$778.90</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>24948 MN CHILD SUPPORT PYMT CENTER</b>						
	0717	001	B	01 215 029	Child Support	
	Voucher #:	128476	Invoice	Invoice No: S2024180	3/31/2024	\$778.90
						Wire
						Paid Amt: \$778.90
						Check Amount: \$778.90
						<b>Vendor Total: \$1,557.80</b>
<b>27742 MN DEPT OF REVENUE</b>						
	0717	001	B	01 215 074	Garnishment	
	Voucher #:	128331	Invoice	Invoice No: S2024170	3/15/2024	\$72.00
						Wire
						Paid Amt: \$72.00
						Check Amount: \$72.00
						<b>Vendor Total: \$144.00</b>
<b>23795 NATIONAL INSURANCE SERVICES</b>						
	0717	001	B	01 215 027	Supplemental Life Ins	
			B	01 215 035	Life	\$39.21
			B	01 215 065	Disability	\$1,082.32
			B	01 215 065	Disability	\$1,994.55
			B	01 215 027	Supplemental Life Ins	\$39.21
			B	01 215 035	Life	\$1,082.32
			B	01 215 065	Disability	\$1,994.55
			B	01 215 027	Supp Life Ins-adj to premium	(\$19.62)
			B	01 215 035	Life Ins-adj to premium	(\$25.24)
			B	01 215 026	Retiree Life Ins Premium	\$84.00
			B	01 215 065	Disability Ins-adj to premium	(\$484.10)
	Voucher #:	128334	Invoice	Invoice No: S2024170	3/31/2024	
						Paid Amt: \$3,116.08
						Check Amount: \$3,116.08
						<b>Vendor Total: \$5,787.20</b>
<b>24384 NCPERS MINNESOTA</b>						
	0717	001	B	01 215 032	PERA Life	
	Voucher #:	128484	Invoice	Invoice No: S2024180	3/31/2024	\$32.00
						Check
						Paid Amt: \$32.00
						Check Amount: \$32.00
						<b>Vendor Total: \$32.00</b>

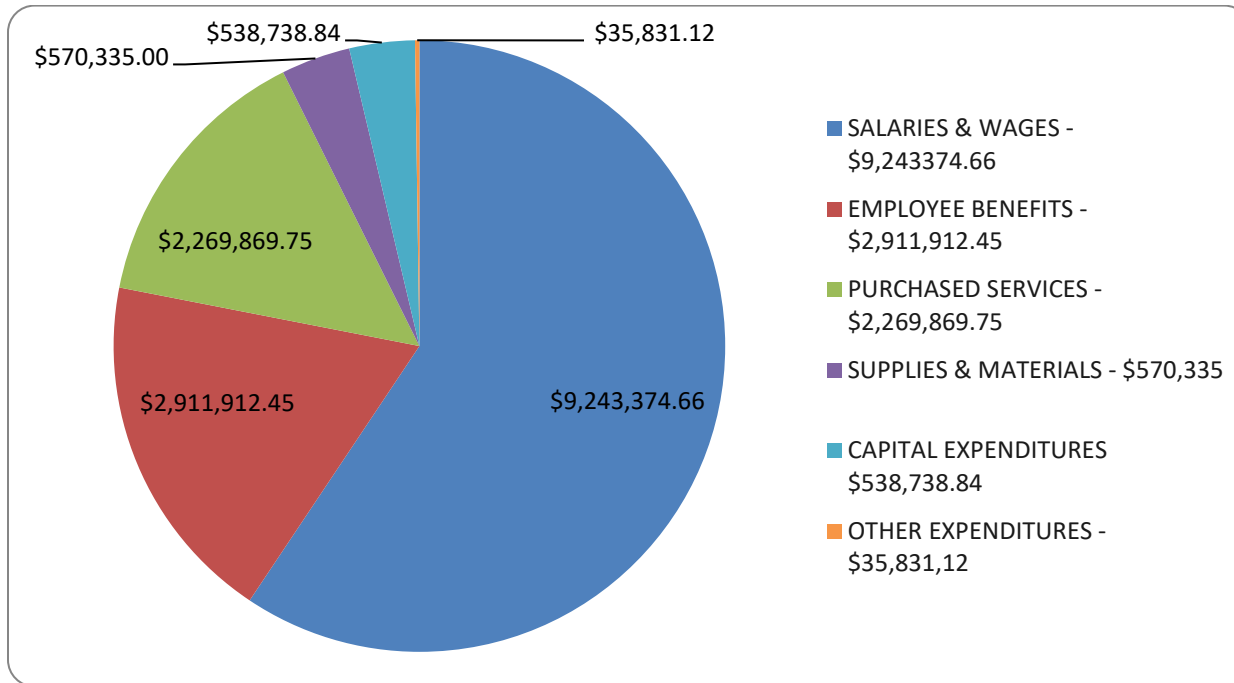


# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
5942		WEX	0717	001			Wire	
			B 01	215 028				
			128491	Invoice	Invoice No: S2024180	3/31/2024		
					Flex-employee contributions			
						\$4,424.27		
							Paid Amt: \$4,424.27	
							Check Amount: \$4,424.27	
							Vendor Total:	\$10,225.49
							Report Total:	\$831,753.26

**FUND 01 - EXP GUIDELINE BY OBJECT**

**APRIL, 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:

Donor	Designated Purpose	Amount/Items
Holly Kvapil	JES PTO	\$75.00

The vote on adoption of the Resolution was as follows:

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

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

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

Whereupon, said Resolution was declared duly adopted.

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

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**511 STUDENT FUNDRAISING**

**I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

**II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

**III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

#### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: February 9, 2015*

*Revised: April 8<sup>th</sup>, 2024*

**513.1 STUDENT GRADE ADVANCEMENT AND/OR SUBJECT-SPECIFIC ACCELERATION (GRADES 3-8)**

**I. PURPOSE**

Jordan Public Schools supports the philosophy that all students must be educationally challenged by their school programs. Some students may have already learned material taught in their grade level classes or may learn it much more rapidly and in greater complexity than other students. When a reasonable attempt to provide curriculum at a student's grade level does not provide sufficient challenge, options for curriculum acceleration should be considered by teachers, parents, and the building principal. The purpose of this policy is to establish standards and procedures for grade advancement and/or subject-specific acceleration of students in grades 3-8.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the Jordan Public Schools that students be placed in the grade level most suitable to his/her cognitive, academic and social/emotional development.

**III. DEFINITIONS**

- A. "Grade advancement" is the placement of a child in the next grade level above their current grade level.
- B. "Subject-specific acceleration" is the practice of providing instruction in a specific subject at the next grade level's expectations.

**IV. CRITERIA**

- A. The student must be currently enrolled in Jordan Public Schools.
- B. The student's educational needs have not been adequately met through alternative options.
- C. The student must achieve scores above the 95<sup>th</sup> percentile on the Cognitive Abilities Test (CogAT).

- D. The student must achieve scores above the 98<sup>th</sup> percentile on the most recent state assessments.
- E. The student must consistently demonstrate academic skill levels at least two standard deviations above the mean on nationally normed tests (e.g., NWEA MAPs).
- F. The student must demonstrate academic skill levels at least one to two grade levels above his or her current grade level in content level for both rote skills and academic application (e.g., mastery on end of course assessments).
- G. The student must demonstrate the cognitive and conceptual capabilities of handling the increased demands of the next grade level by transferring previous learning and acquired knowledge to accomplish complex cognitive tasks as demonstrated by current classroom performance.
- H. The student must demonstrate the skills of an independent learner who actively seeks and persists in new and rigorous academic challenges as demonstrated by current classroom performance.
- I. The student must demonstrate social and emotional maturity and demonstrate excellent, interpersonal skills in his/her interactions with adults, age-mates, as well as with both older and younger students, as documented by professionally trained staff.
- J. The student must be willing to be grade advanced or subject-specific accelerated. Parents/Guardians and teachers must be in support of the grade advancement or subject-specific acceleration.

## **V. PROCEDURE**

- A. Process is initiated by school district staff or a parent/guardian.
- B. The placement process shall be initiated and completed to allow for grade advancement or content acceleration following the first semester, or prior to the beginning of the next school year.
- C. Preliminary academic and development data is collected.
- D. The child's parent/guardian, principal, current teacher, and other appropriate personnel as determined by principal meet to discuss available data. Decision is made whether or not to proceed with formal assessment.

- E. Assessments are conducted by appropriate licensed personnel and a summary report is generated.
- F. The child's parent/guardian, principal, current teacher and other appropriate personnel meet to discuss assessment reports and apply eligibility criteria. Documentation of the referral is completed.
- G. The final determination as to grade advancement or subject-specific acceleration will be made by the superintendent.
- H. Based on eligibility determination, an implementation for advancement, acceleration, or increased differentiation is created. The plan is monitored by appropriate personnel.
- I. If the child is not successful in the accelerated placement, the school district reserves the right to reverse the decision.

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: July 8<sup>th</sup>, 2019*

*Revised: April 8<sup>th</sup>, 2024*

**515.1 RETENTION AND DESTRUCTION OF STUDENT RECORDS FOR SPECIAL EDUCATION STUDENTS**

**I. PURPOSE**

School district records can only be destroyed pursuant to a records retention schedule that has been adopted by the School Board and approved by the Records Disposition Panel of the State of Minnesota or by special permission. Minn. Statute §138.17.

**II. GENERAL STATEMENT**

The following procedures regarding the retention and destruction of student records for special education students are adopted by the school district, pursuant to:

- A. The requirements of 20 U.S.C. §123f requiring that records relating to the expenditures of federal funds be maintained for five years after completion of the activity for which the funds were used.
- B. The requirements of the Family Educational Rights and Privacy Act (FERPA), 34 C.F.R. §99.10 which states that educational records may not be destroyed if there is an outstanding request to inspect the records by the parent or eligible student.
- C. The requirements of the Individuals and Disabilities Education Act's (IDEA) regulations which require school districts to "...inform parents when personally identifiable information collected, maintained, or used..." pursuant to the IDEA, "...is no longer needed to provide educational services to the child..." 34 C.F.R. § 300.573 and therefore will be destroyed by the district. Before the information is destroyed, the district is advised to provide "Notice" to the student of the District's procedure at the last IEP meeting prior to graduation. IDEA regulations also provide that "information must be destroyed at the request of the parents if they are no longer needed for education purposes." However, a permanent record of a student's name, address, and phone number, his or her grades, attendance records, classes attended, grade level completed, and year completed may be maintained without time limitations." 34 C.F.R. § 300.573.

### III. GENERAL STATEMENT OF PROCEDURES

Jordan Public Schools will retain educational records for students with disabilities for a period of five years beyond the student's 21's birthday. In addition, special education records will not be destroyed if there is an outstanding request for the record by the adult student or court appointed guardian. Also, adult students or their court appointed legal guardian will be notified about this practice at the time the student is:

- A. dismissed from special education services,
- B. graduates from school, or
- C. ages out of school.

This will constitute notice and no further notice will be given at the end of the five years.

Adult students, or their court appointed legal guardian, will be asked to sign an acknowledgement (Notice of Special Education File Retention Procedure) of the district's procedure to destroy the records after five years and that the "Notice" has been given. A copy of this notice will be retained by the District. Results of achievement and other standardized tests will be retained permanently. When the student reaches the age of at least 26, all special education records will be destroyed, with the exception of the final Individual Education Program (IEP) plan, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These records will be kept an additional five years (until the student reaches age 31) at which time they will be destroyed.

Legal guardians must provide documentation to the District establishing their rights to make decisions on behalf of the adult student.

**Legal Reference**      20 U.S.C. § 1232f 34  
C.F.R. § 300.573 & 34 C.F.R. § 99.10 (Family Educational Rights and Privacy Act) (FERPA)  
Doe v. Arnig, 651 F. Supp. 424, 37 Educ. L.R. (D. Mass. 1987)

## NOTICE OF SPECIAL EDUCATION FILE RETENTION PROCEDURE

In accordance with the procedure adopted by the Jordan Public Schools and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

The record will be retained until five years after your 21st birthday in accordance with the District's retention schedule. At that time, the contents will be destroyed with the exception of the final IEP, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These remaining records will be kept an additional five years at which time they too will be destroyed. The following records will be maintained without time limitation; standardized and achievement tests results, student's name, address, phone number, grades, attendance and grade level completed.

By signing this notice, you are acknowledging the retention procedure. No further notice will be given.

\_\_\_\_\_

Adult Student or Legal Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

---

### Student Copy

In accordance with the procedure adopted by the Jordan School District and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

The special education record will be retained until five years after your 21st birthday in accordance with the District's retention schedule. At that time, the contents will be destroyed with the exception of the final IEP/IIP, the most recent Evaluation Report, and the Exit Report: Summary of Performance. These remaining records will be kept an additional five years at which time they too will be destroyed.

\_\_\_\_\_

Adult Student or Legal Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**518 DNR-DNI ORDERS**

**I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

*Cross References:*

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**526 HAZING PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.

- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not

limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

# JORDAN DISTRICT SCHOOLS POLICY

*Adopted: September 8, 2014*

*Revised: April 8<sup>th</sup>, 2024*

## **880 RECORD RETENTION**

### **I. PURPOSE OF THE GENERAL RECORDS RETENTION SCHEDULE**

Records are vitally important to the operation of any organization. They serve as the organization's memory and are evidence of past events and the basis for future actions.

The purpose of a records retention schedule is to provide a plan for managing records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. A retention schedule is a plan for the management of records.

The school district's retention schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and identifies how long to retain them.

### **II. ADOPTING AND USING THE RETENTION SCHEDULE**

To begin disposing of records according to the schedule, the State Archives Department of the Minnesota Historical Society must be notified that the school district has officially adopted the schedule. The attached form, "Notification of Adoption of School District General Records Retention Schedule", is used for this purpose.

The Minnesota Historical Society will sign and return the Notification form. You will then have the authority to dispose of records as indicated on the schedule.

School district records should be compared with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that records must be retained. Once that retention period has been reached, the records may be destroyed, transferred to the State Archive or retained permanently in the school district. If you need to retain some record series longer than the listed retention, you should establish an agency policy for those policies.

Records identified on the schedule as historical may be transferred to a local historical society, museum, public library, or interested individual with the specific, written permission of the State Archives at the Minnesota Historical Society.

The retention stated on the schedule applies to any form of the record (paper, computer disk, microfilm, optical disk, electronic media, etc.). Especially in the case of electronic records, it is the responsibility of the school district to identify the official record copy in

whatever form it is. An official record is a record received or created in the transaction of public business as determined by the school district. However, if the form of a record is changed (for instance, placing a paper record on an electronic media) you may not be authorized to dispose of the original record.

### **III. DESTRUCTION REPORTING**

After the records are destroyed according to the retention schedule, send a report to the Minnesota Historical Society. Use a copy of the attached “Records Destruction Report” for this purpose.

### **IV. RECORDS NOT ON THE RETENTION SCHEDULE**

Records not listed on this schedule cannot be destroyed without submitting either an “Application for Authority to dispose of Records” or a “Minnesota Records Retention Schedule”.

The “Application for Authority to dispose of Records” form is used to request one-time authority to dispose of records. A reproducible copy of the form is attached. Since an approved form gives the authority to dispose of only those records listed on the form, it is recommended that you use that form only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the schedule, complete a “Minnesota Records Retention Schedule”.

### **V. DUPLICATE RECORDS**

The retention schedule concerns itself only with the school district’s official record copy and the retention periods assigned reflect that. It is each school district’s responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies need not be retained.

### **VI. CATEGORY DEFINITIONS**

1. Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.
2. Retention Period: The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989.

3. Archival: If a Y, meaning yes, appears in this column, these records must be retained permanently by the school district because they have historical value. Records of closed school districts may be transferred to the State Archives for selection and disposition.

## **VII. ARCHIVAL**

If a Y, meaning yes, appears in this column, these records must be retained permanently by the school district because they have historic value.

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**901 COMMUNITY EDUCATION**

**I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

**III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district, and any other groups participating in the community education program in the school district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

*Legal References:* (Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
(Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
(Minn. Stat. § 124D.20, Subd. 1 (Community education Revenue)

*Cross References:* MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

**IV. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

**V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

**Cross References:**

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 8<sup>th</sup>, 2024*

**907 REWARDS**

**I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

**II. GENERAL STATEMENT OF POLICY**

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

**III. APPROVAL OF OFFERING OF REWARDS**

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

**IV. ESTABLISHMENT OF PROCEDURES**

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 22 (Reward)

# JORDAN PUBLIC SCHOOLS POLICY

*Adopted: October 8, 2013*

*Revised: April 8<sup>th</sup>, 2024*

## **541 MEMORIALS FOR DECEASED STUDENTS OR STAFF**

### **PURPOSE**

It is recognized that the loss of a member of the school community is deeply felt by students, staff and families. The purpose of this policy is to ensure that the Jordan Public Schools will support staff, students and families impacted from a death through assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, the Jordan Public Schools will provide a process for memorial decision-making.

### **DEFINITION**

Memorials: Objects or activities to remember an event or deceased person(s).

District Crisis Team: A designated group of staff members and resources for the district who plan and implement mental health support for grief recovery.

Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.

Significant Impact: The magnitude of the potential loss or seriousness of the crisis.

### **GENERAL STATEMENT OF POLICY**

Memorial activities expressed at school need to be coordinated and approved through the school's District Crisis Team (DCT). The DCT will assist families and students in selecting memorial activities that are appropriate for school and assist students in healthy bereavement.

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. In the event a request is made, the school district will consider the request on a case-to-case basis. Only in the case of a significant impact will exceptions be considered.

Memorials following a death from suicide must not glamorize, romanticize or stigmatize the act of suicide.

Temporary school memorials, in common areas, as approved by school administration, may be displayed until the day of the funeral and will then be given to the family. Allowable temporary school memorials are banners, pictures, and locker and student desk displays. Memorial symbols on clothing or lockers displayed by individual students or staff on school Grounds will be limited to two weeks past the funeral. Any selling of memorial items must receive prior approval from administration.

Permanent memorials for deceased students and staff must come from donations and be initiated by a donor or family member. The donor must clear donations with the family. These memorials will be limited to endowments, scholarships, and books or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship and may include the name of the individual. This practice allows for the memorial while respecting the well-being of all students and staff. Permanent memorials may not include the retirement, alteration, or discontinued use of school property. Existing memorials established prior to the implementation of this policy will not be affected.

---

**DATE:** 04/08/2024

**CLASSIFICATION:** Action

**AUTHOR:**

Dan Lehman Facilities Director  
Kelly Raser Nutritional Services Director

**SUBJECT:** Surplus Items

**PURPOSE:**

To clear space in our garages and to reduce our equipment that is no longer in use or needed.

**BACKGROUND:**

Items recommending to surplus:

- 2004 Ford F150
- Track Vac
- Two Propane powered floor buffers
- Table Saw
- Upright Freezer
- Garden Bed and Grow Lights
- Two Upright Food Warmers
- Oven

**CONSIDERATIONS:**

- The 2004 Ford F150 needs a new motor and it is cost prohibitive to repair.
- The Track Vac works, however we have nothing to run it off of and has been sitting for over 5 years without use.
- Two Propane powered floor buffers are not used. We have electrical ones that are safer to use indoors than propane.
- Table saw, industrial tech got a grant for a new one, and no longer need.
- The Upright Freezer is non commercial and not compliant for school nutrition
- The Garden Bed and Grow Lights are not needed with the tower gardens in the kitchens
- The two Upright Food Warmers were not heating efficiently and were replaced.
- The oven was also replaced due to age and inconsistency with heating.

**OPTIONS/CONCLUSION:**

We can explore auction options for noted items.

**RECOMMENDATIONS/NEXT STEPS:**

Our recommendation is to approve these items to surplus, and send them to an auction in May.

# **Summer School Programming**

**Monday, April 8, 2024**

**Presented By: Chad Williams**

***JORDAN***

# What services are offered at JPS in the summer?

- Jordan Public School provides two types of summer programming:
  - Targeted Services (Academic and Social Emotional Learning)
  - Extended School Year (ESY)

# What is Targeted Services?

- **TARGETED SERVICES** provides before school, after school, and summer programs for students in grades K-7 who may be struggling in the regular school program and need additional time to develop skills and abilities.
- Targeted Services are designed for meeting the needs of the whole child.
- **SUMMER PROGRAMMING**
  - Jordan's Targeted Services will include academic (reading, writing, math, and credit recovery) and social/emotional learning services for the summer of 2024.

# How is Targeted Services Funded?

- For funding purposes, students' attendance and membership are reported in hours. Funding is a proration of the general education revenue, generated by student instruction time (membership).
- The district is reimbursed from the state of MN per student for the amount of membership hours (# of hours a class is offered, beginning with the student's first attendance day) and attendance hours (# of hours student is in attendance).

# Summer Targeted Services 2024

**Overview:** Targeted Services provides academic and social and emotional (SEL) support for qualifying students during the summer months.

- This program brings classroom standards alive through authentic, inquiry-based learning to open the classroom walls in innovative ways.
- Social and emotional support is offered through authentic field trips and learning experiences where students take their skills and apply them in real life situations.
- Learning does not only happen in the classroom, and the **JORDAN TARGETED SERVICES** reinforces academic and social emotional standards taught throughout the school year to support learning loss and struggling students.

# Targeted Services Eligibility

The **JORDAN TARGETED SERVICES** supports students in grades Kindergarten through seventh grade that need additional academic and or social and emotional support.

- On average sixty students attend this summer programming each year.

**Eligibility is Based on Teacher Recommendation on the following Criteria:** Performs substantially below the performance level for pupils of the same age in a locally determined achievement test.

- FastBridge data performance level of High Rise or Low Risk
- MCA data at Partially Meets or Does Not Meet
- Grade level performance below peers on the ESPN scores scale

## **Social and Emotional Needs**

- Recommendation based on Emotional and Behavioral Specialists, Special Education Staff, and MTSS Behavior Teams.

# What is ESY Services?

**EXTENDED SCHOOL YEAR (ESY)** is an extension of special education services for students with disabilities whose Individual Education Program (IEP) indicates that they qualify and are in need of continued services over the summer months or during other periods of extended breaks in instruction.

# Who is Eligible for ESY Services?

- All students with disabilities who have a current IEP must be considered for ESY services annually.
- To ensure Free Appropriate Public Education (FAPE), the IEP team must consider and document whether ESY services are needed for each student regardless of the student's disability. A school may not limit ESY services to particular categories of disability or unilaterally limit the type, amount, or duration of those services. ESY requirements and providing FAPE apply to all students with a disability between the ages of three and 22.

# Factors to Consider for ESY

**Regression** - All students, disabled and non-disabled alike, experience regression during breaks in instruction. For purposes of ESY determination, regression is a decline in the performance of a skill or acquired knowledge as specified in the annual goals in the student's IEP that occurs during a break in instruction. Consequently, ESY applies only to annual goals in the students current IEP.

**Recoupment** - A student's ability to regain the skill performance or relearn the acquired knowledge to approximately the same level that existed just prior to the break-in instruction.

**Significant - Regression / Recoupment** is significant when the recoupment period is longer than the length of the break-in instruction unless the IEP team determines a shorter time for recoupment is more appropriate. For example, to be considered significant, the time needed to recoup/relearn a skill in the fall would need to be greater than three months - the length of the summer break.

**Self-Sufficiency** - Those functional skills necessary for a student to achieve a reasonable degree of personal independence as identified in the annual IEP goals for a student requiring a functional curriculum. Self-sufficiency goals include such areas as toileting, eating, dressing, muscular control, personal mobility, impulse control, maintaining stable relationships with peers and adults, basic communication skills and functional academic competency. A student must have functional goals and participate in a functional curriculum.

# ESY is NOT...

- ESY is not summer school, summer camp or other such programs districts CHOOSE to offer. Such programs are permissive and are offered at the option of district boards. Furthermore, summer school is not a substitute for ESY. Students who participate in summer programs may also qualify for ESY during the gaps in general education programming.
- While ESY services would undoubtedly benefit most learners with or without disabilities, criteria for eligibility are not met simply because the child would derive benefit. ESY is not mandated for all learners with disabilities. It is not meant to replace permissive summer school or to provide summer activities for students. It is not intended to maximize educational benefit, but rather to MAINTAIN skills.

# Jordan Summer Programming 2024

## **June 3, 2022 through June 21, 2024**

- Monday - Thursday
  - No School on June 19th
  - Last Day on Friday, June 21st
- Academic Focus 8:30am-11:00am (Targeted Service and Extended School Year)

## **July 8, 2022 through July 25, 2024**

- Monday - Thursday
- Combined Social Emotional and Academic Focus (Targeted Service)
- Time: 10:00am-3:00pm

## **High School Credit Recovery 9-12 (Targeted Services)**

- Session 1: June 3rd – June 21st
- Session 2: July 8th – July 26th

**QUESTIONS?**



## **TERMS AND CONDITIONS**

between

Independent School District No. 717  
Jordan, Minnesota

And

Confidential Employee  
July 1, 2023 – June 30, 2025

## **AGREEMENT**

This agreement is entered into between the Jordan School District and the current Confidential Employee hired prior to July 1, 2025.

- Accounts Payable/Account Receivable Coordinator
- Community Education and Recreation Coordinator
- Payroll and Benefits Coordinator
- Special Services Specialist
- Technology Coordinator
- District Office Administrative Assistant

## **ARTICLE I DEFINITIONS**

### Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

### Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

### Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

### Section 4. Contract Period:

The Confidential Employee shall perform the basic services throughout the term of this contract and on those legal holidays on which the school district is authorized to conduct school if the school board so determines. The work year is 260 days.

### Section 5. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

### Section 6. Anniversary Date:

The anniversary date for each employee will be July 1. Employees hired between July 1 and January 31 will be considered employed one year after the first July 1 following their employment date. Employees hired February 1 and after will not be considered employed one year until after the second July 1 following their employment.

**ARTICLE II**  
**COMPENSATION**

Section 1. Wage Schedule:

The annual contract may be modified, but shall not be reduced, during the term of this contract. The salary shall be paid in 24 equal installments during the contract year. Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's salary until an agreement is reached on the present year's salary. The employee would receive retro pay once the salary is set.

**ARTICLE III**  
**GROUP INSURANCE**

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy 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.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying Confidential Employees will be offered a district insurance contribution, as listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Confidential Employees who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction.

<b>2023-2024</b>	<b>2024-2025</b>
\$7,400	\$8,400

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by the Education Minnesota, Jordan.

Section 6. Term life Insurance:

The district shall provide term life insurance in the amount of \$20,000, using the same plan the district used with the Education Minnesota, Jordan.

**ARTICLE IV**  
**OTHER BENEFITS**

Section 1. Professional Development:

The School District recognizes the importance of encouraging employees to attend or participate in professional conferences or meetings at the state and local level as a necessary and essential part of an employee's professional growth. When financially feasible, and with proper approval by the Superintendent, the District will pay an employee's expenses to attend such a conference or meeting.

Section 2. Membership Dues:

The School District will provide membership in the approved state and national professional organizations.

Section 3. Education Stipend:

All employees will be eligible for a \$200 yearly education stipend, to be used for class fees.

**ARTICLE V**  
**LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Employees shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Article I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. An employee may use personal sick leave benefits provided by the employer for absences due to an illness or injury to the employee's child, as defined in Minnesota State Statute 181.940, subdivision 4, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This subdivision applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 4. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. If the employee has exhausted their sick leave days, any additional days missed will be deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 5. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. The wellness payment will be prorated for part time employees.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave.

Subd. 2. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to each employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's 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's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick 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 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. The employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive 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. General Leave:

Subd. 1. An employee 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. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

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 district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

**ARTICLE VI**  
**HOURS OF SERVICE**

Section 1. Work Hours:

The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

The normal workday for full-time employees will be eight hours, excluding a one-half hour lunch break. A non-paid 30 minute lunch break will be provided for employees working five or more hours. For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time.

Section 3. Emergency School Closing:

A remote work option can be approved by the direct supervisor when essential duties align to this work option and it is determined that work on-site is not necessary to meet district needs.

Section 4. Remote Work:

Subd. 1. A remote work option can be approved up to one day per week by the direct supervisor when essential duties align to this work option.

Subd. 2. Considerations will include ability to ensure work can be completed, on-site duty requirements for the given day, maintaining necessary staffing levels for the work environment.

Subd. 3. A supervisor may request a consistent day of the week be selected for remote work, when deemed appropriate for staffing needs and balancing staff schedules.

Subd. 4. A supervisor may determine that work on-site is necessary due to district needs on any day and will make every effort to communicate with as much advance notice as possible if a day was previously approved for remote work.

**ARTICLE VII**  
**HOLIDAYS & VACATIONS**

Section 1. Holidays:

Subd. 1. 12 month employees: There will be 11 paid holidays for 5 day, 52 week employees.

Subd. 2. Eligible holidays are: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Day after Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and one floating holiday approved by the superintendent.

Subd. 3. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Section 2. Vacation:

Subd. 1. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 2. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 3. Vacation Schedule: 12-month employees will be eligible for 20 vacation days annually.

Subd. 5. Eligibility: Vacation is based off 2080 hours, yearly. Any employee using their vacation during the year, but who terminates their employment prior to completion of the 2080 hours will have their used, but unearned vacation deducted from their final paycheck, pro-rated from 2080 hours.

**ARTICLE VIII**  
**DEFERRED COMPENSATION & SEVERANCE**

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to employee beginning their second (2<sup>nd</sup>) year of employment in the District. Matched deferred is pro-rated off a 2080 hours work year.

Subd. 2. Employees must use the deferred compensation election during the election period or lose it. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions as follows:

0-1 year of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years in district 717	\$750
11-20 years in district 717	\$1,000
21-26 years in district 717	\$1,250
27+ years in district 717	\$1,500

Subd. 3. District cap: \$18,000

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$4,000 in payment at the rate of \$4.00 per hour.

**ARTICLE IX**  
**DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD**

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination

This contract is effective July 1, 2023 - June 30, 2025, subject to re-opening of negotiations to address provisions of the ACA.

---

Deb Pauly, Board Chair                      Date

---

Jenny Kusske, Board Clerk                      Date

**ADDENDUM TO CONFIDENTIAL EMPLOYEES TERMS AND CONDITIONS**

<b>Position</b>	<b>Days/Year</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Technology Allowance</b>
AP/AR Coordinator	260	\$55,449	\$57,389	\$1,000
Community Education and Recreation Coordinator	260	\$52,024	\$53,845	\$1,000
DO Administrative Assistant	260	\$50,000	\$52,000	\$1,000
Payroll & Benefits Coordinator	260	\$60,000	\$62,000	\$1,000
Special Services Specialist	260	\$51,887	\$53,703	\$1,000
Technology Coordinator	260	\$60,041	\$62,442	\$1,000



## **TERMS AND CONDITIONS**

between

Independent School District No. 717  
Jordan, Minnesota

And

Building Administrative Assistants

July 1, 2023 – June 30, 2025

## **AGREEMENT**

This agreement is entered into between the Jordan School District and the employees serving as Building Administrative Assistants.

### **ARTICLE I** **DEFINITIONS**

#### Section 1. Terms and Conditions of Employment:

The term "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

#### Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

#### Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

#### Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

### **ARTICLE II** **COMPENSATION**

#### Section 1. Wage Schedule:

Subd. 1. Rate of Pay: The salaries of all employees shall be on an hourly rate. The Board of Directors of the school district shall set the hourly rate for each position for the two-year period of this agreement. Rates of pay shall be effective July 1<sup>st</sup> of each year and shall be paid in accordance to the rate scale in Attachment A. Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Subd. 4. Comp Time An employee may request to take comp time at 1.5 times the employee's extra hours worked in lieu of overtime pay, subject to the superintendent's or his/her designee's approval.

Section 2. Cell Phone Allowance:

All 12 Month Building Administrative Assistants will receive a cell phone allowance of \$35.00 per month. All 10 Month Building Administrative Assistants will receive a cell phone allowance of \$35.00 per month from September – June.

Section 3. Additional Pay:

For the 2023-2025 agreement an additional \$.50 per hour will be added to any Building Administrative Assistant that has reached step 21.

**ARTICLE III**  
**GROUP INSURANCE**

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy 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.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying Building Administrative Assistants will be offered a district insurance contribution, as listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Building Administrative Assistants who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit.

<b>2023-2024</b>		<b>2024-2025</b>	
<b>12 Month</b>	\$7,000	<b>12 Month</b>	\$8,000
<b>10 Month</b>	\$6,050	<b>10 Month</b>	\$7,050

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by JEA.

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with JEA. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

76-100% of 2080 hours equals \$20,000 insurance.

Effective July 1, 2024: 76-100% of 2080 hours equals \$50,000 insurance - (pending approval from National Insurance Services)

50-74% of 2080 hours equals \$10,000 insurance.

33-49% of 2080 hours equals \$5,000 insurance.

**ARTICLE IV**  
**LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Employees shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art. I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. An employee may use personal sick leave benefits provided by the employer for absences due to an illness or injury to the employee's child, as defined in Minnesota State Statute 181.940, subdivision 4, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This subdivision applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181.940, subdivision 4.

Subd. 6. For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. The wellness payment will be prorated for part time employees.

## Section 2. Personal Leave:

Subd. 1. Each employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments during the school year they were earned. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

### Subd. 2. Limitations:

No more than one secretary in each building may use a personal day on the same day. Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

Subd. 3. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

## Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative (prorated for part time employees), shall be available to each employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's 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's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick 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 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 sick-leave pay pursuant to this policy, shall submit his/her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence.

Section 5. General Leave:

Subd. 1. An employee 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. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

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 district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

**ARTICLE V**  
**HOURS OF SERVICE**

Section 1. Building Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

A non-paid 30 minute lunch break will be provided for employees working five or more hours. For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time

Section 3. Emergency School Closing:

A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

**ARTICLE VI**  
**HOLIDAYS & VACATIONS**

Section 1. Holidays:

Subd. 1. 12 month employees will have 12 paid holidays:

New Year's Day	Thanksgiving Day
New Year's Eve	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	Floating Holiday
4th of July	
Labor Day	

The Floating Holiday must have the prior approval of the supervisor.

Employees working less than 52 weeks will receive 6 paid holidays:

Thanksgiving Day  
Christmas Day  
Christmas Eve  
New Year's Day  
New Year's Eve  
Memorial Day

Subd. 2. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Section 2. Vacation:

Subd. 1. Employees who interact with students as an integral part of their job may take only 5 vacation days on student attendance or teacher workshop days.

Subd. 2. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 3. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.10

Subd. 4. Vacation Schedule for 5 day, 52 week employees. Days will be pro-rated based on 2080 hours:

- 10 days beginning 1st year of employment
- 15 days beginning 5th year of employment
- 20 days beginning 10th year of employment

Subd. 5. Employees working 10 months will receive 5 vacation days. Days will be prorated from 1,680 hours for any employee not working full-time.

July 1 will be the anniversary date by which an employee's days of vacation shall be computed, based upon hire date.

Vacation is based off 2080 hours, yearly. Any employee using their vacation during the year, but who terminates their employment prior to completion of the 2080 hours will have their used, but unearned vacation deducted from their final paycheck, pro-rated from 2080 hours.

**ARTICLE VII**  
**DEFERRED COMPENSATION & SEVERANCE**

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to all beginning their second (2nd) year of employment in the District. Matching deferred compensation will be pro-rated off 2,080 hours.

Subd. 2. Employees must use the deferred compensation election during the election period or lose it. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions as follows:

0-1 years of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years of service in district 717	\$750
11-20 years of service in district 717	\$1,000
21-26 years of service in district 717	\$1,250
27+ years of service in district 717	\$1,500

Subd. 3. District cap: \$18,000

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed in to the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$2,000 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$2,250 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$4,000 in payment at the rate of \$4.00 per hour.

**ARTICLE VIII  
ACTIVITY PASSES**

Section 1. Activity Pass Benefit:

All employees and one adult guest will receive an activity pass to be used for home events, excluding MSHSL tournament events.

**ARTICLE IX  
SENIORITY/LAYOFF/RECALL**

Section. 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

**ARTICLE X  
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD**

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination

This contract is effective July 1, 2023 – June 30, 2025, subject to re-opening of negotiations to address provisions of the ACA.

\_\_\_\_\_  
Renee Hentges

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jenny Kusske, Clerk

\_\_\_\_\_  
Date

**Attachment A:**

<b>2023-2024</b>			<b>2024-2025</b>			
<b>Step</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 1</b>	<b>Grade 2</b>		
	<b>1</b>	\$19.17	\$19.53	<b>1</b>	\$19.84	\$20.21
	<b>2</b>	\$19.65	\$20.01	<b>2</b>	\$20.34	\$20.71
	<b>3</b>	\$20.12	\$20.48	<b>3</b>	\$20.82	\$21.20
	<b>4</b>	\$20.52	\$20.95	<b>4</b>	\$21.24	\$21.68
	<b>5</b>	\$21.04	\$21.42	<b>5</b>	\$21.78	\$22.17
	<b>6</b>	\$21.53	\$21.90	<b>6</b>	\$22.28	\$22.67
	<b>7</b>	\$22.30	\$22.37	<b>7</b>	\$23.08	\$23.15
	<b>8</b>	\$22.79	\$22.84	<b>8</b>	\$23.59	\$23.64
	<b>9</b>	\$23.16	\$23.46	<b>9</b>	\$23.97	\$24.28
	<b>10</b>	\$23.64	\$23.96	<b>10</b>	\$24.47	\$24.80
	<b>11</b>	\$24.11	\$24.37	<b>11</b>	\$24.95	\$25.23
	<b>12</b>	\$24.58	\$24.66	<b>12</b>	\$25.44	\$25.53
	<b>13</b>	\$24.95	\$25.13	<b>13</b>	\$25.83	\$26.01
	<b>14</b>	\$25.44	\$25.61	<b>14</b>	\$26.33	\$26.50
	<b>15</b>	\$25.91	\$26.08	<b>15</b>	\$26.81	\$26.99
	<b>16</b>	\$26.86	\$27.03	<b>16</b>	\$27.80	\$27.98
	<b>17</b>	\$27.33	\$27.50	<b>17</b>	\$28.29	\$28.46
	<b>18</b>	\$27.80	\$27.98	<b>18</b>	\$28.77	\$28.96
	<b>19</b>	\$28.29	\$28.45	<b>19</b>	\$29.28	\$29.45
	<b>20</b>	\$28.76	\$28.93	<b>20</b>	\$29.77	\$29.94
	<b>21</b>	\$29.24	\$29.41	<b>21</b>	\$30.26	\$30.44

Grade 1: 10 Month Secretary  
 Grade 2: 12 Month Secretary

### **April 8, 2024 Board Report**

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

### **Sharing Our Story**

- Reminder that Celebrate Jordan is coming up this weekend! Community members are invited to join us for this free event celebrating our local Jordan business community.
  - The event is Sunday, April 14, from 1:00-4:00pm at the CERC and Jordan Middle School.
  - New this year:
    - Mascot hour from 2:00-3:00pm! Come meet our Jordan Hubmen and Jaguar mascots and special guests.
    - A vehicle fair! Come explore cars, trucks, UTVs, police cars, fire trucks, and much more!
    - A kids zone providing games for kids of all ages!
    - Giveaways and fun things for all!
- This is a great annual event and we would love to see all of our area community members join us!

### **Building Projects Update**

- Site work has started at Jordan Elementary School for phase one of the project.
  - The exterior site work will continue throughout the duration of the project, with an anticipated completion date of Fall 2025.
- The interior portion of phase one will start right away on May 29.
  - This will include extensive renovations to the 1970s portion of Jordan Elementary School which includes bathrooms, the media center, and many classrooms.
- The roof replacement at Jordan High School has also started and we're excited at the progress that has already been made. We anticipate this project to be completed in the early parts of this summer.
- The Jordan High School secure entrance renovation is on track to start right away when the school year ends.
- We're so appreciative of the excitement and flexibility of our students, staff, parents, and community members as we start the construction process!

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

- April 14 - Celebrate Jordan, 1:00-4:00pm
- April 15 - JHS Bands Combined Concert with the Medalist Band, 7:00pm
- April 19 & 21 - JMS Spring Play
- April 22 - Board Workshop Meeting, 5:30pm
- April 25 - Kindergarten Music Concerts, 5:00pm & 6:30pm
- April 27 - JHS Prom and Grand March, 5:00
- May 3-5 - JHS Spring Play
- May 8 - JHS Band Concert, 7:00pm
- May 13 - JMS Band Concert, Grades 5 and 6, 7:00pm
- May 14 - JMS Band Concert, Grades 7 and 8, 7:00pm
- May 15 - JHS Pops Choir Concert, 5:30pm and 8:00pm
- May 16 - JMS Choir Concerts, 5:30pm Gr 5, 6:30pm Gr 6, 7:30pm Gr 7 & 8
- May 20 - JHS Awards Night, 8:00pm
- May 22 - Night of A Cappella, 7:00pm
- May 23 - Preschool Graduation / Last Day of School
- May 24 & 28 - Professional Development

### **Enrollment Update**

- As of April 1, 2024: 1803 students - EC through grade 12.



## High School Board Notes April 8, 2024

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

- Teachers will be reviewing lists of students who registered for their classes to make sure they have been appropriately placed based on achievement and their academic history.
- We will begin working on the master schedule for 2024-2025 by the end of the month.
- April will be a busy month for testing. We will host our MCA and ACT tests for students. In grade 10 students will take the MCA reading and science tests. In grade 11 the students will take the ACT test and MCA math. On April 23rd we will host MCA Reading and ACT testing at JHS. Our 9th and 12th grade students will be working from home on this day, because all staff are used for proctoring tests.

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

- As we head into the final eight weeks, we will focus on students working collaboratively and with kindness. We also will continue to challenge our students through multiple engagement strategies not tied to electronics (i.e. putting phones away).
- We continue to work with students on showing their Jordan PRIDE in all that they do. We do this with lunch room shout outs for PRIDE tickets and our Intervention and Extension days.
- The roofing project at JHS is going well. There have been occasional noises and odors, but nothing that is interfering with the learning environment.

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

- We are excited to team with Scott County and Choose Not To Use in adding vape detectors to our bathrooms at JHS. Through generous help of the Choose Not To Use organization we will be the first school in Scott County that they have partnered with on this endeavor.
- Robin Whiteside has facilitated the scholarship application process for the Jordan Dollars for Scholars Chapter and other local organizations. Our donations were way up this year from hosting the annual Phone-A-Thon. Thanks go out to our Phone a thon organizers and all of the donors. Scholarships will be awarded at our annual Awards Night in May.
- We are starting to plan the end of the year activities, which include Prom, Awards Night, Spring Band and Choir Pops Concerts, and Commencement. We still run into challenges of finding enough dates to host all of the great things we do for students.

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

- We will use testing data to assist students and staff in placing students in classes for the upcoming year and also to inform our instructional practices.
- Teachers are using formative assessments to determine instruction throughout their classes.

**Jordan Middle School Board Report  
April 8, 2024**

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

- The MTSS team meets to review student data and adjust accordingly.
  - Staff review progress monitoring data for reading/math and adjust student support as needed.
  - Summer School invite letters were mailed home to families of students showing a need based on standardized testing data, attendance, and grades.
  - We have begun working on review of data to help form the master schedule for the 24-25 school year.

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

- Grade level teams continue to review academic and behavioral data to support students.
- Building goals are finalized and implemented.
  - 80% of students will meet their individual growth goal in reading and math, as measured on FASTBridge from fall to spring.
  - PBIS/Grade level teams will review monthly discipline data and plan instruction to address behaviors.
  - Grade level teams will communicate monthly with families in a proactive manner.
  - Content area teachers reviewed MN standards with students to help them feel prepared to have a comprehensive assessment during state wide testing in April.

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

- PBIS committee continues to review data and share schoolwide data with staff.
- Human connections were made when staff and students competed in a "tenzies" dice challenge at the Student of the Month celebration.
- The theme for April is Integrity and Dependability.

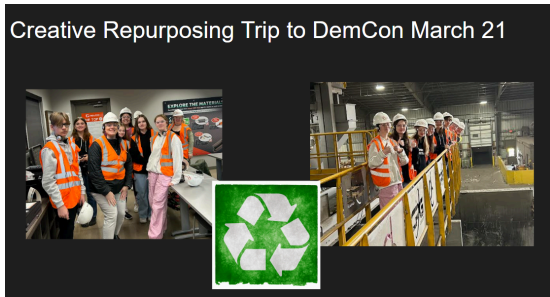
**Improve community connections, satisfaction, and engagement**

- Open House Conferences were held on March 14th.
- The 5th-12th grade bands performed on March 18th for a gym full of families, friends, and community members. It was absolutely amazing. Thank you to Tracy Cederstrom and Logan Burnside.
- Hosted the Student of the Month celebration on March 21st.

- The JMS media center held a book fair selling over \$4,500. This means we have about \$1,500 to support new books and reading materials for students from the fair.
- Our 8th graders competed against staff in the 24th annual March Madness Basketball Game.
- Our 8th grade Creative Repurposing class took a trip to DemCon to view the sorting facilities and learn more about the way we can reduce, reuse, and recycle in our everyday lives.
- We will host New Families Night on April 9, 2024. This will be a time for tours of JMS and to discuss what middle school life is like socially, emotionally, and academically.
- We will have special spring activities scheduled to support players and coaches on a trial basis April 12 and 19th. This will allow the remaining staff and students to have interventions, conduct a school Geography Bee, reading for fun, and we will do some trivia games to enrich learning.

**Jordan Middle School MCA III testing dates:**

- April 8-12 MCA Reading
- April 22-26 MCA Math
- April 29- May 3 MCA Science



## **Jordan Elementary School Principal Update April 8, 2024**

We had a very busy month of March at JES, with April also having its fair share of upcoming events. We are in the “home stretch” of the school year and are preparing for packing/moving of classrooms related to our building project, end of the year activities and events, as well as planning for next school year. Below is an executive summary of what we have done in March and April to address the needs of students, staff, and families that aligns to our JPS Strategic Plan and JES Building Goals.

- **PRIDE in Student Achievement; PRIDE in Student and Staff Support**
  - ACCESS testing for EL students is complete and we will use this data to prepare for future programming needs. We will celebrate the growth made over the past year and address the academic needs of our multilingual students moving forward into the fall.
  - Students and staff members in grades 3-4 are working diligently to prepare for the upcoming MCA Reading and Math assessments that will be administered April 16th-19th (Reading) and April 23rd-26th (Math). We have a staff video, parade and assembly planned to celebrate all of the hard work and effort made by our staff and students in preparing for these assessments.
  - We were awarded two MN Reading Corps tutoring positions for next school year, and we're grateful Barb Simon, current MN Reading Corps tutor, has agreed to return to JES next school year. We are hoping Charlotte Phillips, our other MRC tutor, is able to return next year as well.
- **PRIDE in a Caring and Committed Culture**
  - Our spring Scholastic BookFair was a HUGE success once again. We are blessed to have a supportive school community who values literacy and our Media/Tech program.
  - Teachers and families met for Spring Conferences on Thursday, March 21, and Friday, March 22, where we had 86% of our families attend. This year we gave families options to better meet their scheduling needs during this busy time of year by offering in-person, phone conferences, as well as a written progress report in lieu of a conference. Families appreciated the

options since several of them conferenced over the phone from work or while on family vacations.

- The Spring Music Concert for students in 3rd and 4th grades was AMAZING! Thanks to our students, teachers, custodial staff and Ms. Foyer, JES Music teacher, for an outstanding performance. We are looking forward to the Kindergarten Music Concert scheduled for Thursday, April 25th.

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

- With the surprise wet, heavy snow over Spring Break, we experienced some roof leaks. Thanks to Dan Lehman, Bob Fimon and the rest of the custodial crew for their efforts in creating a safe indoor learning space for students and staff to return to after break.
- Our building project officially got underway over Spring Break, and students and staff are very excited seeing the progress being made. The students are fascinated by the construction vehicles on site, and even though our playground area has changed dramatically for the spring, they are still having fun at recess and making the best of it. Every day the students check out the project boards in the front office area and share their enthusiasm about the “new” school.

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

- We are looking forward to the Celebrate Jordan event on April 14th, and updating community members about the building project. We have had JPS Info Boards up in the JES main hallway for families to view during conferences, as well as for students to see what the project will look like when it's complete.
- Construction project updates have been shared with staff, students, and families via in-person meetings, emails, videos, website FAQ links and newsletters to keep them informed and the impact it might have on teaching and learning. There is a ton of positive vibes and feedback being shared by all stakeholders.

**Executive Summary**  
**Director of Teaching and Learning**  
**April 2024**

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

**Professional Development -**

- **Summer and Fall Planning** – Planning for summer FLEX WORKSHOP dates, additional training sessions, and back-to-school workshop is in full swing in order to allow time for teachers to plan accordingly as needed.
- **STILL AVAILABLE – Google Classroom Professional Development Learning Modules** – This [email](#) from the fall explains the modules and Google Classroom opportunities that will be available to teachers through the end of the year. Asynchronous modules in the PELSB required areas include:
  - Accommodations, Modifications, and Adaptations of the Curriculum
  - EL Best Practices
  - Culturally Responsive Pedagogy
  - Suicide Prevention
  - Mental Illness Awareness
  - PBIS
  - Reading Preparation
  - American Indian Education
- **Fall Back-to-School Workshop and New Staff Orientation** - Although we still haven't closed out our current school year, I have already started solidifying professional development plans and scheduling for the start of the new school year.

**Work Based Learning Programming**

- Preparing programming for the 2024-2025 School Year
  - CTE overview, syllabus, course content, etc.
  - The WBL instructor is working to finalize his licensure before we submit for program approval.
  - Enrollment – the course has met minimum enrollment requirements and will run for the 24-25 school year!

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

**OUR MISSION**

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

**Federal Accountability Tests (MCA, MTAS, and ACCESS)** - Spring signals the beginning of standardized testing season in public schools around the State of Minnesota and the nation. Minnesota public schools are bound by state and federal guidelines to administer the MCA and/or MTAS standardized tests and the ACCESS test for English Language Learners.

- **Federal Testing Overview** - The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are reading, mathematics, and science standards-based assessments used to meet federal and state legislative requirements. These assessments measure achievement of the Minnesota Academic Standards. Most students take the MCA, but students who receive special education services and meet the MTAS eligibility requirements may instead take the MTAS. MCAs/MTAS are administered for reading to students in grade 3-8 and grade 10; MCAs/MTAS for mathematics in grades 3-8 and grade 11; and MCAs/MTAS for science in grades 5, 8, and grade 10. Additional information regarding Jordan's MCA testing can be found here - [\*\*Overview, Timeline, and Training: MCA and MTAS Testing\*\*](#).
  - MCA and MTAS results provide information about how well students have mastered concepts and skills from the academic standards. Educators and schools can use the results to plan instruction and evaluate their curriculum. Moreover, school- and district-level test results are used in federal and state accountability measurements.
    - The [\*\*Testing Calendar\*\*](#) is updated on the website.
    - SW Metro's SEE Students – Jordan is responsible for testing our students currently attending virtually through SEE. These tests must be taken on-site and administered by approved proctors.
    - **Testing Refusals** – Parents/guardians have a right to not have their student participate in state-required standardized assessments. However, it is important to note that test refusals are considered a “not proficient” score impacting the district's overall passing percentage.
- **WIDA** -- The ACCESS testing window is closed. All ACCESS testing is complete in the district. Additional information regarding Jordan's ACCESS testing can be found here – [\*\*Overview and Training: ACCESS Test for EL Students\*\*](#).

## **The Read Act**

- The newest updates from MDE focus on the professional development training requirements and new template for the district literacy plan.
  - Literacy Plan – MDE revised the Read Well by Grade Three Literacy plan that districts used to submit by July 1 of each year. Now, districts will focus on this revised template, which is aligned to The Read Act Legislation and is due on June 15 of each year.
  - Professional Development – There has been some slight movement regarding information for the PD requirements. MDE is gathering number counts to start the registration process.

**Curriculum Requests for the 2024-2024 School Year** -- To help make the Curriculum Request process a bit smoother while ensuring technology, curriculum,

administration, and teachers are all on the same page, the Curriculum Request process for the upcoming year has already been shared with teachers.

- Curriculum Order Deadline is May 6th; after that deadline, I will meet with principals and the technology team to review requests.
  - [Curriculum Orders Overview](#)
  - This early collaborative approach will ensure technology can support any tech requests, materials are coded to the correct budgets, training needs are noted, etc. Teachers may be contacted with any questions during this time as well.
  - The goal is that by the end of the year, curriculum requests will be in place allowing teachers to know what resources they will have for the following school year.

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

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

- The revised TD&E plan is complete. Currently, the instructional leadership team is working with Vector Solutions to streamline frameworks used to evaluate various positions – Nurse, Counselors, Teachers, etc.
  - Once these frameworks are solidified, the final TD&E draft will be reviewed by the full leadership team and teachers during the summer flex workshop sessions.

### **Collaborative Culture --**

- **District Staff Development --** The final district staff development meeting will take place in May.
  - The meeting agenda will focus on budget review, licensure modules, PD tracking, and planning for the next school year.
- **Equity Education Team --** The Equity Leadership Team meets once a month to focus on goals related to Achievement and Integration.
  - The April 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.
- State Wide Testing – Jordan is responsible for testing our Elevate students on statewide tests. Although these students attend school online through SW Metro, they will have to come on-site at Jordan to take these tests.
  - **Schedule –** ELEVATE students will take their MCA tests Mid April. In the past, we have had a high opt out rate for Elevate students, which does count as “not passing” for our school percentages.

## **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 - Testing 101 and Recycling with DemCon
  - Monday, April 15, 2024 – Building Project Updates

### Activities Director Update 4/8/24

- **Boys Basketball Update** - Head Boys Basketball Coach Matt Urbanek has resigned his position. His letter of resignation is an agenda item for your review at this evening's meeting. A job posting will go up this week as the search for new leadership for our program begins immediately.
- **Speech Update** - Our Speech team will compete in their Section meet on Saturday, April 13th at Mankato West. They had a great event at their Community Showcase back on March 19th. The Community Showcase was an opportunity for our participants to invite friends and family to come hear them perform, which is unique in the Speech world, where most student performances are heard only by judges, fellow competitors and coaches.
- **Spring Sports Updates** - All of our spring sports at JHS, including our Lacrosse co-ops at Southwest Christian, are now underway. Our Track & Field athletes were the first to compete outdoors at a meet at Belle Plaine on April 4th. Our other teams will open competition on the following dates:
  - Baseball - Friday, April 12th @ Marshall
  - Softball - Thursday, April 11th @ Delano
  - Boys Lacrosse - Thursday, April 18th @ Holy Family
  - Girls Lacrosse - Thursday, April 11th @ Chaska
  - Boys Golf - Conference Meet on Monday, April 15th @ Dahlgren Golf Course
  - Girls Golf - Dual vs. Belle Plaine on Thursday, April 11th @ Ridges
- **Spring Fine Arts** - We are approaching a busy season for our Fine Arts programs. The following performances are all upcoming:
  - JMS Spring Play - *Yearbook*, shows on the JMS Stage on Friday, April 19 at 7:00 pm and Sunday, April 21 at 1:00 pm
  - JHS Spring Play - *A Midsummer Night's Dream*, shows in the JHS Auditorium on Friday, May 3 and Saturday, May 4 at 7:00 pm, with a matinee at 2:00 pm on Sunday, May 5.
  - High School Pops Band Concert - Wednesday, May 8 at 7:00pm
  - High School Pops Choir Concert - Wednesday, May 15 at 5:30pm and 8:00pm



Jordan Community Education and Recreation  
500 Sunset Drive, Suite #3  
Jordan, Minnesota 55352  
952-492-6211 main | 952-492-4494 fax

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

### **Director's Message:**

- Celebrate Jordan - Planning continues for the 37th annual Celebrate Jordan as we are less than a 2 weeks away. We are super excited for the event! Hope you can join us from 1-4 on Apr14th!
- Summer programming - Our summer offerings continue to fill up as registrations are strong.
- Scott West Fishing - We have 35 students (26 from Jordan) for the upcoming season. Thanks to Tony Cooley and his staff for all their work! We look forward to a great summer of fishing!

### **CERC:**

- We will be receiving our first round of new equipment within the next week and finalizing our second round of purchases this week.

### **OUR MISSION**

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

## **Preschool, ECFE and Kids Co:**

### **Preschool:**

- MWF Full day is full for the 24-25 school year as is T/Th morning class. We have strong numbers for our remaining classes.
- Currently planning for our Donuts with Grown Ups day on April 23 and 24.

### **ECFE:**

- Spring session starts April 8 with all classes running besides Busy Babies.

### **Kids Co:**

- Summer registration is open for both PreK - grade 3 as well as CREW (grades 4-6). The June calendars are posted so parents are able to know exactly what they are signing up for.



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

**ELISE PICKLE**  
Communications Director  
epickle@isd717.org

## Communications and Marketing Monthly Summary

### Projects Completed / Highlights:

- Communications for building projects updates:
  - Created signage for Phase One of the project.
  - Drafted and sent an email update to families highlighting Phase One of construction.
  - Updated the referendum section of the website to include Phase One project updates.
- Created signage for Early Learning Services for use at their Celebrate Jordan booth.

### Events Attended for Photography Needs:

- JES Grades 3 & 4 Music Concerts
- Groundbreaking Ceremony
- Preschool Classrooms

### Sharing Our Story:

- Collaborated with the City of Jordan on the press release to share the \$1.5M grant towards the Sunset Drive Road Improvements project.

### Projects / Events In-Progress:

- Assisting with building project meetings with the ISG design team.
- Planning additional advertising and communications for ECFE and Preschool enrollment for the 2025-2026 school year.
- Planning for Fall 2024 Community Ed/Rec brochure.
- Creating an intro to JMS advertising video.
- Creating an ECFE promotional video.
- Planning for ongoing signage needs across the District.

### OUR MISSION

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

**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**

**4/8/24**

### **March Highlights**

- National School Breakfast week was a great success! We celebrated by serving a brand new breakfast entree each day, fun themed decorations and special guest servers! Each kitchen served more breakfast each day than their average and we also increased our numbers for the week from last year's event!
- On March 6th we had the opportunity to feed an additional 100 students from other districts who were on site for the band competition at JHS. It was so fun to impress the students with all of our fresh fruit and veggie options that they don't usually get for their lunches!
- We added three new menu items in March, Baked Ravioli, a breaded Fish Sandwich and baked Mozzarella Sticks with Meat Sauce. Lots of great reviews from students!!
- I was able to attend the School Nutrition Directors of Minnesota meeting in which we finalized the details for the back to school workshop in August. Last year was the first year our staff has attended and it was a GREAT day! I am very excited to take them again this year! One of the many topics covered this year will be an in depth food allergy training session, which will be extremely beneficial.
- We were able to purchase two new warmers for the JHS kitchen. The old warmers were just not keeping the temperature up the way they used to. The new warmers have settings that will keep soft food soft and crispy food crispy- we are so excited!!!

### **Upcoming projects**

- Upcoming catering- AIPAC, Boys Basketball Banquet, Talent Show & Donuts with Grown Ups
- Finishing the two breastfeeding spaces at JMS and JHS

## **Board Meeting 4.08.24**

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

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

- Each building department has been working very hard on providing quality services for students as we wrap up the final quarter of the school year.
- Staff have been doing a great job attending transition IEP meetings for students moving from JES to JMS and JMS to JHS.
- The Special Services Department is continuing to prepare for Extended School Year. Letters are being developed to send out to families of students who meet ESY criteria. Transportation will be arranged for all ESY students, including students that require special transportation.
- The Special Services Department is working hard with Community Education on finalizing our summer Targeted Services Programs for academic and social emotional learning support for students in grades K-8.

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

- The American Indian Parent Advisory Council held our monthly meeting on April 4, 2024. We discussed our AIPAC budget, summer camp/activities, and the upcoming AIPAC banquet, etc.
- At this time, the Jordan School District will have two students who will be attending our SOAR Transition Program next fall. We have begun meeting with parents regarding the program and setting up services for the 24-25 school year.
- Jenna Wendorff and I met with a MDE program monitor on Friday, March 22<sup>nd</sup>. We discussed what is going well here in Jordan, what the timelines will be for Jordan with program monitoring and what to expect from MDE with the monitoring process/cycle.

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

- I have been holding my monthly special education department meetings, OT/PT, nurse, social worker/mental health, and EL meetings. We are continuing to discuss the preparation for next school year, programming/services, curricular resources, and current workloads.
- The Jordan Special Services Department is in the process of the annual MDE File Monitoring Review process. The district is currently reviewing IEP/Evaluation Timelines and due process procedures for Part B and Part C services. I have submitted the required monitoring paperwork into MDE and we are now waiting to hear back on being cleared from paperwork monitoring.

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

- Amy Hafemann and I continue to meet and review our special education budget to ensure we are on track with our budgeted federal dollars. We are currently looking at the budget and staffing for the 2023-2024 school year and preparing for the 2024-2025 school year.



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

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

## FACILITIES UPDATE

### Director's message to the board:

Hello All,

We had a busy spring break, with some small projects, painting, snow, and the start of construction at the elementary school. We had to hold off on the rooftop air handler for the ELS due to the snow we got, the crane canceled, so this work is now scheduled for summer. We got our activity bus repaired and now is awaiting a DOT inspection. Thank you to Eric from Benjamin Bus for helping us talk through the repairs. High School re-roofing is going well, and is ahead of schedule. Trees were removed at JES over spring break. I met with many of the trades to do walkthroughs at JES.



**April's Focus:**

- Gas meter update at JES (going from two down to one larger sized meter)
- Urinal privacy dividers will start to be installed at the High School and Middle School this month as time allows
- Continued meetings with construction at the elementary school
- Building inspection walkthrough with our insurance company
- Replace JHS flag pole ropes
- First application of fertilizer/weed preventer will be in the beginning of April (still working on a date with TruGreen)
- Meeting with staff to help discuss packing plans
- Finish getting fields ready for games and meets

## 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.