



Jordan School District #717  
Regular Meeting Agenda

Monday, February 9, 2026 at 5:30 PM  
Regular Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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## **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 [jpspubliccomment@isd717.org](mailto:jpspubliccomment@isd717.org).

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

The following conduct is prohibited during the public comment period:

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



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

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

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

Please specify the agenda Item you will be speaking to: \_\_\_\_\_

Please specifically state your purpose for addressing the School Board.

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

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

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

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

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

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



## Regular Meeting

Monday, January 5, 2026 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 6:33pm

### 2. Pledge of Allegiance

### 3. Roll Call

- Present: Deb Pauly, Molly Monyok, Lauren Pedersen, Corinne Hennen, Jenny Kusske, Christina Olson, and Matt Bertrang.
- Absent: Student Rep - Henry Brick

### 4. Consideration of Agenda

- Motion to approve the agenda made by M. Monyok, Seconded by M. Bertrang, Motion Passed 7-0

### 5. Public Comments

### 6. Organizational Meeting

#### 6.1 Organization of the Board

- The board read the code of ethics aloud.
- 1. Elections Nominated and Elected by Acclamation
  - 1.1 Chairperson Deb Pauly
  - 1.2 Vice Chair Molly Monyok
  - 1.3 Clerk Lauren Pedersen
  - 1.4 Treasurer Corinne Hennen

#### 2. Establishments

##### 2.1 Treasurer's Bond: \$100,000

- Motion to approve the Treasurer's Bond made by L. Pedersen, Seconded J. Kusske, Passed 7-0

##### 2.2 Depositories: Frandsen Bank, Riverland Bank, MSDLAF, Hometown Bank, MN Trust

- Motion to approve the Depositories made by M. Monyok, Seconded L. Pedersen, Passed 7-0

##### 2.3 Newspaper: Jordan Public Schools Website. Henderson Independent will serve as the back-up should legislation change.

- Motion to approve the Newspaper made by L. Pedersen, Seconded M. Monyok, Passed 7-0

##### 2.4 Investment Authority: Superintendent/Finance Director

- Motion to approve the Investment Authority made by M. Bertrang, Seconded C. Olson, Passed 7-0

2.5 Meeting Day & Time: 2nd Monday at 5:30pm and 4th Monday at 5:30pm, unless otherwise noted

- Motion to approve the Meeting Day & Time made by L. Pedersen, Seconded J. Kusske, Passed 7-0

2.6 Legal Counsel: Ratwik, Rozak and Maloney, P.A. *(The District reserves the right to work with another firm as needed.)*

- Motion to approve the Legal Counsel made by C. Hennen, Seconded M. Bertrang, Passed 7-0

2.7 Legal Counsel Authorized Contacts: Board Chair and Superintendent

- Motion to approve the Legal Counsel Authorized Contacts made by M. Monyok, Seconded C. Olson, Passed 7-0

### 3. Board Member Compensation

Member	\$2,500
Chairperson	\$ 500
Vice-Chairperson	\$ 300
Clerk	\$ 300
Treasurer	\$ 300
Meetings	\$125 for half day / \$225 for full day

- Motion to approve the compensation made by L. Pedersen, Seconded M. Bertrang, Passed 7-0

### 4. 2026 Standing Committee Assignments

- Budget/Finance: Whole Board
- Calendar: C. Olson
- City/School: D. Pauly, L. Pedersen, M. Bertrang
- CE/Rec: C. Hennen, Alt - L. Pedersen
- District Advisory: D. Pauly, J. Kusske, Student Board Rep
- Facilities: D. Pauly, M. Monyok
- Meet & Confer/Cont. Ed./Staff Dev: D. Pauly, M. Monyok
- Negotiations: D. Pauly, L. Pedersen (Alt. - M. Bertrang)
- Policy: D. Pauly, C. Hennen, C. Olson

### 5. 2026 Point of Contact and Ad-Hoc Committees

- AIPAC: D. Pauly
- Booster Club: L. Pedersen, M. Bertrang
- Education Foundation: M. Monyok, J. Kusske
- Legislative: D. Pauly
- MSHSL: D. Pauly
- SCALE: L. Pedersen
- SEAC: M. Monyok
- SW Metro Intermediate District: D. Pauly, Alt. C. Hennen
- Motion to approve the Standing Committee, and Point of Contact and Ad-Hoc Committee Assignments made by L. Pedersen, Seconded M. Monyok, Passed 7-0

6. The District delegates authority to make electronic fund transfers to the District's Finance Director.

- Motion to approve made by L. Pedersen, seconded by M. Bertrang, Passed 7-0

7. PELSB required appointment community committee member: Diane Hesse

- Motion to approve made by L. Pedersen, seconded by J. Kusske, Passed 7-0

6.2 Board 2026 Calendar

- The board reviewed the 2026 calendar.
- Motion to approve made by C. Hennen, Seconded C. Olson, Passed 7-0

6.3 2026 Confidentiality and Conflict of Interest Policy and Disclosure Form

- This is an annual requirement for school board members.

7. Consent Agenda

7.1. Minutes

- 12/8/25 Regular Meeting Minutes

7.2. Monthly Finance Reports

- Amy Hafemann prepared 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
High Point Networks (Jessica Fredrickson)	ESports	\$500.00
Jordan Pride Booster Club	Activities Department	\$80,000.00

7.4. Matters of Employment

- Motion to approve the consent agenda made by M. Monyok, Seconded by C. Hennen, Passed 7-0

8. Action / Discussion Items

8.1. Review and Act on IOWA (Identified Official with Authority - MDE)

- This is an annual process that names the Superintendent as the Identified Official with Authority.
- Motion to approve the IOWA made by L. Pedersen, Seconded by M. Bertrang, Passed 7-0

8.2. Review and Act on Kids Company Supervisors and Group Leaders Community Education and Recreation Front Desk Assistants Terms and Conditions Updates

- Superintendent Evenson presented the Kids Company Supervisors and Group Leaders Community Education and Recreation Front Desk Assistants Terms and Conditions Updates.
- Motion to approve the Kids Company Supervisors and Group Leaders Community Education and Recreation Front Desk Assistants Terms and Conditions made by M. Monyok, Seconded by M. Bertrang, Passed 6-0-1, L. Pedersen abstained.

8.3. MSBA Leadership Conference Updates

- Superintendent Evenson presented the MSBA Leadership Conference Updates and Deb Pauly was recognized for 20 years in service to the school board.

9. Adjourn Regular Meeting

- Motion to adjourn the meeting at 7:21pm made by M. Monyok

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School Board Clerk

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Date



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

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

February 2, 2026

Board of Education Meeting

### **Finance Report**

February, 2026 financial reports show activity that has been completed for the 2025-2026 thru January, 2026. There will be more invoices that will be paid out in the next couple of months.

The Vendor Payment Register gives the detailed activity of all vendors that have been paid in the month of January.

The Payroll Payment Register gives the detail of the Payroll Liability payments processed through January, 2026.

The pie chart shows the expenses by object codes in the General Fund that were paid thru January, 2026. This chart is as current as can be at this time and is for the current year – FY2025-2026.

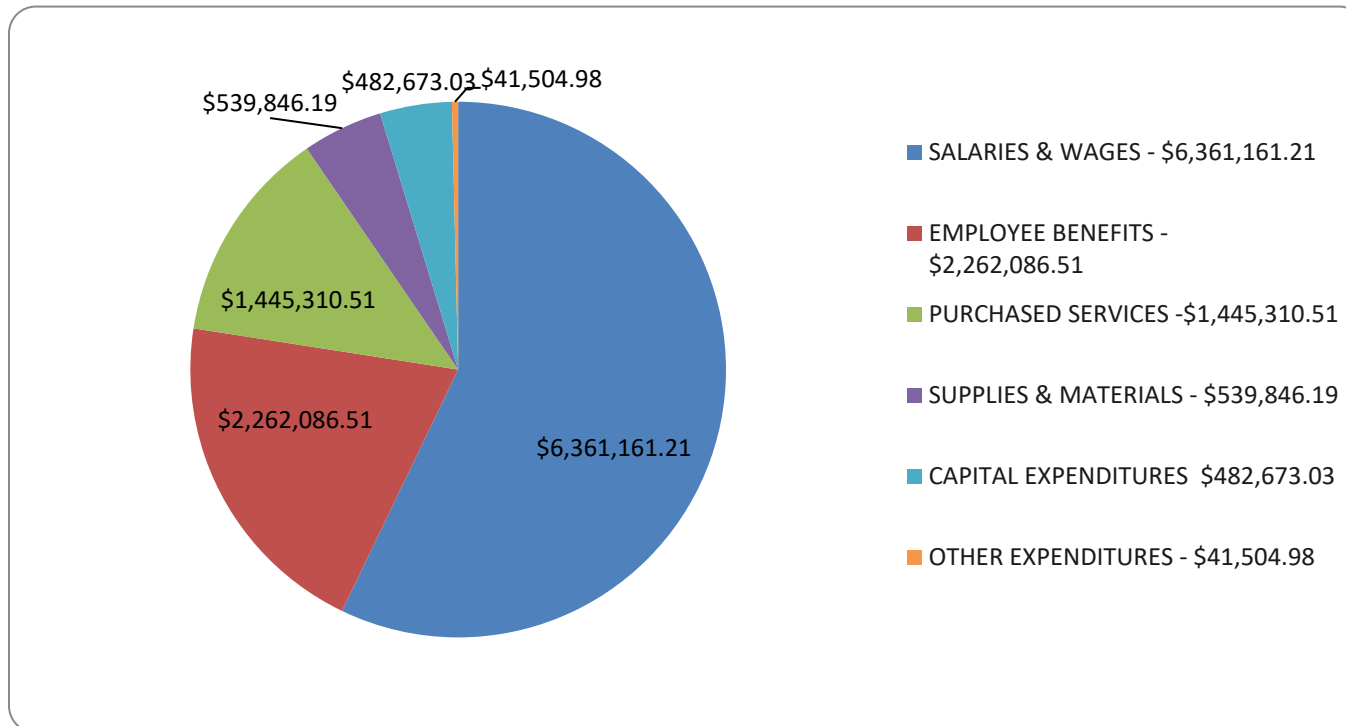
The business office is very busy; and trying to get a little bit caught up. A very tentative revised budget was presented at the retreat in January; and a similar update will be given now as well. Please keep in mind there are still very many unknowns; but we do our best with the information we have at this time.

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



## FUND 01 - EXP GUIDELINE BY OBJECT

FEBRUARY, 2026



Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
24385		AFLAC	1932 WYNNANTON ROAD COLUMBUS, GA 31999-0001			
			001			Wire
			B 01 215 060	American Family/Flex Cancer		\$40.15
			B 01 215 060	AFLAC-Retiree pymt-C Clard		\$25.60
PO#:		Voucher #:	137102 Invoice	Invoice No: S2026140	1/31/2026	Paid Amt: \$65.75
PO#:		Voucher #:	136934 Invoice	Invoice No: S2026130	1/31/2026	Paid Amt: \$40.15
						Check Amount: \$105.90
						Vendor Total: \$105.90
28892		AVIBEN	1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008			
			001			Wire
PO#:		Voucher #:	136955 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$330.55
PO#:		Voucher #:	136953 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$125.67
PO#:		Voucher #:	136944 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$7,673.52
			B 01 215 067	Valic		\$676.37
			B 01 215 068	ING/Aetna		\$103.11
PO#:		Voucher #:	136960 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$779.48
			B 01 215 055	Equitable Life		\$3,138.56
			B 01 215 068	ING/Aetna		\$1,436.00
PO#:		Voucher #:	136937 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$4,574.56
			B 01 215 053	Fidelity Investment		\$1,418.34
PO#:		Voucher #:	136940 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$1,418.34
			B 01 215 057	Thrivent Financial		\$1,027.80
PO#:		Voucher #:	136958 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$1,027.80
			B 01 215 064	Franklin Templeton		\$3,675.63
			B 01 215 068	ING/Aetna		\$120.82
PO#:		Voucher #:	136942 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$3,796.45
			B 01 215 078	Horace Mann		\$3,982.72
PO#:		Voucher #:	136943 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$3,982.72
			B 01 215 050	ECONOMIC SERVICES		\$850.02
PO#:		Voucher #:	136938 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$850.02
			B 01 215 056	American Express		\$2,244.45
PO#:		Voucher #:	136933 Invoice	Invoice No: S2026130	1/15/2026	Paid Amt: \$2,244.45
			B 01 215 068	ING/Aetna		\$173.36

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
28892		AVIBEN		1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008		
			001			Wire
			B 01	215 080	1/15/2026	\$316.68
PO#:		Voucher #:	136941	Invoice No: S2026130		Paid Amt: \$490.04
						Check Amount: \$27,293.60
			001			Wire
PO#:		Voucher #:	137101	Invoice No: S2026140	1/31/2026	Paid Amt: \$3,309.67
			B 01	215 050		\$850.02
PO#:		Voucher #:	137106	Invoice No: S2026140	1/31/2026	Paid Amt: \$850.02
			B 01	215 055		\$3,138.44
			B 01	215 068		\$1,436.00
PO#:		Voucher #:	137105	Invoice No: S2026140	1/31/2026	Paid Amt: \$4,574.44
			B 01	215 068		\$7,737.79
PO#:		Voucher #:	137112	Invoice No: S2026140	1/31/2026	Paid Amt: \$7,737.79
			B 01	215 064		\$3,845.63
			B 01	215 068		\$110.75
PO#:		Voucher #:	137110	Invoice No: S2026140	1/31/2026	Paid Amt: \$3,956.38
			B 01	215 067		\$676.37
			B 01	215 068		\$103.11
PO#:		Voucher #:	137127	Invoice No: S2026140	1/31/2026	Paid Amt: \$779.48
			B 01	215 078		\$3,982.72
PO#:		Voucher #:	137111	Invoice No: S2026140	1/31/2026	Paid Amt: \$3,982.72
			B 01	215 053		\$1,418.34
PO#:		Voucher #:	137108	Invoice No: S2026140	1/31/2026	Paid Amt: \$1,418.34
			B 01	215 077		\$125.67
PO#:		Voucher #:	137119	Invoice No: S2026140	1/31/2026	Paid Amt: \$125.67
			B 01	215 061		\$330.55
PO#:		Voucher #:	137121	Invoice No: S2026140	1/31/2026	Paid Amt: \$330.55
			B 01	215 057		\$1,027.80
PO#:		Voucher #:	137125	Invoice No: S2026140	1/31/2026	Paid Amt: \$1,027.80
			B 01	215 068		\$173.36
			B 01	215 080		\$316.68
PO#:		Voucher #:	137109	Invoice No: S2026140	1/31/2026	Paid Amt: \$490.04
						Check Amount: \$28,582.90
						Vendor Total: \$55,876.50

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6368		COLONIAL LIFE	001	PO BOX 903 COLUMBIA, SC 29202		
			B 01 215 051	Colonial Life - Liability Account	1/15/2026	Wire
PO#:		Voucher #:	136935	Invoice No: S2026130		Paid Amt: \$58.47
						Check Amount: \$58.47
			001			Wire
			B 01 215 051	Colonial Life - Liability Account	1/31/2026	Paid Amt: \$58.47
PO#:		Voucher #:	137103	Invoice No: S2026140		Check Amount: \$58.47
						Vendor Total: \$116.94
24229		EDUCATION MINNESOTA - JORDAN				
			001			Check
			B 01 215 039	Jea	1/15/2026	Paid Amt: \$13,202.00
PO#:		Voucher #:	136945	Invoice No: S2026130		Check Amount: \$13,202.00
						Vendor Total: \$13,202.00
22350		FRANDSEN BANK AND TRUST		200 CREEK LANE JORDAN, MN 55352		
			001			Wire
			B 01 215 010	FICA	1/15/2026	Paid Amt: \$20,532.10
PO#:		Voucher #:	136949	Invoice No: S2026130		Check Amount: \$20,532.10
			B 01 215 010	FICA	1/15/2026	Paid Amt: \$87,792.02
PO#:		Voucher #:	136956	Invoice No: S2026130		Check Amount: \$87,792.02
			B 01 215 003	Fed Tax	1/15/2026	Paid Amt: \$55,834.71
PO#:		Voucher #:	136939	Invoice No: S2026130		Check Amount: \$55,834.71
						Vendor Total: \$164,158.83
			001			Wire
			B 01 215 002	State Tax	1/15/2026	Paid Amt: \$29,243.34
PO#:		Voucher #:	136952	Invoice No: S2026130		Check Amount: \$29,243.34
						Vendor Total: \$29,243.34
			001			Wire
			B 01 215 003	Fed Tax	1/31/2026	Paid Amt: \$49,826.07
PO#:		Voucher #:	137107	Invoice No: S2026140		Check Amount: \$49,826.07
			B 01 215 010	FICA	1/31/2026	Paid Amt: \$19,691.62
PO#:		Voucher #:	137115	Invoice No: S2026140		Check Amount: \$19,691.62
			B 01 215 010	FICA	1/31/2026	Paid Amt: \$84,198.28
PO#:		Voucher #:	137122	Invoice No: S2026140		Check Amount: \$84,198.28
						Vendor Total: \$153,715.97

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
22350		FRANSEN BANK AND TRUST	001			
		200 CREEK LANE JORDAN, MN 55352				
PO#:		Voucher #: 137118 Invoice	B 01 215 002	112794	1/31/2026	Wire
		Invoice No: S2026140	State Tax			\$27,099.92
						<b>Paid Amt: \$27,099.92</b>
						<b>Check Amount: \$27,099.92</b>
						<b>Vendor Total: \$374,218.06</b>
4689		JORDAN EDUCATION FOUNDATION				
		PO Box 52 Jordan, MN 55352				
PO#:		Voucher #: 136946 Invoice	B 01 215 073	112794	1/15/2026	Check
		Invoice No: S2026130	Jordan Ed Foundation			\$37.00
						<b>Paid Amt: \$37.00</b>
						<b>Check Amount: \$37.00</b>
						<b>Vendor Total: \$74.00</b>
26288		LOCAL 284				
		450 SOUTHWIEW BLVD SOUTH ST. PAUL, MN 55075				
PO#:		Voucher #: 136947 Invoice	B 01 215 071	112795	1/15/2026	Check
		Invoice No: S2026130	Local 284 Dues			\$1,024.43
						<b>Paid Amt: \$1,024.43</b>
						<b>Check Amount: \$1,024.43</b>
						<b>Vendor Total: \$1,024.43</b>
3565		MEDICA				
		NW 7958 PO BOX 1450 MINNEAPOLIS, MN 55485-7958				
PO#:		Voucher #: 136950 Invoice	B 01 215 020	112795	1/31/2026	Wire
		Invoice No: S2026130	Health Ins			\$87,824.79
			Health Ins			\$87,320.82
			Health Ins-Retiree			\$5,522.02
			Health Ins-adj to premium			(\$5,007.76)
						<b>Paid Amt: \$87,835.08</b>
						<b>Check Amount: \$175,659.87</b>
						<b>Vendor Total: \$175,659.87</b>
27742		MN DEPT OF REVENUE				
		PO BOX 64651 ST. PAUL, MN 55164-0651				
PO#:		Voucher #: 136951 Invoice	B 01 215 074	112795	1/15/2026	Wire
		Invoice No: S2026130	Garnishment			\$343.11
						<b>Paid Amt: \$343.11</b>
						<b>Check Amount: \$343.11</b>

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
27742		MIN DEPT OF REVENUE				
			001			Wire
		PO BOX 64651 ST. PAUL, MN 55164-0651				
PO#:		Voucher #: 137117 Invoice			1/31/2026	
			B 01 215 074	Garnishment		\$72.00
				Invoice No: S2026140		
						<b>Paid Amt: \$72.00</b>
						<b>Check Amount: \$72.00</b>
						<b>Vendor Total: \$415.11</b>
23795		NATIONAL INSURANCE SERVICES OF WI, INC				
			001			Check
		PO BOX 7411066 CHICAGO, IL 60674-1066				
PO#:		Voucher #: 136954 Invoice			1/31/2026	
			B 01 215 027	Supplemental Life Ins		\$39.21
			B 01 215 035	Life		\$1,120.69
			B 01 215 065	Disability		\$1,978.12
				Invoice No: S2026130		
						<b>Paid Amt: \$3,138.02</b>
			B 01 215 027	Supplemental Life Ins		\$39.21
			B 01 215 035	Life		\$1,115.63
			B 01 215 065	Disability		\$1,973.62
			B 01 215 026	Retiree Life Ins		\$112.00
			B 01 215 027	Supplemental Ins-adj to premium		(\$19.62)
			B 01 215 035	Life Ins-adj to premium		\$139.18
			B 01 215 065	Disability Ins-adj to premium		(\$11.38)
PO#:		Voucher #: 137120 Invoice			1/31/2026	
				Invoice No: S2026140		
						<b>Paid Amt: \$3,348.64</b>
						<b>Check Amount: \$6,486.66</b>
						<b>Vendor Total: \$6,486.66</b>
24384		NCPERS MINNESOTA				
			001			Check
		PO BOX 17605 JACKSONVILLE, FL 32245-7605				
PO#:		Voucher #: 137124 Invoice			1/31/2026	
			B 01 215 032	PERA Life		\$37.34
				Invoice No: S2026140		
						<b>Paid Amt: \$37.34</b>
						<b>Check Amount: \$37.34</b>
						<b>Vendor Total: \$37.34</b>
21993		PUBLIC EMPLOYEES RETIREMENT ASSN				
			001			Wire
		60 EMPIRE DRIVE, SUITE 200 ST PAUL, MN 55103				
PO#:		Voucher #: 136957 Invoice			1/15/2026	
			B 01 215 014	PERA		\$21,391.35
				Invoice No: S2026130		
						<b>Paid Amt: \$21,391.35</b>
						<b>Check Amount: \$21,391.35</b>

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
21993		PUBLIC EMPLOYEES RETIREMENT ASSN	001		60 EMPIRE DRIVE, SUITE 200 ST PAUL, MN 55103	Wire	
			B 01 215 014	PERA			
PO#:		Voucher #: 137123 Invoice	Invoice No: S2026140	1/31/2026		Paid Amt:	\$24,440.49
						Check Amount:	\$24,440.49
						Vendor Total:	\$45,831.84
21994		TEACHERS RETIREMENT ASSN	001		60 EMPIRE DRIVE SUITE 400 ST PAUL, MN 55103-1855	Wire	
			B 01 215 018	TRA			
PO#:		Voucher #: 136959 Invoice	Invoice No: S2026130	1/15/2026		Paid Amt:	\$92,372.59
						Check Amount:	\$92,372.59
						Vendor Total:	\$91,503.70
5942	01	WEX	PO Box 2926 Fargo, ND 58108-2926			Wire	
			001				
			B 01 215 090	Dep Care			\$3,168.10
			B 01 215 091	Med Flex			\$1,241.68
			B 01 215 090	Dep Care-Adj to claims			\$1,219.84
			B 01 215 091	Med Flex-Adj to claims			(\$1,203.97)
PO#:		Voucher #: 137135 Invoice	Invoice No: WEX-Jan26-02A	1/31/2026		Paid Amt:	\$4,425.65
						Check Amount:	\$4,425.65
						Vendor Total:	\$183,876.29
			001			Wire	
			B 01 215 028	Flex-Employee Contributions			\$6,232.83
PO#:		Voucher #: 137131 Invoice	Invoice No: WEX-Jan26-01	1/31/2026		Paid Amt:	\$6,232.83
						Check Amount:	\$6,232.83
						Vendor Total:	\$2,350.00
PO#:		Voucher #: 137132 Invoice	Invoice No: WEX-Jan26-01A	1/31/2026		Paid Amt:	\$2,350.00
						Check Amount:	\$2,350.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
5942	WEX	PO Box 2926 001	Fargo, ND 58108-2926			
		B 01 215 028	Flex-Employee Contribution		1/31/2026	Wire
PO#:		Voucher #: 137134 Invoice	Invoice No: WEX-Jan26-02			
						\$6,232.83
						Paid Amt: \$6,232.83
						Check Amount: \$6,232.83
						Vendor Total: \$19,241.31
						Report Total: \$876,166.25

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
			001	112824		
			E 01	300 291 000 401 371	B0F66SPMPD Beach Cover Ups for Women Kil	\$0.00
			E 01	300 291 000 401 371	B0F671QQYB Womens Kimonos for Summer S	\$0.00
			E 01	300 291 000 401 371	B0FVG3GL8T Iitogo 24 Pack 7FT 20 LED Fairy	\$11.99
					<b>Invoice No: 1QG4-37MX-HFH4</b>	
					<b>1/26/2026</b>	
			E 01	128 211 000 401 215	B00178QQJ8 Mod Podge Gloss Sealer, Glue & Alphabet Letters	\$7.99
			E 01	128 211 000 401 215	Alphabet Letters	(\$9.10)
			E 01	128 211 000 401 215	B09638T964 Waytiffer (10pack Muffin Pan 6-Cu	\$19.16
			E 01	128 211 000 401 215	B09BZLH3V4 Dalzom® 48Pcs Canning Lids wit	\$12.79
			E 01	128 211 000 401 215	B0BNL2D6R2 30 Pcs Round Sponges Brush S,	\$13.98
			E 01	128 211 000 401 215	B0BP3K8X4X 8-Inch Premium Kids Mini Rolling	\$11.95
			E 01	128 211 000 401 215	B0DZCV51HP 50 Pcs Wildflower Napkins 13 X	\$6.99
			E 01	128 211 000 401 215	B0F7XLY2HD FYSUJMU 75 Pcs Pink Bow Scal	\$9.99
			E 01	128 211 000 401 215	B0FQNW3DHN 72Pcs Numbers Alphabet Starr	\$9.10
			E 01	128 211 000 401 215	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1MCQ-H17V-91YV</b>	
					<b>1/26/2026</b>	
			E 01	005 110 000 401 000	B0CCRP5RRQ SUNE3 3 Ring Binder 3 Inch 4	\$25.64
			E 01	005 110 000 401 000	B0CWTV5W34 SUNE3 3 Ring Binder 2 Inch 4	\$18.99
			E 01	005 110 000 401 000	B0DHKCN3SCN 3 Ring Binder Dividers with TAE	\$8.89
			E 01	005 110 000 401 000	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1GDN-1G6V-6HV9</b>	
					<b>1/26/2026</b>	
			E 01	300 258 000 430 000	B000604AEM Bondhus 10999 Set of 9 Balldriv	\$14.53
			E 01	300 258 000 430 000	B000PCY91O AdTech Crystal Clear Hot Glue G	\$7.94
			E 01	300 258 000 430 000	B001UJJEKZ6 Monoprice XLR Male to 1/4-Inch T	\$39.60
			E 01	300 258 000 430 000	B016NUTG5K Bluetooth Audio Adapter for Musi	\$22.95
			E 01	300 258 000 430 000	B06W2L9NK9 Cord-Lox Closed-Loop Series Cc	\$14.85
			E 01	300 258 000 430 000	B071L66DD8 Pyle Professional Audio Mixer Sou	\$271.24
			E 01	300 258 000 430 000	B07PGLDXJX Easy-Carry Wrap-It Storage Straj	\$16.65
			E 01	300 258 000 430 000	B08KY684PB COMSOON Bluetooth Receiver fr	\$16.98
			E 01	300 258 000 430 000	B098DHHTX9 LEFXMOPHY SM58 Windscreer	\$9.99
			E 01	300 258 000 430 000	B09MRNT9WY ROMECH Full Size Hot Glue G	\$23.01
			E 01	300 258 000 430 000	B0B5X5DQPT Surge Protector Outlet Extender	\$39.60
			E 01	300 258 000 430 000	B0CGNK4LTT LISEN USB C Cable, 5-Pack [3:	\$9.94
			E 01	300 258 000 430 000	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1JYP-9KLK-76X3</b>	
					<b>1/26/2026</b>	
			E 01	100 203 000 430 234	B000061FH0 Mr. Sketch Scented Markers, Chisi	\$9.67
					<b>Invoice No: 1JYP-9KLK-76X3</b>	
					<b>1/26/2026</b>	
					<b>Paid Amt: \$11.99</b>	
					<b>Paid Amt: \$82.85</b>	
					<b>Paid Amt: \$53.52</b>	
					<b>Paid Amt: \$487.28</b>	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
		001		112824		Check
		E 01		100 203 000 430 234	B004YGQK5K JOLLY RANCHER Assorted Fru	\$12.00
		E 01		100 203 000 430 234	B01M4M3S7G Paper Mate Flair Felt Tip Pens Iv	\$14.69
		E 01		100 203 000 430 234	B07712H557 Command Variety Pack, Including	\$11.69
		E 01		100 203 000 430 234	B087FWX5LK Squishy Stress Balls for Kids Adi	\$23.49
		E 01		100 203 000 430 234	B08GSSSS4JC Crayola Colors of The World Mar	\$6.47
		E 01		100 203 000 430 234	B08MQRQTKJ BIC Xtra Smooth Mechanical Pe	\$5.82
		E 01		100 203 000 430 234	B09HHH93VB Amazon Basics Hand Sanitizer, C	\$15.70
		E 01		100 203 000 430 234	B09ZHI2DV5 DULEFJUN 50PCS Monster Trucl	\$4.99
		E 01		100 203 000 430 234	B0C3CL5ZR7 200 Pcs Mochi Squishy Toy, Kaw	\$25.64
		E 01		100 203 000 430 234	B0CD3P4TKQ 200 PCS Sports Stickers, Sports	\$6.99
		E 01		100 203 000 430 234	B0DGGQ8G4T8 SUNTQ 12x20g Acrylic Yarn for	\$9.99
		E 01		100 203 000 430 234	Amazon Shipping Charge	\$0.00
PO#: 62686		Voucher #:		137039 Invoice	Invoice No: 1CJ1-6HTJ-YNP6	Paid Amt: \$147.14
		E 01		300 211 000 401 217	B0002YVDSW Fiskars Hand Trowel - Fiber Con	\$3.99
		E 01		300 211 000 401 217	B0B9N95HL4 Utopia Home - Plant Pots Indoor \	\$14.99
		E 01		300 211 000 401 217	B0BBPP93R YIBOT Propagation Stations, Plar	\$12.97
		E 01		300 211 000 401 217	B0BN2C1K23 Miracle-Gro Indoor Potting Mix, B	\$18.99
		E 01		300 211 000 401 217	B0CFQ4LL4 Kullisins Grow Lights for Indoor	\$25.99
		E 01		300 211 000 401 217	B0CYLJZBTC Grow Lights Upgrade 168 LEDs	\$17.59
		E 01		300 211 000 401 217	B0D678ZF8 TTAOE GN Plastic Watering Can	\$9.99
		E 01		300 211 000 401 217	Amazon Shipping Charge	\$0.00
PO#: 62714		Voucher #:		137040 Invoice	Invoice No: 11HQ-MWXM-CGM	Paid Amt: \$104.51
		E 01		300 211 000 401 217	B09WR9QCW5 Konohan 32 Pack Headphones	\$77.98
		E 01		300 211 000 401 217	Amazon Shipping Charge	\$0.00
PO#: 62614		Voucher #:		137041 Invoice	Invoice No: 1TDT-GW6W-9X6K	Paid Amt: \$77.98
		E 01		300 259 000 430 000	B077FY7831 Syntech USB C to USB Adapter, 2	\$10.99
		E 01		300 259 000 430 000	B07GR31BZZ Blue Yeti USB Microphone - Blac	\$74.25
		E 01		300 259 000 430 000	B07MQQS88Q OneOdio A70 Bluetooth Over Ea	\$42.74
		E 01		300 259 000 430 000	Amazon Shipping Charge	\$0.00
PO#: 62617		Voucher #:		137042 Invoice	Invoice No: 1HHR-3D3D-99NF	Paid Amt: \$127.98
		E 01		100 422 740 433 000	B09KX63WDC Calming Blue Better Than Paper	\$37.94
		E 01		100 422 740 433 000	Amazon Shipping Charge	\$0.00
PO#: 62599		Voucher #:		137043 Invoice	Invoice No: 1CR1-H67H-4XKG	Paid Amt: \$37.98
		E 01		300 211 000 401 217	B0BFGLBSSB VEVOR Cell Phone Storage Loc	\$47.99
		E 01		300 211 000 401 217	B0C4Y27CVC Lztyee Cell Phone Holder Classi	\$287.68

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
		001		112824		Check
		E 01		300 211 000 401 217	B0CF1DQ48R Lohot Classroom Accessories (	\$139.50
		E 01		300 211 000 401 217	Amazon Shipping Charge	\$0.00
PO#: 62588		Voucher #:		137044 Invoice	Invoice No: 1XPX-YCMQ-VKFRX 1/26/2026	Paid Amt: \$475.17
		E 01		100 050 000 401 000	B00006IF3E Smead Shelf-Master End Tab File I	\$25.98
		E 01		100 050 000 401 000	B0013LANKC Hammermill Colored Paper, 20 lb	\$10.49
		E 01		100 050 000 401 000	B001FM37FW Hammermill Colored Paper, 20 lb	\$9.87
		E 01		100 050 000 401 000	B007H1VUPO Staples Pastel 30% Recycled Cc	\$11.94
		E 01		100 050 000 401 000	B01BHW9I3O Post-it Pop-up Notes, 3x3 in, 18	\$17.99
		E 01		100 050 000 401 000	B07Q2WYFRZ Astrobrights Mega Collection, C	\$19.49
		E 01		100 050 000 401 000	B081M1L9FX Astrobrights Mega Collection Colc	\$18.49
		E 01		100 050 000 401 000	B081M1RGKW Astrobrights Mega Collection, C	\$19.49
		E 01		100 050 000 401 000	B0B1324FR1 Astrobrights Mega Collection, Coli	\$21.99
		E 01		100 050 000 401 000	B0CP1SCFM7 Kalerr Paper Clips, 600 Pcs Pap	\$13.90
		E 01		100 050 000 401 000	Amazon Shipping Charge	\$0.00
PO#: 62587		Voucher #:		137046 Invoice	Invoice No: 1XN7-74M3-9TYT 1/26/2026	Paid Amt: \$169.63
		E 04		005 505 321 401 550	B0000BYMWN Gamecraft Economy Electric Inf	\$97.58
		E 04		005 505 321 401 550	B07691RBBB MINGRU Ball Pump for Basketbe	\$9.51
		E 04		005 505 321 401 550	Amazon Shipping Charge	\$0.00
PO#: 62581		Voucher #:		137049 Invoice	Invoice No: 1491-GPNT-617H 1/26/2026	Paid Amt: \$107.09
		E 01		300 258 000 401 000	B01OAGQ80 Roland Electronic Keyboard Pow	\$34.64
		E 01		300 258 000 401 000	B09QQ61TQ1 VEVOR Cable Protector Ramp, ;	\$82.99
		E 01		300 258 000 401 000	Amazon Shipping Charge	\$0.00
PO#: 63122		Voucher #:		137050 Invoice	Invoice No: 1L14-DMGJ-XD6M 1/26/2026	Paid Amt: \$117.63
		E 01		128 050 000 401 000	B01EJU7TZE Azar Displays 252378, Brochure	\$18.04
		E 01		128 050 000 401 000	B07X11WYWN Amazon Basics Clasp Kraft Env	\$40.80
		E 01		128 050 000 401 000	B07ZNKHXMP MaxGear Acrylic Brochure Holde	\$26.58
		E 01		128 050 000 401 000	B0DMWLW3GK (36 Pack) Sticky Notes 3x3 in I	\$15.99
		E 01		128 250 000 430 000	B0F8BLJ585 18"x 24"Kraft Paper Sheets Bulk V	\$27.89
		E 01		128 050 000 401 000	Amazon Shipping Charge	\$0.00
PO#: 63101		Voucher #:		137054 Invoice	Invoice No: 1XG6-R6TC-GRL3 1/26/2026	Paid Amt: \$129.30
		E 01		128 250 000 430 000	B007WAFFAQ Crayola Non-Washable Classpa	\$95.50
PO#: 63101		Voucher #:		137055 Invoice	Invoice No: 1G96-3971-DWCK 1/26/2026	Paid Amt: \$95.50
		E 01		128 212 000 430 000	B083H35VBT SHARPIE Permanent Markers, U	\$42.98
		E 01		128 212 000 430 000	B08ZMH7LJY PANDAFLY Professional Drawing	\$71.85
		E 01		128 212 000 430 000	B0CSWZ34RG PerKHomy Kraft Paper Roll for C	\$9.99

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES					
		001		112824			
					PO BOX 035184 SEATTLE, WA 98124-5184		
PO#: 63123		Voucher #:		137056 Invoice	Invoice No: 1NGR-VPW1-TJ99	1/26/2026	
	E 01			128 212 000 430 000	B0F36Q59ST Sharpie Permanent Markers, Fine	\$21.92	
	E 01			128 212 000 430 000	Amazon Shipping Charge	\$0.00	
	E 04			005 582 344 401 000	B00LQJGLCU ForPro Professional Collection E	\$18.99	
	E 04			005 582 344 401 000	B00ZQDV3Y1 McKesson Foamy Shaving Cream	\$27.67	
	E 04			005 582 344 401 000	B01B8R6V2E Amazon Basics AAA Alkaline High	\$22.86	
	E 04			005 582 344 401 000	B07SR7FJ8Q BLUE PANDA Party Hats - 50 Pk	\$16.27	
	E 04			005 582 344 401 000	B07XH3JYPV Darice 2 Pack 128oz Bubble Sol	\$22.19	
	E 04			005 582 344 401 000	B083TJWC9Y Stock Your Home 6-Inch Paper F	\$19.99	
	E 04			005 582 344 401 000	B08D97FFH6 KISEER 100 Pcs Jingle Bells Bul	\$20.97	
	E 04			005 582 344 401 000	B0CV61YVBH 9-Inch Disposable Paper Plates	\$29.99	
	E 04			005 582 344 401 000	B0DTHBZ24B Pndeyo 160pcs Mini Round Foar	\$5.39	
	E 04			005 582 344 401 000	B0DZJ31QQ3 Langdon House - 8x10 Picture Fi	\$38.79	
	E 04			005 582 344 401 000	B0F36Q59ST Sharpie Permanent Markers, Fine	\$20.54	
PO#: 63131		Voucher #:		137057 Invoice	Invoice No: 1F9K-QPRK-1K31	1/26/2026	
	E 04			005 582 344 401 000	B01AXQP6AE Q-tips Cotton Swabs, Original, F	\$13.30	Paid Amt: \$243.65
	E 04			005 582 344 401 000	B0DP4D8CKF Issily 100PCS Glitter Foam Star	\$7.28	
	E 04			005 582 344 401 000	Amazon Shipping Charge	\$0.00	
PO#: 63131		Voucher #:		137058 Invoice	Invoice No: 14NK-YPNV-JVXX	1/26/2026	
	E 01			300 211 000 530 217	B000RFDKGO Speedball Clay Boss Pottery Wh	\$1,149.00	Paid Amt: \$20.58
	E 01			300 211 000 530 217	Amazon Shipping Charge	\$0.00	
PO#: 63121		Voucher #:		137059 Invoice	Invoice No: 1LK3-FNJQ-NC6P	1/26/2026	
	E 01			128 620 000 470 936	1101994878 Beyond the Bright Sea	\$7.59	Paid Amt: \$1,149.00
	E 01			128 620 000 470 936	145982587X The Sun Will Come Out	\$12.04	
	E 01			128 620 000 470 936	8367973526 Glow: An Inspiring Chapter Book f	\$12.90	
	E 01			128 620 000 470 936	B000J09DRM Scotch Book Tape Value Pack, E;	\$39.51	
	E 01			128 620 000 470 936	B07PQYJBTZ The Library Store Laser and Inkje	\$30.70	
	E 01			128 620 000 470 936	B0859LSDNQ Color-Tinted See-Through Labels	\$21.19	
	E 01			128 620 000 470 936	B09HK5NQWQ 500 PCS Clear Labels Clear St	\$8.49	
PO#: 63098		Voucher #:		137060 Invoice	Invoice No: 1F4P-6RVV-WRV3	1/26/2026	
	E 01			128 620 000 470 936	0399252282 QB 1	\$24.98	Paid Amt: \$132.42
	E 01			128 620 000 470 936	Amazon Shipping Charge	\$0.00	
PO#: 63098		Voucher #:		137061 Invoice	Invoice No: 1YWC-XFKK-DC6R	1/26/2026	
	E 04			005 582 344 401 000	B000MFJNVK Scotch Magic Tape, Invisible, Rej	\$17.24	Paid Amt: \$24.98
	E 04			005 582 344 401 000	B08NT3W5CN 1000 Pcs Christmas Beads Ass	\$6.99	

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES	001	112824			
					PO BOX 035184 SEATTLE, WA 98124-5184		
					B0C49Y9H9G TENDFINE 36 Pack Birthday Cr		Check
					Amazon Shipping Charge		
PO#: 63160		Voucher #:		137062	Invoice No: 119H-1KH9-F4QH	1/26/2026	Paid Amt: \$51.07
PO#: 63176		Voucher #:		137063	Invoice No: 1LHTA-W9JY-TRJP	1/26/2026	Paid Amt: \$217.14
PO#: 63176		Voucher #:		137064	Invoice No: 1FD7-3T93-6MLN	1/26/2026	Paid Amt: \$42.42
PO#: 63176		Voucher #:		137065	Invoice No: 1FCQ-R419-7XFK	1/26/2026	Paid Amt: \$78.96
					0399246525 Each Kindness		\$7.89
					1582464502 The Invisible Boy		\$8.12
					B00CBAWIIY Scotch Thermal Laminating Poucl		\$17.49
					B00DEBB3N0 Fat Brain Toys Squigz Starter Se		\$29.65
					B00JM5GZGW Play-Doh Modeling Compound :		\$19.99
					B0110E3L58 Colorations Design Your Own Mug;		\$49.72
					B01LZW65W1 U Brands Magnetic Dry Erase B		\$2.97
					B07PPKQZ7B 10Pcs Paint Brushes for Kids, Ai		\$6.89
					B07QQ3L753 Neenath White Index Paper, Medi		\$16.49
					B09KCJC538 66 Pieces Birthday Rubber Brace		\$8.99
					B09NBHNDQ6 Concession Essentials 4lb Whit		\$11.89
					B09Q9168TG Multipurpose 4 Pack Rainbow Po		\$10.98
					B0CLMD58W5 JOYIN Heart Pop Fidget Keychz		\$6.99
					B0D46FMQTJ 4 Pack LCD Writing Tablet for Ki		\$8.99
					Amazon Shipping Charge		\$0.00
PO#: 63242		Voucher #:		137066	Invoice No: 11VL-FWQH-YQLL	1/26/2026	Paid Amt: \$207.05
					B06Y2FXW7M 16" Rainbow Color Party Pack Ir		\$23.94
					B0C7ZW7DC8 40 Pcs Stretchy Lizard for Hallo		\$9.95
PO#: 63242		Voucher #:		137067	Invoice No: 141L-VTFN-D3PM	1/26/2026	Paid Amt: \$33.89
					1338864394 The Cat Kid Comic Club Collectio		\$31.18
					1524876062 Escape from a Video Game: The C		\$38.09
					1546176187 Dog Man: Big Jim Believes: A Graf		\$7.31
					B000QE4E2C TREND ENTERPRISES: Multipl		\$24.96
					B002MT7XP9C Westcott Left- & Right-Handed P		\$14.88

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type			
26895		AMAZON CAPITAL SERVICES				PO BOX 035184 SEATTLE, WA 98124-5184				
		001		112824						
PO#: 63224		Voucher #:		137068 Invoice	Invoice No: 13F4-QQNJ-CFQ1	1/26/2026				
	E	01	100	203	000	401	164	B00NC4H9GE Mod Podge Gloss Sealer, Glue &	\$29.99	Check
	E	01	100	203	000	401	164	B07PPKQZ7B 10Pcs Paint Brushes for Kids, Ai	\$6.89	
	E	01	100	203	000	401	164	B07ZG6JY5J Arts & Crafts Supplies Kits & Mat	\$15.97	
	E	01	100	203	000	401	164	B086W79SH5 ZMLM 165 Rainbow Scratch Paq	\$17.90	
	E	01	100	203	000	401	164	B0DTV6VCWD 5lb of MJR Tumblers Premium	\$27.89	
	E	01	100	203	000	401	164	Discount	(\$0.90)	
									<b>Paid Amt:</b>	<b>\$214.16</b>
PO#: 63224		Voucher #:		137069 Invoice	Invoice No: 14YF-LKQF-JVHN	1/26/2026				
	E	01	100	203	000	401	164	B074762XIJ Elmers Liquid School Glue VLLVz	\$7.65	
	E	01	100	203	000	401	164	Amazon Shipping Charge	\$0.00	
									<b>Paid Amt:</b>	<b>\$7.65</b>
PO#: 63224		Voucher #:		137070 Invoice	Invoice No: 1K7Q-3R9K-JJ64	1/26/2026				
	E	01	100	203	000	401	164	B0CKX17DT3 80 Pcs(5lb) Natural Rocks for Tu	\$28.99	
	E	01	100	203	000	401	164	0545464781 Fourth Grade Rats	\$5.59	
	E	01	100	203	000	401	164	1419760114 Just One Flake: A Picture Book	\$11.50	
	E	01	100	203	000	401	164	1449499554 Trapped in a Video Game: The Cor	\$19.51	
	E	01	100	203	000	401	164	B000VXO4L2 Elmer's Disappearing Purple Sch	\$5.29	
	E	01	100	203	000	401	164	B000Y52D5G Scotch Magic Tape, Invisible, Hol	\$10.49	
	E	01	100	203	000	401	164	B00JM5GZGW Play-Doh Modeling Compound :	\$19.99	
	E	01	100	203	000	401	164	B01FMMVML6 BCMRUN 14 pcs Multicolor Alur	\$5.97	
	E	01	100	203	000	401	164	B06XT1H3TN Amazon Basics Ruled Lined Inde	\$7.19	
	E	01	100	203	000	401	164	B07Q2X5C35 Astrobrights Mega Collection, Col	\$18.49	
	E	01	100	203	000	401	164	B07RPT4LFN Classroom Timers for Teachers k	\$6.60	
	E	01	100	203	000	401	164	B09BW36FW6 Kinetic Sand, 6lbs Mega Mixin' E	\$27.60	
	E	01	100	203	000	401	164	B0BYNS8K1P 300 PCS Party Favor for Kids Gc	\$19.99	
	E	01	100	203	000	401	164	B0D2RFS07Q Skillmatics Foil Fun - Pretty Patr	\$19.96	
	E	01	100	203	000	401	164	B0D3FJT2J5 Hygloss Bright Orange Colored Pz	\$10.99	
	E	01	100	203	000	401	164	B0DJT5GJ5C Wercokt 50PCS Smiling Neon St	\$5.79	
	E	01	100	203	000	401	164	B0DLNQXJK7 4Pack Staple Remover, Staple P	\$6.99	
	E	01	100	203	000	401	164	B0FFSJ4G4W 12 Pack Black Desk Dividers for	\$29.99	
	E	01	100	203	000	401	164	Amazon Shipping Charge	\$0.00	
									<b>Paid Amt:</b>	<b>\$28.99</b>
PO#: 63243		Voucher #:		137071 Invoice	Invoice No: 1VN9-LH9M-97KK	1/26/2026				
	E	01	100	203	000	401	164	0316581097 The Wild Robot (Volume 1)	\$3.15	
	E	01	100	203	000	401	164	0763680877 The Tiger Rising: (A Middle-Grade	\$3.48	
	E	01	100	203	000	401	164	1338194542 Invisible: A Graphic Novel	\$5.67	
	E	01	100	203	000	401	164	1338568906 Allergic: A Graphic Novel	\$5.27	
									<b>Paid Amt:</b>	<b>\$231.93</b>

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	Check
			001	112824		
			E 01	100 203 000 401 164	1338568930 Squished: A Graphic Novel	\$4.67
			E 01	100 203 000 401 164	1338741268 The Tryout: A Graphic Novel	\$5.89
			E 01	100 203 000 401 164	1338741314 The Squad: A Graphic Novel (The	\$5.60
			E 01	100 203 000 401 164	1338777211 The Cartoonists Club: A Graphic N	\$7.99
			E 01	100 203 000 401 164	1793189536 Noise: A graphic novel based on a	\$7.09
			E 01	100 203 000 401 164	B009CAPYR8 Play-Doh Modeling Compound 2:	\$18.27
			E 01	100 203 000 401 164	B00100NIDS Learning Resources I Sea 10! Gan	\$11.99
			E 01	100 203 000 401 164	B00P9U2EM8 Mead Spiral Notebook, 6 Pack, 1	\$9.00
			E 01	100 203 000 401 164	B06WGYZF2R Mr. Sketch Scented Washable N	\$18.98
			E 01	100 203 000 401 164	B07H415XCM Amazon Basics Purple Washable	\$8.54
			E 01	100 203 000 401 164	B07K91GV6N Amazon Basics Heavy Duty Colo	\$12.92
			E 01	100 203 000 401 164	B087FWX5LK Squishy Stress Balls for Kids Adi	\$19.99
			E 01	100 203 000 401 164	B0C1BXWMRP INSCRAFT 27,500 pcs Fuse B	\$24.98
			E 01	100 203 000 401 164	B0DJT2MM6M 6000 PCS Smiley Face Stickers	\$5.99
			E 01	100 203 000 401 164	B0F1MHXZFS Gionlion 30,000 Pcs Clay Beads	\$27.99
					<b>Invoice No: 1HQL-GFGL-D4Q4 1/26/2026</b>	<b>Paid Amt: \$207.46</b>
PO#: 63223			E 01	100 203 000 401 164	B0F4XYC1B3 JOLLY RANCHER Assorted Fruiti	\$11.14
			E 01	100 203 000 401 164	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1YGV-HDQW-KL91 1/26/2026</b>	<b>Paid Amt: \$11.14</b>
PO#: 63223			E 01	100 203 000 401 164	B0BHXPB9XG National Geographic Magnetic M	\$31.49
					<b>Invoice No: 14VN-HKQH-NXCP 1/26/2026</b>	<b>Paid Amt: \$31.49</b>
PO#: 63235			E 01	128 810 000 350 274	B01NBAOC7A Essential Values Ice Machine Cli	\$39.99
			E 01	128 810 000 350 274	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1D9H-LK39-CL3V 1/26/2026</b>	<b>Paid Amt: \$39.99</b>
			E 04	005 582 344 401 000	B00006IDOT Tru-Ray® Construction Paper, 50:	\$12.58
			E 04	005 582 344 401 000	B0017OHG1O Prang (Formerly SunWorks) Cor	\$9.14
			E 04	005 582 344 401 000	B010DS3X20 BIC Wite-Out Brand EZ Correct C	\$3.47
			E 04	005 582 344 401 000	B0DZJ31QQ3 Langdon House - 8x10 Picture Fi	\$38.79
			E 04	005 582 344 401 000	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 1FHY-9Q3H-FMCK 1/26/2026</b>	<b>Paid Amt: \$63.98</b>
PO#: 63189			E 04	005 505 321 401 550	B0896XNPJ7 Dunkin Donuts Original Blend Gir	\$69.99
			E 04	005 505 321 401 550	Amazon Shipping Charge	\$0.00
					<b>Invoice No: 63159 1/26/2026</b>	<b>Paid Amt: \$69.99</b>
PO#: 63159			E 04	005 505 321 401 550	B07MNM5V65 HIPPIH 2 Pack Silent Wall Clock	\$14.98
			E 04	005 505 321 401 550	B093LVS21D Tampax Pearl Tampons Regular A	\$43.98
					<b>Invoice No: 1744-XL7R-JQDW 1/26/2026</b>	<b>Paid Amt: \$58.96</b>

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type		
26895		AMAZON CAPITAL SERVICES				PO BOX 035184 SEATTLE, WA 98124-5184			
			001	112824					
			E 04	005	505	321 401 550	B00F2PAN1E Dixie PerfectTouch 12 oz Paper C	\$70.00	Check
			E 04	005	505	321 401 550	Amazon Shipping Charge	\$0.00	
						<b>Invoice No: 1V9H-3W6W-C7XQ 1/26/2026</b>			
			E 01	100	203	000 401 164	B0017OHG1O Prang (Formerly SunWorks) Cor	\$4.57	
			E 01	100	203	000 401 164	B001E69WMG Prang (Formerly SunWorks) Co	\$3.44	
			E 01	100	203	000 401 164	B002TSM5XG Flipside Products 12" x 18" Larg	\$62.34	
			E 01	100	203	000 401 164	B016LDV41S Swingline Paper Cutter, Guillotine	\$35.63	
			E 01	100	203	000 401 164	B0110E3L58 Colorations Design Your Own Mugs	\$72.00	
			E 01	100	203	000 401 164	B08QHKZGRF Grneric Drawstring Backpack Bi	\$27.54	
			E 01	100	203	000 401 164	B0CQBYJZYV LOOKSGO 40 Count White Gro	\$6.51	
			E 01	100	203	000 401 164	B0D2GZSWMP Dynta Mini Pocket Notebooks 3	\$18.97	
			E 01	100	203	000 401 164	B0D43VTPWB 60 Pcs Inspirational Wristbands	\$14.99	
			E 01	100	203	000 401 164	Amazon Shipping Charge	\$0.00	
						<b>Invoice No: 1T4C-YJY9-MWFJ 1/26/2026</b>			
			E 01	300	211	000 401 217	B0CF1DQ48R Lghot Classroom Accessories C	\$99.90	Paid Amt: \$245.99
			E 01	300	211	000 401 217	Amazon Shipping Charge	\$0.00	
						<b>Invoice No: 1797-61KP-FV3Q 1/26/2026</b>			
			E 01	100	203	000 401 164	B001B32LHA Sterilite Storage Crate, Stackable	\$54.51	Paid Amt: \$99.90
			E 01	100	203	000 401 164	Amazon Shipping Charge	\$0.00	
						<b>Invoice No: 1XPG-HYXT-M76C 1/26/2026</b>			
			E 01	100	203	000 401 164	B00006IFH0 Mr. Sketch Scented Markers, Chis	\$6.99	Paid Amt: \$54.51
			E 01	100	203	000 401 164	B00008XPFR Tru-Ray® Heavyweight Construct	\$4.12	
			E 01	100	203	000 401 164	B00UHUJKKHQ Sharpie Electro Pop Permanent	\$20.17	
			E 01	100	203	000 401 164	B01GO92B7U SYZ 12" Beach Balls Bulk - Infla	\$19.98	
			E 01	100	203	000 401 164	B0110E3L58 Colorations Design Your Own Mugs	\$49.72	
			E 01	100	203	000 401 164	B077X74H6Y Essex Wares - 50 Pack - White -	\$13.29	
			E 01	100	203	000 401 164	B087N9N6HH Play Doh Bulk Handout 42-Pack	\$14.99	
			E 01	100	203	000 401 164	B09KCJC538 66 Pieces Birthday Rubber Brace	\$8.99	
			E 01	100	203	000 401 164	B0C7ZW7DC8 40 Pcs Stretchy Lizard for Hallo	\$9.95	
			E 01	100	203	000 401 164	B0CQBYJZYV LOOKSGO 40 Count White Gro	\$6.51	
			E 01	100	203	000 401 164	B0CY5VNP2 30PCS Party Favors for Kids,Bul	\$7.99	
			E 01	100	203	000 401 164	B0D8F2X51F 25 Packs Hanging File Folders,BI	\$32.28	
						<b>Invoice No: 14QV-79J9-97P1 1/26/2026</b>			
			E 01	300	810	000 401 000	B0FC29SMJJ 51300C Replacement (12 Packs-	\$176.26	Paid Amt: \$194.98
			E 01	128	810	000 401 000	B0FC29SMJJ 51300C Replacement (12 Packs-	\$171.07	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES	001	112824	PO BOX 035184 SEATTLE, WA 98124-5184	Check
	E 01			100 810 000 401 000	B0FC29SMJJ 51300C Replacement (12 Packs-	\$171.07
	E 01			100 810 000 401 000	Amazon Shipping Charge	\$0.00
	E 01			100 810 000 401 000	Discount	(\$25.92)
PO#: 63214	Voucher #:	137087 Invoice			Invoice No: 1JHW-JLP3-DCRM 1/26/2026	Paid Amt: \$492.48
	E 01			128 211 000 401 215	B07ZFYQSPL 30 Pack 2 oz Fine Mist Mini Clea	\$13.29
	E 01			128 211 000 401 215	B0BWRFCKFDH Artecho 48 Colors Watercolor C	\$138.60
	E 01			128 211 000 401 215	B0BXW9V1TZ FANDAMEI 20 PCS Round Plas	\$11.99
	E 01			128 211 000 401 215	B0C61XQY4R 120 Sheets Watercolor Paper Bu	\$14.19
	E 01			128 211 000 401 215	B0CJK1ZW7Q ETNRHP 4 Packs White Artist T	\$8.54
	E 01			128 211 000 401 215	Amazon Shipping Charge	\$0.00
	E 01			128 211 000 401 215	Discount	(\$6.93)
PO#: 63181	Voucher #:	137088 Invoice			Invoice No: 1M4J-4LATM-DF6Q 1/26/2026	Paid Amt: \$179.68
	E 01			100 203 000 430 231	B00100NIDS Learning Resources I Sea 10l Gan	\$47.40
	E 01			100 203 000 430 231	B06WGYZF2R Mr. Sketch Scented Washable M	\$18.98
PO#: 63193	Voucher #:	137089 Invoice			Invoice No: 1JKD-1399-4WJM 1/26/2026	Paid Amt: \$56.38
	E 01			100 203 000 430 231	B077PZLX6M DIYMAG Magnetic Hooks, 30lbs	\$9.49
	E 01			100 203 000 430 231	Amazon Shipping Charge	\$0.00
PO#: 63193	Voucher #:	137090 Invoice			Invoice No: 1D7F-DYXW-AHALRV 1/26/2026	Paid Amt: \$9.49
	E 01			300 291 000 401 371	B0BYSVZ5XD MDS Christmas Chiffon Arch Dre	\$17.99
	E 01			300 291 000 401 371	B0CB43P2VT MDS Christmas Chiffon Arch Dre	\$19.49
	E 01			300 291 000 401 371	B0CB461P34 MDS Christmas Chiffon Arch Dra	\$11.99
	E 01			300 291 000 401 371	B0CGP1S3RR Two Tone Lightweight Sheer Org	\$14.99
	E 01			300 291 000 401 371	B0DYJRS221 Ickellong Renaissance Hooded Ci	\$19.59
	E 01			300 291 000 401 371	B0F1XX7C1J DONGDAOZHU Women's Boho`	\$18.50
	E 01			300 291 000 401 371	B0F1XXJHN3 DONGDAOZHU Women's Boho	\$55.50
	E 01			300 291 000 401 371	B0F1XYCTPR DONGDAOZHU Women's Boho	\$12.99
PO#: 63225	Voucher #:	137033 Invoice			Invoice No: 1XXF-37V3-QJMR 1/26/2026	Paid Amt: \$171.04
	E 01			300 291 000 401 371	B0FC6BBBS1 Japard 200 Inch Projector Scree	\$56.99
	E 01			300 291 000 401 371	Amazon Shipping Charge	\$0.00
PO#: 63225	Voucher #:	137034 Invoice			Invoice No: 1NTQ-31JR-NYTH 1/26/2026	Paid Amt: \$56.99
						Check Amount: \$7,180.59
						Vendor Total: \$7,180.59
6542		AMERICAN MAILING MACHINES	001	112741	12223 WOOD LAKE DRIVE BURNSVILLE, MN 55337	Check
	E 01			128 050 000 401 000	Ink cartridge	\$248.00

Code	Rcd	Vendor	Bank	Check No	Pmt Type	Pmt/Void Date		
6542		AMERICAN MAILING MACHINES		12223 WOOD LAKE DRIVE BURNSVILLE, MN 55337	Check			
		001		112741				
		E 01	128	050 000 401 000			\$39.95	
		E 01	128	050 000 401 000	Freight		\$18.83	
PO#:		Voucher #:		136898 Invoice	Invoice No: IN125838	1/16/2026		
							<b>Paid Amt: \$306.78</b>	<b>Check Amount: \$306.78</b>
							<b>Vendor Total: \$306.78</b>	
6238		ASSOCIATED MECHANICAL CONTRACTORS INC		PO BOX 237 SHAKOPEE, MN 55379	Check			
		001		112742				
		E 01	100	810 000 350 272	11/17/25 JES replace gas regulator		\$533.15	
PO#:	63205	Voucher #:		136899 Invoice	Invoice No: 68203	1/16/2026		
							<b>Paid Amt: \$533.15</b>	<b>Check Amount: \$533.15</b>
							<b>Vendor Total: \$533.15</b>	
6543		ATMOSPHERE COMMERCIAL INTERIORS		81 SOUTH 9TH STREET #350 MINNEAPOLIS, MN 55402	Check			
		001		112813				
		E 06	100	870 024 520 000	Application 2		\$116,821.95	
PO#:	27	Voucher #:		137029 Invoice	Invoice No: Application 2	1/16/2026		
							<b>Paid Amt: \$116,821.95</b>	<b>Check Amount: \$116,821.95</b>
							<b>Vendor Total: \$116,821.95</b>	
28892		AVIBEN		1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008	Check			
		001		112743				
		E 01	005	110 000 305 000	403(b) Admin & Compliance		\$295.38	
PO#:		Voucher #:		136897 Invoice	Invoice No: 40270	1/16/2026		
							<b>Paid Amt: \$295.38</b>	<b>Check Amount: \$295.38</b>
							<b>Vendor Total: \$295.38</b>	
6078		BATTERIES R US LLC		9060 EXCELSIOR BLVD HOPKINS, MN 55343	Check			
		001		112744				
		E 01	128	810 000 401 000	12/11/25 JMS Rider vacuum batteries		\$1,799.97	
PO#:	63217	Voucher #:		136902 Invoice	Invoice No: 60123	1/16/2026		
							<b>Paid Amt: \$1,799.97</b>	<b>Check Amount: \$1,799.97</b>
							<b>Vendor Total: \$1,799.97</b>	
11220		BENJAMIN BUS		216 NOLDEN LANE JORDAN, MN 55352	Check			
		001		112745				
		E 01	005	760 720 360 000	January 2026		\$80,198.12	
PO#:	63006	Voucher #:		136900 Invoice	Invoice No: Jan 2026	1/16/2026		
							<b>Paid Amt: \$80,198.12</b>	<b>Check Amount: \$80,198.12</b>
							<b>Vendor Total: \$80,198.12</b>	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
11747		BLUE CROSS & BLUE SHIELD	001	112746		Check
		PO BOX 860448 MINNEAPOLIS, MN 55486-0448				
PO#:		Voucher #: 136904 Invoice	B 01 215 024	Comprehensive	1/16/2026	Paid Amt: \$335.00
		Invoice No: 260102462691				Paid Amt: \$335.00
PO#:		Voucher #: 136905 Invoice	B 01 215 024	Comprehensive	1/16/2026	Paid Amt: \$335.00
		Invoice No: 251202213051				Check Amount: \$670.00
						Vendor Total: \$670.00
22533		BROWN'S ICE CREAM CO	001	112747		Check
		3501 MARSHALL ST. NE SUITE 150 MINNEAPOLIS, MN 55418				
PO#:		Voucher #: 136901 Invoice	E 02 128 770 707 490 000	Ice cream	1/16/2026	Paid Amt: \$360.00
		Invoice No: 72534216				Check Amount: \$360.00
						Vendor Total: \$360.00
4132		CAOLA LANDSCAPE SERVICES, INC	001	112748		Check
		21265 PARK BLVD JORDAN, MN 55352				
PO#:	63107	Voucher #: 136907 Invoice	E 01 005 810 000 350 272	JMS irrigation winterization	1/16/2026	Paid Amt: \$3,850.00
		Invoice No: 1255	E 01 005 810 000 350 272	JHS irrigation winterization		Check Amount: \$3,850.00
			E 01 005 810 000 350 272	Ames field & concessions		Vendor Total: \$3,850.00
6464		CARPENTER, ERIC	001	112796		Check
		601 INDUSTRIAL BLVD APT 229 WACONIA, MN 55387				
PO#:		Voucher #: 137004 Invoice	E 01 300 294 000 305 306	12/16/25	1/16/2026	Paid Amt: \$225.00
		Invoice No: Dec 2025-Jan 2026	E 01 300 294 000 305 306	12/19/25		Check Amount: \$225.00
			E 01 300 294 000 305 306	01/08/26		Vendor Total: \$225.00
26916	1	CDW LLC	001	112749		Check
		75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515				
PO#:	63246	Voucher #: 136906 Invoice	E 01 300 341 830 433 000	Adobe Creative Cloud	1/16/2026	Paid Amt: \$2,500.00
		Invoice No: AH4HJ7J				Check Amount: \$2,500.00
						Vendor Total: \$2,500.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
3720		CHERRY ENTERPRISES, INC	STUD	2082	1383 NORCREST AVEN STILLWATER, MN 55082	Check	
			E 27	128 298 301 401 905	5th Grade	\$1,334.85	
			E 27	128 298 301 401 906	6th Grade	\$1,334.86	
PO#:		Voucher #:	137002	Invoice	INV-3184	1/16/2026	Paid Amt: \$2,669.71
							Check Amount: \$2,669.71
							Vendor Total: \$2,669.71
10254		CITY OF JORDAN	001	112750	210 EAST FIRST STREET JORDAN, MN 55352	Check	
			E 01	005 715 342 310 000	Sept, Oct, Nov	\$25,802.19	
PO#:		Voucher #:	136908	Invoice	00003435	1/16/2026	Paid Amt: \$25,802.19
							Check Amount: \$25,802.19
							Vendor Total: \$25,802.19
5111		CLANCY, RYAN	001	112797	922 MENK DR ST PETER, MN 56082	Check	
			E 01	300 294 000 305 306	12/18/25	\$165.00	
PO#:		Voucher #:	137005	Invoice	Dec 2025	1/16/2026	Paid Amt: \$165.00
							Check Amount: \$165.00
							Vendor Total: \$165.00
6256		COOLEY, TONY	001	112751	1129 JASMINE LN JORDAN, MN 55352	Check	
			E 04	005 505 321 401 518	Food	\$128.20	
PO#:		Voucher #:	136909	Invoice	12273	1/16/2026	Paid Amt: \$128.20
							Check Amount: \$128.20
							Vendor Total: \$128.20
5617		DECORY, TRAVIS	001	112735	1969 5TH ST E ST PAUL, MN 55119	Check	
			E 01	005 211 320 305 000	Culture group K-12	\$600.00	
PO#:		Voucher #:	136843	Invoice	43	1/7/2026	Paid Amt: \$600.00
							Check Amount: \$600.00
							Vendor Total: \$600.00
3409		EBERT COMPANIES	001	112814	23350 COUNTY ROAD 10 CORCORAN, MN 55357	Check	
			E 06	100 870 024 520 000	Application 18	\$4,489.70	
PO#:		Voucher #:	137021	Invoice	21638405	1/16/2026	Paid Amt: \$4,489.70
							Check Amount: \$4,489.70
							Vendor Total: \$4,489.70

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6920		EMERGENCY OUTFITTERS, INC	265 BALSAM DR	FOLEY, MN 56329		
		001	112752			
	E 04	005 585 332 305 000	12/22/25	Babysitting 101 - 17 students		Check
PO#: 63311	Voucher #:	136910 Invoice	Invoice No: 5353	1/16/2026	\$1,043.00	
					<b>Paid Amt: \$1,043.00</b>	
					<b>Check Amount: \$1,043.00</b>	
					<b>Vendor Total: \$1,043.00</b>	
4213		ERICKSON, RICK	1404 BLUE FLAG COURT	NORTHFIELD, MN 55057		
		001	112798			
	E 01	300 294 000 305 306	01/06/26		\$165.00	Check
PO#:	Voucher #:	137006 Invoice	Invoice No: Jan 2025	1/16/2026		
					<b>Paid Amt: \$165.00</b>	
					<b>Check Amount: \$165.00</b>	
					<b>Vendor Total: \$165.00</b>	
6650		FENWORKS, INC	4551 S WASHINGTON STREET SUITE 3	GRAND ORKS, ND 58201		
		001	112753			
	E 04	005 585 332 369 000	12/15/25	K-12 Esports participant fee 2025-26	\$2,300.00	Check
PO#: 63272	Voucher #:	136913 Invoice	Invoice No: 2376	1/16/2026		
					<b>Paid Amt: \$2,300.00</b>	
					<b>Check Amount: \$2,300.00</b>	
					<b>Vendor Total: \$2,300.00</b>	
25785		FERTIMIX, INC.	512 N BROADWAY ST	JORDAN, MN 55352		
		001	112754			
	E 01	005 810 000 401 000	12/22/25	De icer 50lbs qty 50 bags	\$414.00	Check
PO#: 63307	Voucher #:	136912 Invoice	Invoice No: 24284	1/16/2026		
	E 01	100 810 000 305 299	12/8/25	JHS ice melt	\$103.50	
	E 04	005 505 321 305 550	12/8/25	CERC ice melt	\$103.50	
	E 01	128 810 000 305 299	12/8/25	JMS ice melt	\$103.50	
	E 01	300 810 000 305 299	12/8/25	JHS ice melt	\$103.50	
PO#: 63207	Voucher #:	136911 Invoice	Invoice No: 24223	1/16/2026		
					<b>Paid Amt: \$414.00</b>	
					<b>Check Amount: \$828.00</b>	
					<b>Vendor Total: \$828.00</b>	
3544		FRANSEN DECORATING INC	214 FIRST STREET WEST	MILACA, MN 56353-1102		
		001	112815			
	E 06	100 870 024 520 000	Application 16		\$439.67	Check
PO#:	Voucher #:	137024 Invoice	Invoice No: Application 16	1/16/2026		
					<b>Paid Amt: \$439.67</b>	
					<b>Check Amount: \$439.67</b>	
					<b>Vendor Total: \$439.67</b>	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
6431		GAME ONE		PO BOX 734933 DALLAS, TX 75373			
			001	112755		Check	
			E 04	005 505 321 401 550	9/22/25 Basketball nets 20 each	\$185.72	
PO#:	62780	Voucher #:	136914	Invoice No:	10489717	1/16/2026	Paid Amt: \$185.72
							Check Amount: \$185.72
							Vendor Total: \$185.72
12250		GENERAL PARTS LLC		MI10 PO BOX 9201 MINNEAPOLIS, MN 55480			
			001	112756		Check	
			E 02	100 770 701 350 000	Materials	\$220.14	
			E 02	100 770 701 350 000	Freight	\$128.56	
			E 02	100 770 701 350 000	Service Call Charge	\$110.00	
			E 02	100 770 701 350 000	Labor	\$298.00	
			E 02	100 770 701 350 000	Zone Travel Charge	\$115.00	
PO#:		Voucher #:	136915	Invoice No:	6667332	1/16/2026	Paid Amt: \$871.70
							Check Amount: \$871.70
							Vendor Total: \$871.70
27120		GOPHER STATE ONE-CALL		7223 PARKWAY DRIVE SUITE 210 HANOVER, MD 21076-1392			
			001	112757		Check	
			E 01	005 810 000 305 000	Email Tickets	\$1.35	
PO#:		Voucher #:	136916	Invoice No:	5121112	1/16/2026	Paid Amt: \$1.35
							Check Amount: \$1.35
							Vendor Total: \$1.35
6794		GUERRERO GARCIA, GABRIELA		278 VALLEY GREEN PARK JORDAN, MN 55352			
			001	112799		Check	
			E 01	300 294 000 305 306	12/16/25	\$25.00	
			E 01	300 294 000 305 306	01/06/26	\$25.00	
PO#:		Voucher #:	137007	Invoice No:	Dec 2025-Jan 2026	1/16/2026	Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00
6476		HALLBERG ENGINEERING INC		1750 COMMERCE COURT WHITE BEAR LAKE, MN 55110			
			001	112816		Check	
			E 06	100 870 024 305 000	Jordan Elementary School Cx	\$1,500.00	
PO#:		Voucher #:	137030	Invoice No:	38493	1/16/2026	Paid Amt: \$1,500.00
							Check Amount: \$1,500.00
							Vendor Total: \$1,500.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6953		HAT TRICK PIZZA	001	112740		Check
		11344 BLAZINGSTAR LN LAKE ELMO, MN 55042				
		E 02 300 770 701 490 000			09/17/25 - Invoice 122	\$144.00
		E 02 300 770 707 490 000			10/05/25 - Invoice 3	\$49.00
		E 02 300 770 707 490 000			10/05/25 - Invoice 6	\$49.00
		E 02 300 770 707 490 000			10/15/25 - Invoice 45	\$49.00
		E 02 300 770 707 490 000			10/15/25 - Invoice 49	\$40.00
PO#:		Voucher #: 136896 Invoice			Invoice No: Numerous	
					1/8/2026	
						Paid Amt: \$331.00
						Check Amount: \$331.00
						Vendor Total: \$331.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
1327		HEGER'S DAIRY LLC	001	112758		Check
		8816 HIGHWAY 212 COLOGNE, MN 55322				
		E 02 100 770 701 495 000			JES	\$1,963.01
		E 02 300 770 701 495 000			JHS	\$503.12
		E 02 128 770 701 495 000			JMS	\$409.25
		E 02 128 770 701 495 000			St Johns	\$255.42
		E 02 300 770 701 495 000			RV	\$157.49
PO#:		Voucher #: 136917 Invoice			Invoice No: December 2025	
					1/16/2026	
						Paid Amt: \$3,288.29
						Check Amount: \$3,288.29
						Vendor Total: \$3,288.29

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6958		HEMPHILL, TREVOR	001	112800		Check
		16206 GODSON CIRLCE LAKEVILLE, MN 55044				
		E 01 300 294 000 305 306			01/09/26	\$75.00
PO#:		Voucher #: 137008 Invoice			Invoice No: Jan 2026	
					1/16/2026	
						Paid Amt: \$75.00
						Check Amount: \$75.00
						Vendor Total: \$75.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6516	R1	HENDERSON INDEPENDENT	001	112759		Check
		RACHEL MILLER 407 MAIN ST HENDERSON, MN 56044				
		E 01 005 010 000 305 000			Special Meeting Minutes	\$91.13
		E 01 005 010 000 305 000			Workshop Minutes	\$57.38
		E 01 005 010 000 305 000			Regular Meeting Minutes	\$138.38
PO#:		Voucher #: 136918 Invoice			Invoice No: December 2025	
					1/16/2026	
						Paid Amt: \$286.89
						Check Amount: \$286.89
						Vendor Total: \$286.89

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
4829		HENTGES, JEREMY	001	112760		Check
		13507 PRIBYL POND LANE SHAKOPEE, MN 55379				
		E 01 100 810 000 305 299			JES 12/6,12/9,12/19,12/29/25 snow plow service	\$3,600.00

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
4829		HENTGES, JEREMY	001	112760	13507 PRIBYL POND LANE SHAKOPEE, MN 55379		
			E 01	128 810 000 305 299	JMS 12/6,12/9,12/19,12/29/25 snow plow serv	1/16/2026	Check
			E 01	300 810 000 305 299	JHS 12/6,12/9,12/19,12/29/25 snow plow serv		\$4,400.00
			E 01	998 810 000 305 299	RVEC 12/6,12/9,12/19,12/29/25 snow plow serv		\$5,100.00
			E 04	005 505 321 305 550	CERC 12/6,12/9,12/19,12/29/25 snow plow serv		\$2,075.00
PO#: 63288		Voucher #:	136919 Invoice	Invoice No: 0000324			Paid Amt: \$17,035.00
			E 01	100 810 000 305 299	JES 2/3,12/6,12/9,12/10,12/11,12/19,12/29 Salt		\$1,365.00
			E 01	128 810 000 305 299	JMS 2/3,12/6,12/9,12/10,12/11,12/19,12/29 Salt		\$1,365.00
			E 01	300 810 000 305 299	JHS 2/3,12/6,12/9,12/10,12/11,12/19,12/29 Salt		\$1,365.00
			E 04	005 505 321 305 550	CERC 2/3,12/6,12/9,12/10,12/11,12/19,12/29 S		\$1,365.00
			E 01	998 810 000 305 299	RVEC 2/3,12/6,12/9,12/10,12/11,12/19,12/29 S		\$1,365.00
PO#: 63289		Voucher #:	136920 Invoice	Invoice No: 0000322		1/16/2026	Paid Amt: \$6,825.00
							Check Amount: \$23,860.00
							Vendor Total: \$23,860.00
6912		HOLZWARTH, MATTHEW	001	112801	1067 MALLARD AVE JORDAN, MN 55352		
			E 01	300 294 000 305 306	12/19/25		Check
PO#: 137009		Voucher #:	137009 Invoice	Invoice No: Dec 2025		1/16/2026	Paid Amt: \$25.00
							Check Amount: \$25.00
							Vendor Total: \$25.00
6359		HOOKS, DESMOND	001	112802	14676 EVERGREEN TRAIL APPLE VALLEY, MN 55124		
			E 01	300 294 000 305 306	01/08/26		Check
PO#: 137010		Voucher #:	137010 Invoice	Invoice No: Jan 2026		1/16/2026	Paid Amt: \$155.00
							Check Amount: \$155.00
							Vendor Total: \$155.00
6950		HOSCHEIT, SETH	001	112803	1249 EDGE WAY JORDAN, MN 55352		
			E 01	300 296 000 305 306	01/13/26		Check
PO#: 137011		Voucher #:	137011 Invoice	Invoice No: Jan 2026		1/16/2026	Paid Amt: \$155.00
							Check Amount: \$155.00
							Vendor Total: \$155.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6217		I & S GROUP, INC		115 E HICKORY ST SUITE 300 MANKATO, MN 56001		
			001	112761		
			E 01	300 865 370 305 000	Construction documents	Check
						\$2,813.45
PO#:		Voucher #:	136921	Invoice No: 126476	1/16/2026	Paid Amt: \$2,813.45
						Check Amount: \$2,813.45
			001	112817		
			E 06	100 870 024 305 000	Construction Administration	Check
						\$1,210.75
PO#:		Voucher #:	137027	Invoice No: 126471	1/16/2026	Paid Amt: \$1,210.75
						Check Amount: \$1,210.75
						Vendor Total: \$4,024.20
1680		INTERACT TRAVEL INC		2207 VELD AVE GREEN BAY, WI 54303		
		STUD		2084		
		R 27	300 298 301 619 963	Puerto Rico Deposit 15 students fee, 1 adult		Check
						\$9,250.00
PO#:	63375	Voucher #:	137096	Invoice No: Amy Peters 2027	1/28/2026	Paid Amt: \$9,250.00
						Check Amount: \$9,250.00
						Vendor Total: \$9,250.00
5548		JOHNSON FITNESS & WELLNESS		1600 LANDMARK DR COTTAGE GROVE, WI 53527		
			001	112762		
		E 04	005 505 321 401 550	2/14/25 Replacement main pad & seat/backrest		Check
						\$486.61
PO#:	63257	Voucher #:	136923	Invoice No: 21-081118	1/16/2026	Paid Amt: \$486.61
			E 04	005 505 321 401 550	9/4/25 Freemotion leg press cable	
						\$377.94
PO#:	63276	Voucher #:	136924	Invoice No: 21-083026	1/16/2026	Paid Amt: \$377.94
			E 04	005 505 321 401 550	12/31/25 Freemotion pulley for smiths machine	
						\$117.36
PO#:	63277	Voucher #:	136925	Invoice No: 21-084019	1/16/2026	Paid Amt: \$117.36
						Check Amount: \$981.91
						Vendor Total: \$981.91
24970		JORDAN ACE HARDWARE		540 WEST 2ND ST. JORDAN, MN 55352		
			001	112763		
		E 01	128 810 000 401 000	Nuts and Bolts		Check
						\$5.10
		E 01	128 810 000 401 000	Nuts and Bolts		\$1.49
PO#:	63152	Voucher #:	136927	Invoice No: November 2025	1/16/2026	Paid Amt: \$6.59
			E 01	100 810 000 401 000	16pk AA battery	
						\$13.99
			E 01	100 810 000 401 000	carpet tape	
						\$9.59
PO#:	63148	Voucher #:	136929	Invoice No: November 2025	1/16/2026	Paid Amt: \$23.58
			E 01	005 810 000 350 200	pump siphon	
						\$23.99
			E 01	005 810 000 350 200	utility knife set	
						\$19.99
PO#:	63150	Voucher #:	136931	Invoice No: November 2025	1/16/2026	Paid Amt: \$43.98

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
24970		JORDAN ACE HARDWARE	001	112763		
		540 WEST 2ND ST. JORDAN, MN 55352				
PO#: 63196		Voucher #:	136928	Invoice	1/16/2026	Check
			E 01 300 291 000 401 375	JMBO Ktr S/F RLR Fm 1/2"		\$13.98
			E 01 128 810 000 401 000	Duct tape		\$9.99
			E 01 128 810 000 401 000	C batteries		\$9.99
			E 01 128 810 000 401 000	AA batteries		\$13.99
PO#: 63149		Voucher #:	136962	Invoice	1/16/2026	Check
			E 01 300 291 000 401 375	Spring Door Adj		\$8.59
			E 01 300 291 000 401 375	Sash Lift Stn Nkl		\$4.99
PO#: 63227		Voucher #:	136930	Invoice	1/16/2026	Check
			E 01 300 361 830 433 000	Wood Shop		\$18.99
			E 01 300 361 830 433 000	Metals		\$38.58
PO#: 63151		Voucher #:	136926	Invoice	1/16/2026	Check
			E 01 300 810 000 401 000	superglue		\$9.99
			E 01 300 810 000 401 000	AAA battery		\$11.99
			E 01 300 810 000 401 000	Nuts and Bolts		\$1.30
			E 01 300 810 000 401 000	Nuts and Bolts		\$4.83
			136932	Invoice	1/16/2026	Check
				November 2025		\$28.11
						Check Amount: \$221.36
						Vendor Total: \$221.36
3513		JORDAN BOOSTER CLUB	001	112764		
		600 SUNSET DRIVE JORDAN, MN 55352				
			E 01 100 203 000 401 942	2026 Gala - JES		\$125.00
			E 01 300 211 000 401 933	2026 Gala - JHS		\$125.00
PO#: 63016		Voucher #:	136922	Invoice	1/16/2026	Check
				Jan 2026		\$250.00
						Check Amount: \$250.00
						Vendor Total: \$250.00
10692		JOSTENS INC	001	112765		
		7760 FRANCE AVE S STE400 MINNEAPOLIS, MN 55435				
			E 01 300 790 000 849 000	Diploma COvers for 2026 Graduation class		\$1,641.75
			E 01 300 790 000 849 000	Freight		\$66.95
PO#: 63016		Voucher #:	136968	Invoice	1/16/2026	Check
				49456667		\$1,708.70
						Check Amount: \$1,708.70
						Vendor Total: \$1,708.70

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-1/31/2026 Period: 202607-202607 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
4542		KELLY SERVICES, INC					
		001		112766	1212 SOLUTIONS CENTER CHICAGO, IL 60677-1022	Check	
		E 04	005	582	344 999	\$342.15	
		E 01	100	203	000 394 999	\$793.73	
		E 01	100	400	000 307 999	\$297.65	
		E 01	100	407	740 307 999	\$153.98	
		E 01	100	411	740 307 999	\$436.26	
		E 01	100	411	740 307 999	\$203.65	
		E 01	300	211	000 394 999	\$694.51	
		E 01	300	400	000 307 999	\$595.29	
		E 01	128	211	000 394 999	\$1,389.02	
		E 01	128	400	000 307 999	\$595.29	
		E 01	128	411	740 307 999	\$220.70	
PO#:		Voucher #:	136964	Invoice	Invoice No: 5613205235	1/16/2026	Paid Amt: \$5,722.23
		E 01	100	412	740 307 999	\$133.45	
		E 01	100	203	000 394 999	\$793.74	
		E 01	100	203	000 394 999	\$496.08	
		E 01	100	411	740 307 999	\$720.19	
		E 01	100	411	740 307 999	\$2,162.26	
		E 01	300	400	000 307 999	\$198.43	
		E 01	128	211	000 394 999	\$2,083.52	
		E 01	128	211	000 394 999	\$198.43	
PO#:		Voucher #:	136965	Invoice	Invoice No: 5613377028	1/16/2026	Paid Amt: \$6,786.10
		E 04	005	582	344 999	\$41.06	
		E 01	100	203	000 394 999	\$992.17	
		E 01	300	211	000 394 999	\$1,389.01	
		E 01	300	640	316 305 999	\$198.43	
		E 01	128	211	000 394 999	\$892.95	
		E 01	128	400	000 307 999	\$396.86	
		E 01	100	411	740 307 999	\$302.82	
PO#:		Voucher #:	136963	Invoice	Invoice No: 561007121	1/16/2026	Paid Amt: \$4,213.30
						Check Amount:	\$16,721.63
						Vendor Total:	\$16,721.63

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
5796		KELM, ANTHONY		8424 5TH AVE S BLOOMINGTON, MN 55420			
		001		112804			
		E 01	300	296	000 305 306	01/13/26	Check
							\$145.00
PO#:		Voucher #:		137012	Invoice	Invoice No: Jan 2026	1/16/2026
							Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00
3462		KENDELL DOORS AND HARDWARE		1312 NORTHLAND DR #100 MENDOTA HEIGHTS, MN 55120			
		001		112818			
		E 06	100	870	024 520 000	Application 11	Check
							\$5,663.45
PO#:		Voucher #:		137022	Invoice	Invoice No: Application 11	1/16/2026
							Paid Amt: \$5,663.45
							Check Amount: \$5,663.45
							Vendor Total: \$5,663.45
2254		KOHLHARDT, DEB		205 RUSTLE RD JORDAN, MN 55352			
		001		112767			
		E 04	005	508	321 305 000	Yoga	Check
							\$341.60
PO#:		Voucher #:		136967	Invoice	Invoice No: Nov-Dec 2025	1/16/2026
							Paid Amt: \$341.60
							Check Amount: \$341.60
							Vendor Total: \$341.60
6445		KRAFT CONTRACTING & MECHANICAL LLC		2330 VENTURA DRIVE STE 100 WOODBURY, MN 55125			
		001		112819			
		E 06	100	870	024 520 000	Application 21	Check
							\$2,651.20
PO#:		Voucher #:		137025	Invoice	Invoice No: Application 21	1/16/2026
							Paid Amt: \$2,651.20
							Check Amount: \$2,651.20
							Vendor Total: \$2,651.20
5637		KRAUS-ANDERSON CONSTRUCTION COMPANY		501 S 8TH STREET MINNEAPOLIS, MN 55404			
		001		112820			
		E 06	100	870	024 305 000	General Conditions	Check
							\$4,524.63
PO#:		Voucher #:		137031	Invoice	Invoice No: KA74575	1/16/2026
							Paid Amt: \$4,524.63
							Check Amount: \$4,524.63
							Vendor Total: \$4,524.63
27232		KULLY SUPPLY, INC.		2100 W COUNTY RD 42 BURNSVILLE, MN 55337			
		001		112768			
		E 01	128	810	000 401 000	12/10/25 JMS Faucet metering flex hose	Check
							\$2,315.28
		E 01	128	810	000 401 000	Freight shipping	
							\$8.50
PO#:	63256	Voucher #:		136966	Invoice	Invoice No: 693337	1/16/2026
							Paid Amt: \$2,323.78
							Check Amount: \$2,323.78
							Vendor Total: \$2,323.78

Code	Rcd	Vendor	Bank	Check No	Check	Pmt/Void Date	Pmt Type
6470		LAKETOWN ELECTRIC, INC-WACONIA	001	112821	8470 STATE HWY 5 WACONIA, MN 55387		
		E 06 100 870 024 520 000			Application 21		Check
		Voucher #: 137026 Invoice			Invoice No: Application 21	1/16/2026	
							\$19,267.27
							<b>Paid Amt: \$19,267.27</b>
							<b>Check Amount: \$19,267.27</b>
							<b>Vendor Total: \$19,267.27</b>
10827		MESPA		1970 OAKCREST AVE SUITE 204 ROSEVILLE, MN 55113			
		001		112769			Check
		E 01 100 640 316 366 000			M. Barnett- MIESPA Event 2026		\$500.00
		Voucher #: 136970 Invoice			Invoice No: January 2026	1/16/2026	
							<b>Paid Amt: \$500.00</b>
							<b>Check Amount: \$500.00</b>
							<b>Vendor Total: \$500.00</b>
6756		METRO FURNITURE SOLUTIONS BY HENRICKSEN		800 WASHINGTON AVE N STE 200 MINNEAPOLIS, MN 55410			
		001		112822			Check
		E 06 100 870 024 520 000			Application 4		\$3,742.67
		Voucher #: 137028 Invoice			Invoice No: Application 4	1/16/2026	
							<b>Paid Amt: \$3,742.67</b>
							<b>Check Amount: \$3,742.67</b>
							<b>Vendor Total: \$3,742.67</b>
1865		MINNTEX CITRUS INC.		P.O. BOX 323 WINDOW, MN 56101			
		STUD		2083			Check
		R 27 300 298 301 619 957			Fruit Sale for Band/Choir		\$5,694.30
		Voucher #: 137003 Invoice			Invoice No: 2016	1/16/2026	
							<b>Paid Amt: \$5,694.30</b>
							<b>Check Amount: \$5,694.30</b>
							<b>Vendor Total: \$5,694.30</b>
15218		MN DEPT OF LABOR & INDUSTRY		FINANCIAL SERVICES OFFICE 443 LAFAYETTE RD ST PAUL, MN 55155			
		001		112770			Check
		E 01 300 865 347 305 000			JHS Boiler inspection		\$225.00
		E 01 128 865 347 305 000			JMS Boiler inspection		\$150.00
		E 01 100 865 347 305 000			JES Boiler inspection		\$150.00
		Voucher #: 136971 Invoice			Invoice No: ABR0368443X	1/16/2026	
							<b>Paid Amt: \$525.00</b>
							<b>Check Amount: \$525.00</b>
							<b>Vendor Total: \$525.00</b>
25378		MN DEPT OF PUBLIC SAFETY		STATE OF MN - FIRE MARSHAL 445 MINNESOTA ST STE 145 ST. PAUL, MN 55101-5145			
		001		112771			Check
		E 01 005 810 000 350 200			2019 Ford Fus		\$20.25
		E 01 005 810 000 350 200			2011 Car Tri		\$20.25
		E 01 005 810 000 350 200			2012 Ford Eco		\$20.25

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
25378		MN DEPT OF PUBLIC SAFETY			STATE OF MN - FIRE MARSHAL 445 MINNESOTA ST STE 145 ST. PAUL, MN 55101-5145	Check
		001		112771		
		E 01	005	810 000 350 200	2017 Trit Trl	\$20.25
		E 01	005	810 000 350 200	2015 Ford Fus	\$20.25
		E 01	005	810 000 350 200	2018 Ford TCN	\$20.25
		E 01	005	810 000 350 200	2002 MID	\$20.25
PO#:		Voucher #:	136972	Invoice	Invoice No: January 2026	1/16/2026
					Paid Amt:	\$141.75
					Check Amount:	\$141.75
					Vendor Total:	\$141.75
3967		MN VALLEY ELECTRIC COOPERATIVE			125 MN VALLEY ELECTRIC DR JORDAN, MN 55352	Check
		001		112772		
		E 01	005	810 000 330 201	Nov 2025	\$16.26
		E 01	005	810 000 330 201	Dec 2025	\$18.26
PO#:		Voucher #:	136973	Invoice	Invoice No: nov & Dec 2025	1/16/2026
					Paid Amt:	\$34.52
					Check Amount:	\$34.52
					Vendor Total:	\$34.52
3315		MRI INTERMEDIATE HOLDINGS, LLC			28925 FOUNTAIN PKWY SOLON, OH 44139	Check
		001		112773		
		E 04	005	505 321 305 000	Background checks	\$22.00
PO#:		Voucher #:	136969	Invoice	Invoice No: MRIUS2645347	1/16/2026
					Paid Amt:	\$22.00
					Check Amount:	\$22.00
					Vendor Total:	\$22.00
27128		NORTH STAR PIZZA			17565 HWY 65 SUITE145 HAM LAKE, MN 55304	Check
		001		112774		
		E 01	300	292 000 302 000	10/22/25	\$232.00
		E 01	300	292 000 302 000	10/22/25	\$256.00
		E 01	300	292 000 302 000	10/29/25	\$40.00
		E 01	300	292 000 302 000	10/29/25	\$49.00
		E 01	300	292 000 302 000	10/22/25	(\$232.00)
		E 01	300	292 000 302 900	Pizza for Concessions-10/29/25	\$232.00
		E 01	300	292 000 302 000	10/22/25	(\$256.00)
		E 01	300	292 000 302 900	Pizza for Concessions-10/22/2025	\$256.00
		E 01	300	292 000 302 000	10/29/25	(\$40.00)
		E 01	300	292 000 302 900	Pizza for Concessions-10/29/2025	\$40.00
		E 01	300	292 000 302 000	10/29/25	(\$49.00)
		E 01	300	292 000 302 900	Pizza for Concessions-10/29/2025	\$49.00
PO#:		Voucher #:	136976	Invoice	Invoice No: Oct 2025	1/16/2026
					Paid Amt:	\$577.00

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
27128		NORTH STAR PIZZA		17565 HWY 65 SUITE145 HAM LAKE, MN 55304					
		001		112774					
	E	02	300	770	701	490	000	Check	
								\$51.49	
	E	02	300	770	707	490	000	Check	
								\$120.00	
	E	02	300	770	707	490	000	Check	
								\$120.00	
	E	02	300	770	707	490	000	Check	
								\$120.00	
	E	02	300	770	707	490	000	Check	
								(\$98.00)	
	E	02	300	770	707	490	000	Check	
								(\$89.00)	
PO#:		Voucher #:	136977	Invoice	Invoice No:	Nov & Dec 2025	1/16/2026	Paid Amt:	\$224.49
								Check Amount:	\$801.49
								Vendor Total:	\$801.49
5626		NOVAK, HEATHER		311 1ST ST SE NEW PRAGUE, MN 56071					
		001		112775					
	E	04	005	507	321	305	000	Check	
								\$462.36	
PO#:		Voucher #:	136975	Invoice	Invoice No:	December 2025	1/16/2026	Paid Amt:	\$462.36
								Check Amount:	\$462.36
								Vendor Total:	\$462.36
5775		NOYES, DOUGLAS		848 FOREST EDGE DR JORDAN, MN 55352					
		001		112805					
	E	01	300	294	000	305	306	Check	
								\$50.00	
	E	01	300	294	000	305	306	Check	
								\$50.00	
	E	01	300	294	000	305	306	Check	
								\$50.00	
	E	01	300	294	000	305	306	Check	
								\$50.00	
PO#:		Voucher #:	137013	Invoice	Invoice No:	Dec 2025-Jan 2026	1/16/2026	Paid Amt:	\$200.00
								Check Amount:	\$200.00
								Vendor Total:	\$200.00
6387		NSPRA-NAT'L SCHOOL PUBLIC RELATIONS ASSOC		15948 DERWOOD ROAD ROCKVILLE, MD 20855-2123					
		001		112776					
	E	01	005	107	000	820	400	Check	
								\$157.50	
	B	01	131	000				Check	
								\$157.50	
PO#:	63294	Voucher #:	136974	Invoice	Invoice No:	41168	1/16/2026	Paid Amt:	\$315.00
								Check Amount:	\$315.00
								Vendor Total:	\$315.00
5340		OFFICE OF MNIT SERVICES		CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603					
		001		112777					
	E	01	100	219	317	358	000	Check	
								\$75.60	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
5340		OFFICE OF MNIT SERVICES		112777		Check	
		CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603					
				E 01 100 219 317 358 000	JHS November 2025 Gen Ed Phone Translation	\$7.35	
PO#:	63248	Voucher #:	136978	Invoice No:	W25110750	1/16/2026	Paid Amt: \$82.95
							Check Amount: \$82.95
							Vendor Total: \$82.95
3631		ORDWAY CENTER		112778		Check	
		345 WASHINGTON ST ST PAUL, MN 55102					
				E 01 005 211 313 369 000	Quest for the Boiling River	\$500.00	
PO#:		Voucher #:	136979	Invoice No:	25940	1/16/2026	Paid Amt: \$500.00
							Check Amount: \$500.00
							Vendor Total: \$500.00
1231		PASS FENCING & GNRL MAINT		112779		Check	
		16850 JORDAN AVENUE JORDAN, MN 55352					
				E 01 005 865 384 510 000	Fence	\$6,900.00	
				E 01 005 865 384 510 000	Bottom Rail	\$1,800.00	
PO#:	4	Voucher #:	136980	Invoice No:	08/01/25	1/16/2026	Paid Amt: \$8,700.00
							Check Amount: \$8,700.00
							Vendor Total: \$8,700.00
6949		PROCARE THERAPY		112780		Check	
		PO BOX 93441 ATLANTA, GA 31193-4411					
				E 01 998 401 740 394 000	Voco Tech Fee non-refundable	\$200.00	
				E 01 998 401 740 394 000	Voco Station Deposit-refundable upon return	\$1,000.00	
PO#:	63249	Voucher #:	136981	Invoice No:	21339281	1/16/2026	Paid Amt: \$1,200.00
				E 01 998 401 740 394 000	School Tele-SLP w/e 12/19/2025	\$3,430.00	
PO#:	63290	Voucher #:	136982	Invoice No:	21344303	1/16/2026	Paid Amt: \$3,430.00
				E 01 998 401 740 394 000	Tele-SLP week ending 12/5/2025	\$3,430.00	
PO#:	63232	Voucher #:	136983	Invoice No:	21334598	1/16/2026	Paid Amt: \$3,430.00
							Check Amount: \$3,430.00
							Vendor Total: \$8,060.00
6372		PROSHEK, NATHAN		112806		Check	
		813 2ND STREET NW NEW PRAGUE, MN 56071					
				E 01 300 294 000 305 306	01/08/26	\$145.00	
PO#:		Voucher #:	137014	Invoice No:	Jan 2026	1/16/2026	Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
11072		RADERMACHER FOODS INC.		112825	500 WEST 2ND STREET JORDAN, MN 55352		
			001				Check
PO#: 63204		Voucher #:		137099 Invoice	Invoice No: Dec 25	1/30/2026	Paid Amt: \$43.33
	E 04	005	585	332	369	000	\$34.03
	E 04	005	505	321	401	550	\$9.30
PO#: 137099		Voucher #:		137100 Invoice	Invoice No: Dec 25	1/30/2026	Paid Amt: \$3.50
	E 01	128	211	303	401	277	\$3.50
PO#: 137097		Voucher #:		137097 Invoice	Invoice No: Oct 25 & Dec 25 - 23	1/30/2026	Paid Amt: \$90.98
	E 01	300	640	316	366	000	(\$177.82)
	E 02	300	770	701	490	000	(\$19.05)
	E 01	128	250	000	430	000	\$39.73
	E 01	300	260	000	430	000	\$4.29
	E 02	100	770	701	401	000	\$6.99
	E 02	128	770	701	401	000	\$6.99
	E 02	300	770	701	401	000	\$6.99
	E 02	128	770	701	401	000	\$6.29
	E 01	300	331	830	433	000	\$17.96
	E 02	300	770	707	490	000	\$13.97
	E 02	300	770	701	490	000	\$11.94
	E 02	300	770	707	490	000	\$3.89
	E 02	300	770	701	490	000	\$17.91
	E 01	128	250	000	430	000	\$17.83
	E 01	300	260	000	430	000	\$1.90
	E 01	128	250	000	430	000	\$76.16
	E 01	128	250	000	430	000	\$63.62
	E 01	128	250	000	430	000	\$251.61
	E 02	100	770	701	490	000	\$6.50
	E 01	300	260	000	430	000	\$8.94
	E 02	128	770	707	490	000	\$15.30
	E 01	128	250	000	430	000	\$53.20
	E 01	128	250	000	430	000	\$83.79
	E 01	128	250	000	430	000	\$17.17
	E 02	128	770	707	490	000	\$2.97
	E 01	128	250	000	490	000	\$95.07
	E 01	300	292	000	302	900	\$35.94

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
11072		RADERMACHER FOODS INC.		500 WEST 2ND STREET JORDAN, MN 55352		Check
		001		112825		
	E	02	128	770	701 490 000	JMS Food Service \$8.78
	E	01	300	292	000 302 900	FB Boosters \$53.55
	E	01	300	331	830 433 000	JHS FACS \$55.36
	E	02	100	770	701 401 000	JES Food Service \$21.95
	E	01	128	250	000 490 000	JMS FACS \$55.20
	E	01	128	250	000 490 000	JMS FACS \$4.70
	E	01	128	250	000 490 000	JMS FACS \$388.68
	E	01	300	331	830 433 000	JHS FACS \$201.46
	E	01	128	211	000 401 275	JMS Student Council \$284.52
	E	02	300	770	701 490 000	JHS Food Service \$11.85
	E	01	300	211	318 401 000	JHS A&I \$134.85
	E	01	300	331	830 433 000	JHS FACS \$96.98
	E	01	128	250	000 490 000	JMS FACS \$174.40
	E	01	128	250	000 490 000	JMS FACS \$27.15
	E	01	128	250	000 490 000	JMS FACS \$57.78
	E	01	128	211	000 401 275	JMS Student Council \$26.60
PO#:		Voucher #:	137098	Invoice	Invoice No: Oct 25 & Dec 25	1/30/2026
						Paid Amt: \$2,273.89
						Check Amount: \$2,411.70
						Vendor Total: \$2,411.70

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
20698		RATWIK, ROSZAK & MALONEY, PA		444 CEDAR ST STE 2100 SAINT PAUL, MN 55101-2136		Check
		001		112781		
	E	01	005	160	000 305 000	Past Due \$90.00
	E	01	005	160	000 305 000	Misc \$3,465.00
	E	01	005	160	000 305 000	Teacher Matter \$6,435.00
	E	01	005	160	000 305 000	Expenses \$38.69
	E	01	005	160	000 305 000	Mileage \$43.40
PO#:		Voucher #:	136984	Invoice	Invoice No: 12/01/2025	1/16/2026
						Paid Amt: \$10,072.09
						Check Amount: \$10,072.09
						Vendor Total: \$10,072.09

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6116		ROBOTICS EDUCATION & COMPETITION FOUNDATION		1519 INTERSTATE HWY 30 W GREENVILLE, TX 75402		Check
		001		112782		
	E	01	300	292	000 302 900	TCU Vex Robotics MS/HS/Tournament \$85.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6116		ROBOTICS EDUCATION & COMPETITION FOUNDATION			1519 INTERSTATE HWY 30 W GREENVILLE, TX 75402	
		001		112782		Check
		E 01 300 298 000 401 297			TCU Vex Robotics MS/HS/Tournament	\$20.00
PO#:	63247	Voucher #:	136985	Invoice No:	62417095	1/16/2026
						Paid Amt: \$105.00
						Check Amount: \$105.00
						Vendor Total: \$105.00
6118		ROGERS, ROCHESTER			11482 DEER RIDGE LANE MINNETONKA, MN 55343	
		001		112807		Check
		E 01 300 296 000 305 306			12/04/25	\$155.00
PO#:		Voucher #:	137015	Invoice No:	Dec 2025	1/16/2026
						Paid Amt: \$155.00
						Check Amount: \$155.00
						Vendor Total: \$155.00
6468		RTL CONSTRUCTION, INC			290 SARAZIN STREET SHAKOPEE, MN 55379	
		001		112823		Check
		E 06 100 870 024 520 000			Application 19	\$3,024.47
PO#:		Voucher #:	137023	Invoice No:	Application 19	1/16/2026
						Paid Amt: \$3,024.47
						Check Amount: \$3,024.47
						Vendor Total: \$3,024.47
3354		S.M. HENTGES & SONS INC			650 QUAKER AVE JORDAN, MN 55352	
		001		112783		Check
		E 01 300 865 384 510 000			11/30/25 JHS Parking lot repairs	\$12,000.00
PO#:	63308	Voucher #:	136987	Invoice No:	3176	1/16/2026
						Paid Amt: \$12,000.00
						Check Amount: \$12,000.00
						Vendor Total: \$12,000.00
						Check Amount: \$24,500.00
						Vendor Total: \$24,500.00
						Check Amount: \$36,500.00
						Vendor Total: \$36,500.00
6963		SCALZO, JOEL			12110 45TH AVE N PLYMOUTH, MN 55442	
		001		112808		Check
		E 01 300 294 000 305 310			12/18/25	\$175.00
PO#:		Voucher #:	137016	Invoice No:	Dec 2025	1/16/2026
						Paid Amt: \$175.00
						Check Amount: \$175.00
						Vendor Total: \$175.00

Code	Rcd	Vendor	Bank	Check No	Pmt Type	Pmt/Void Date	Check Amount	Vendor Total:
4497		SCHAEFER, JOHN		13225 BRONZE CT ROSEMOUNT, MN 55068	Check			
		001		112809				
		E 01	300	294 000 305 306		01/06/26	\$175.00	
PO#:		Voucher #:	137017	Invoice		1/16/2026	Check Amt: \$175.00	Check Amount: \$175.00
							Vendor Total:	\$175.00
2882		SHRED RIGHT		6301 W OLD SHAKOPEE RD BLOOMINGTON, MN 55438	Check			
		001		112784				
		E 01	100	203 000 305 000		JES	\$26.25	
		E 01	128	211 000 305 000		JMS	\$16.82	
		E 01	300	211 000 305 000		JHS	\$26.25	
		E 01	005	110 000 305 000		DO	\$16.83	
PO#:		Voucher #:	136986	Invoice		1/16/2026	Check Amt: \$86.15	Check Amount: \$86.15
							Vendor Total:	\$86.15
6759	R1	SKYHAWKS		PO BOX 1103 BURNSVILLE, MN 55337	Check			
	01	001		112785				
		E 04	005	585 332 305 000		Nov-Dec 2025 Pickleball, Hoopsters Classes	\$2,136.00	
PO#:		Voucher #:	136990	Invoice		1/16/2026	Check Amt: \$2,136.00	Check Amount: \$2,136.00
							Vendor Total:	\$2,136.00
16835		SOUTH CENTRAL SERVICE COOP.		2075 LOOKOUT DR. NORTH MANKATO, MN 56003	Check			
		001		112786				
		E 01	005	865 352 305 000		UFARS 32	\$736.14	
PO#:		Voucher #:	136989	Invoice		1/16/2026	Check Amt: \$736.14	Check Amount: \$736.14
							Vendor Total:	\$736.14
6964		SPARK PATH		2 PINE TREE DRIVE SUITE 101 ARDEN HILLS, MN 55112	Check			
		001		112787				
		E 01	005	211 313 369 000		CreativeCon Registrations	\$928.00	
PO#:		Voucher #:	136991	Invoice		1/16/2026	Check Amt: \$928.00	Check Amount: \$928.00
							Vendor Total:	\$928.00

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
4787		SPERR, MICHAEL		1033 SHUMWAY ST	SHAKOPEE, MN 55379		
		001		112810			
		E 01	300	294	000 305 306	01/06/26	Check
		Voucher #:	137018	Invoice	Invoice No: Jan 2026	1/16/2026	
							Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00
25711		STAR GROUP, LLC		2121 N BROADWAY	NEW ULM, MN 56073		
		001		112788			
		E 01	128	810	000 401 000	12/2/25 JMS bolt for air handler	Check
		Voucher #:	136993	Invoice	Invoice No: 941005	1/16/2026	
							Paid Amt: \$20.99
		E 01	300	361	830 433 000	Fuel line hose #-175	Check
		Voucher #:	136992	Invoice	Invoice No: 942146	1/16/2026	
							Paid Amt: \$12.95
		E 01	005	760	733 350 000	12/30/25 Battery for 02 bus	Check
		Voucher #:	136994	Invoice	Invoice No: 943182	1/16/2026	
							Paid Amt: \$202.49
		E 01	005	810	000 401 000	12/30/25 Battery for small yellow lift	Check
		Voucher #:	136995	Invoice	Invoice No: 943199	1/16/2026	
							Paid Amt: (\$22.50)
		E 01	005	810	000 401 000	Returned core	Check
							Paid Amt: \$165.49
							Check Amount: (\$22.50)
							Vendor Total: \$356.92
26700		THREE RIVERS PARK DISTRICT		ADMINISTRATIVE CENTER 3000 XENIUM LANE N.	PLYMOUTH, MN 55441-2661		
		001		112789			
		E 01	300	292	000 430 317	Season Pass - Cross Country Ski High School	Check
		Voucher #:	136996	Invoice	Invoice No: 54211	1/16/2026	
							Paid Amt: \$2,160.00
							Check Amount: \$2,160.00
							Vendor Total: \$2,160.00
6237		TRUE MECHANICAL LLC		3225 180TH ST W	JORDAN, MN 55352		
		001		112790			
		E 01	128	810	000 401 000	12/11/25 JMS Fan tripped supply fan heat coil fi	Check
		Voucher #:	136997	Invoice	Invoice No: 2518	1/16/2026	
							Paid Amt: \$606.21
		E 01	300	810	000 350 272	00/3/25 & 10/29/25 JHS science exhaust fan mc	Check
		Voucher #:	136998	Invoice	Invoice No: 2515	1/16/2026	
							Paid Amt: \$1,025.83
							Check Amount: \$1,632.04
							Vendor Total: \$1,632.04

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
4478		VINKEMEIER, JEFFERY	001	112811	979 LACY CT BELLE PLAINE, MN 56011		
		E 01 300 294 000 305 306			12/19/25		Check
		Voucher #: 137019 Invoice			Invoice No: Dec 2025	1/16/2026	
							Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00
5488		WAYZATA COMMUNITY EDUCATION	001	112791	PO BOX 660 WAYZATA, MN 55391		
		E 04 005 507 321 305 000			9/16 & 11/18/25 Write Your Own Will Class		Check
		Voucher #: 136999 Invoice			Invoice No: 2025-1203	1/16/2026	
							Paid Amt: \$390.00
							Check Amount: \$390.00
							Vendor Total: \$390.00
6951		WYFFELS, JEFFRY	001	112812	1470 SHERMAN LAKE ROAD LINO LAKES, MN 55038		
		E 01 300 294 000 305 306			12/16/25		Check
		Voucher #: 137020 Invoice			Invoice No: Dec 2025	1/16/2026	
							Paid Amt: \$185.00
							Check Amount: \$185.00
							Vendor Total: \$185.00
4886	11	ZAHLER PHOTOGRAPHY OF ANNANDALE, INC	001	112792	PO BOX 327 ANNANDALE, MN 55302		
		E 01 300 292 000 302 900			5x10 ft team banner Photo,design & print		Check
		Voucher #: 137000 Invoice			Invoice No: 864	1/16/2026	
		E 01 300 292 000 401 296			5x10 foot team banner - photography, design and		Paid Amt: \$200.00
		Voucher #: 137001 Invoice			Invoice No: 865	1/16/2026	
							Paid Amt: \$200.00
							Check Amount: \$400.00
							Vendor Total: \$400.00
							Report Total: \$444,076.64

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

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$245,405.99
02 Food Service Fund	\$5,198.75
04 Community Education	\$12,522.13
06 Building Fund	\$163,335.76
27 Student Activity Accounts	\$17,614.01
<b>Report Total</b>	<b>\$444,076.64</b>

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

**RESOLUTION ACCEPTING DONATIONS**

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

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

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

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

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount/Items</b>
Mightycause	JES Backpack Program	\$45.00
Jordan Commercial Club	Emergency Go Buckets	\$500.00
Jordan Fire Department	Emergency Go Buckets	\$1,000.00
Jordan Fire Department	Jordan Family Outreach	\$1,000.00
Holly Kvapil CAF	Jordan Middle School	\$50.00
Holly Kvapil CAF	Jordan Middle School	\$50.00
Jordan Family Dental	SW Fishing Team Jersey Sponsorship	\$200.00

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: February 9<sup>th</sup>, 2026*

**306 ADMINISTRATOR CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

**II. GENERAL STATEMENT OF POLICY**

The standards of professional conduct are as follows:

- A. A school administrator must provide professional educational services in a nondiscriminatory manner.
- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
- F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.

- I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
- J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
1. support the goals and objectives of the education programs;
  2. consider the needs, age, and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minnesota Statutes sections 124D.59 to 124D.61;

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

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

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

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

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

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

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
20 U.S.C. 1232h(a) (Protection of Pupil Rights)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

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

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**712 VIDEO RECORDING OTHER THAN ON BUSES**

**I. PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

**II. GENERAL STATEMENT OF POLICY**

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video recording may occur in any school district building or on any school district property.
3. Video recording will normally not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the

Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

**Resources:** U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#) (Accessed 10/12/25)

# JORDAN DISTRICT SCHOOLS POLICY

*Adopted: March 11<sup>th</sup>, 2019*

*Revised: February 9<sup>th</sup>, 2026*

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

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

#### **B. Data on Individuals**

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

#### **C. Data Practices Compliance Officer**

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

#### **D. Government Data**

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

E. Summary Data

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

#### **IV. REQUESTS FOR PUBLIC DATA**

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

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

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

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

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
  5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.
- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the used and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of a stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties contest, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject's parent or guardian;
  5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## VIII. COSTS

### A. Public Data

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

### B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the

requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**C. Data Belonging to an Individual Subject**

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

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

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

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

**IX. ANNUAL REVIEW AND POSTING**

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

school district that is easily accessible to the public or by posting them on the school district's website.

### **Data Practices Contacts**

#### **Responsible Authority:**

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

#### **Data Practices Compliance Official:**

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

#### **Data Practices Designee(s):**

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

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

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

***Resources:*** MN Department of Administration: [Actual Cost](#)  
MN Department of Administration: [Copy Costs](#)  
MN Department of Administration: [Education Data](#)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12th, 2007*

*Revised: February 9th, 2026*

**203.6 CONSENT AGENDAS**

**I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

**II. GENERAL STATEMENT OF POLICY**

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

**III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added

remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and

subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## **VI. PROCEDURES**

### **A. Agenda Items**

1. Persons who wish to have a subject discussed at a public school board meeting about an agenda item must notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed using the request to address the school board form. This form may be found on the school district website or at the district office. This form may be returned via email or in-person at the district office by noon on the day of the school board meeting during which the person(s) wish to address a subject.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to 3 minutes. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable.

Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

Additionally, speakers may not discuss or disclose private educational data on any current or former student; identify any current or former student during public comment; make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive; make comments related to pending contract negotiations or pending litigation; campaign for or against a political candidate; or promote or advertise products that are for sale or purchase, unless the school board has invited the speaker to present the product as an agenda item.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are

work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures: Closed or Open Meeting)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**209 CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD**

MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.

3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a

school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

**III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
  - 2. The designation of an official newspaper, or publication of official matters

therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only when the school district has a population of*

*1,000 or less according to the last federal census.)*

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
  - D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board

member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)  
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: Sept. 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

**I. PURPOSE**

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

**III. CIVIL ACTIONS**

- A. Pursuant to Minnesota Statutes section 466.07, subdivision 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising

out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

#### IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel,

reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

**V. STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members

or school district employees shall make or release statements in that situation only in consultation with legal counsel.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)  
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)  
Minn. Stat. § 260E.22 (Interviews)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Dypress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983)  
*Wood v. Strickland*, 420 U.S. 308 (1975)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS,  
AND CREATIONS**

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

**II. GENERAL STATEMENT OF POLICY**

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment on or before September 30<sup>th</sup>. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

**III. NOTICE OF POLICY**

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

**Legal References:** Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)  
17 U.S.C. § 101 *et seq.* (Copyrights)

**Cross References:**

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**412 EXPENSE REIMBURSEMENT**

**I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

**II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

**III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

**IV. AIRLINE TRAVEL CREDIT**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee. All air travel must be paid for with a District credit card and all miles earned will remain property of the District.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## **V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: July 9, 2012*

*Revised: February 9<sup>th</sup>, 2026*

**415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

**III. DEFINITIONS**

- A. “Abuse” means:
  - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
  - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or

corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

- F. “Mandated reporter” means a professional or professional’s delegate while engaged in education.
- G. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. §Minnesota Statutes section 626.5572, Subd. 17.
- J. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. “Vulnerable adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to provide adequately for the individual’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

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

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

#### **V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

#### **VI. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy should appear in school personnel handbooks as appropriate.

- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Government Data Practices; Definitions)  
 Minn. Stat. Ch. 245A (Human Services Licensing)  
 Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
 Minn. Stat. §§ 609.221-609.224 (Assault)  
 Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)  
 Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
 Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
 Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
 MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: February 9<sup>th</sup>, 2026*

**423 EMPLOYEE-STUDENT RELATIONSHIPS**

**I. PURPOSE**

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

**II. GENERAL STATEMENT OF POLICY**

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Examples include, but are not limited to avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

### **III. REPORTING AND INVESTIGATION**

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

### **IV. SCHOOL DISTRICT ACTION**

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

### **V. SCOPE OF LIABILITY**

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

***Legal References:*** Minn. Stat. § 13.43, Subd. 16 (Personnel Data)  
Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)  
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts;  
Termination)  
Minn. Stat. §§ 609.341-609.352 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)  
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees,  
Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against  
School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
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 414 (Mandated Reporting of Child Neglect  
or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment  
of Vulnerable Adults)  
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board  
Members)  
MSBA/MASA Model Policy 507 (Corporal Punishment)

## JORDAN DISTRICT SCHOOLS POLICY

*Adopted: August 2<sup>nd</sup>, 2016*

*Revised: February 9<sup>th</sup>, 2026*

### 432 RETURN TO WORK POLICY

#### I. PURPOSE

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

#### II. SCOPE

This program applies to all employees who sustain an occupational illness or injury. Employees will receive assignments upon availability.

#### III. DEFINITIONS

1. **Occupational Illness/Injury:** For the purpose of this program, an occupational injury or illness means an injury or disease arising out of the employment with the Jordan School District and compensable under the workers' compensation laws of the State of Minnesota.
2. **Temporary Totally Disabled (TTD):** An employee who is temporarily totally disabled is one who is medically incapable of performing any work.
3. **Temporary Partially Disabled (TPD):** An employee who is temporarily partially disabled is one who is medically capable of performing some occupational function within their physician's medical restrictions.
4. **Transitional Duty:** Is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though Jordan District Schools permits multiple 90-day assignments back-to-back if medically warranted.
5. **Alternate Duty:** Is a part of Jordan School District's Return to Work Policy that is designed as a placement service for individuals who have reached maximum

medical improvement and are still unable to perform the essential functions of their pre-injury job.

#### **IV. GOAL**

1. To provide work for employees with job related injuries or illnesses that restrict their ability to perform the essential functions of their regular.
2. To assist employees in the transition from injury or illness to recovery while continuing to be a productive part of the workforce.
3. To prevent the deterioration of employees' work skills, health, and attitude that may result from prolonged work absence.
4. To demonstrate the district's commitment to employee recovery.
5. To minimize the loss of productivity.

#### **V. ROLES AND RESPONSIBILITIES**

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

1. Employer/Administration Roles and Responsibilities
  - a. Develop a written policy with clear defined procedure (that is signed by top management).
  - b. Hold all managers/supervisors/employees accountable for their participation in the program.
  - c. Select a Return to Work Coordinator.
  - d. Inform the insured and healthcare providers that the Jordan School District has a Return to Work Program.
2. Return to Work Coordinator Responsibilities
  - a. Understand and promote RTW (disability management) program
  - b. Monitor progress of the returning injured/ill employees to work and monitor problems that may occur to ensure that they are addressed.
  - c. If an employee is released to work with restrictions that prohibit a return to regular job duties, identify temporary, transitional work opportunities that meet the physician's restrictions.
  - d. Notify the employee if temporary, transitional work is available and send a copy of the job offer to the claims adjuster.

- e. Notify the claims adjuster of the employee's acceptance or rejection of temporary, transitional work.
  - f. Document the temporary, transitional work duties to show compliance with the physician's restrictions.
  - g. Review any needed accommodations with Administration and the supervisor prior to the injured worker starting work.
3. Manager/Supervisor Responsibilities
- a. Understand and support the district's written policies/procedures.
  - b. Complete accident investigation as soon as possible after the injury and forward report to the RTW Coordinator.
  - c. Meet with the RTW Coordinator and employee to review the restrictions from the provider and identify accommodations or temporary, transitional work assignments.
  - d. Maintain daily/weekly contact with the employee.
  - e. Assure that the employee does not exceed work restrictions.
  - f. Provide the employee with an employee claim form and complete the supervisor's report form.
4. Employee Responsibilities
- a. Follow procedures for reporting all injuries and illnesses immediately.
  - b. Communicate with managers/supervisors about your ability to return to work.
  - c. Cooperate with the medical provider regarding ability to return to work.
  - d. Work within the physical capabilities outlined in the temporary, transitional work plan by the medical provider.
  - e. Support coworkers and provide a positive environment when injured employees return to transitional positions.
  - f. Abide by the work/safety rules at the location of the temporary, transitional work assignment.

## **VI. PROCEDURES**

- 1. Post-Injury Procedure

- a. Immediately following an injury send the employee for medical treatment to an approved medical provider.
- b. Immediately following an injury complete an accident investigation form.
- c. Report the claim by phone, fax or email within 24 hours, so handling of the claim can begin in a timely manner.
- d. Contact the Return to Work Coordinator and forward the accident investigation documents.
- e. Provide an Information Packet to the physician's office at the time of the initial visit. The prepared packet should include:
  - 1) Letter to the treating physician explaining the return to work program in place, providing information and identifying an employer contact
  - 2) Description of the injured worker's regular job, including job duties
  - 3) Physician's Return to Work Status (Return to Work Capabilities) Form: It is critical to know the work restrictions that may be placed on an injured worker by the physician.
  - 4) Temporary, Transitional Work Job Assignment
- f. The Return to Work Status Form should immediately be emailed to the Return to Work Coordinator for review and placement determination.
- g. Administration will review restrictions and review the temporary, transitional work assignment.
- h. Once the temporary, transitional work assignment has been determined, the Return to Work Coordinator will contact the physician to review the position and get approval. Once approval has been received from the physician, the employee will be notified.
- i. Inform the employee of the temporary, transitional work assignment and ask the employee to sign a "Transitional Offer of Employment" agreement. (See appendix C)
- j. A temporary, transitional work assignment will be determined based on job analysis and the injured worker's work capabilities.
- k. The physician will be contacted regarding the position for verification and approval.
- l. The employee will be contacted regarding the position.

- m. The employee will have 3 days to accept the position after a work related injury.
- n. The RTW coordinator will contact the employee on day 3 to determine acceptance and provide instructions.
- o. Signed acceptance will be given to the employee's Supervisor/Manager.

## 2. Transitional Offer of Employment

- a. If the employee refuses to work in the return to work program, temporary disability benefits or industrial accident leave benefits may not be payable.
- b. The employee will be returned to work within the restrictions given by the physician with the first priority being to assign the employee to the same job observing the prescribed restrictions.
- c. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions.
- d. If the physician determines the employee is not able to perform the temporary, transitional/return to work tasks, the employee will be placed on leave until appropriate work can be assigned or the restrictions are lifted.
- e. Under the RTW Program, the Jordan School District does not intend to create long-term jobs for accommodation of permanent disability. The length of a temporary, transitional work assignment is based on several factors including medical recovery, compliance with medical treatment plan, physician input and availability of work. (See Appendix D for Transitional Work)

## 3. Monitoring of Temporary, Transitional Work Assignment

- a. The RTW Coordinator will assist the supervisor in maintaining weekly contact with employees while in temporary, transitional work assignments.
- b. The RTW Coordinator will assist the supervisors in monitoring the assignment for appropriateness and will contact administration if there are any issues.
- c. The claims adjuster and any other involved parties will be kept informed if any changes are necessary.
- d. The RTW Coordinator should evaluate the employee's status on a monthly basis. If the restrictions are short duration, the RTW Coordinator should evaluate the employee on a weekly basis.

4. Conclusion of Temporary, Transitional Work Assignments
  - a. Temporary, transitional work assignments conclude when one of the following occurs:
    - 1) Upon receipt by the Jordan District Schools of a medical report stating the employee can return to regular duties.
    - 2) Upon receipt by the Jordan District Schools of a medical report stating that the employee will be permanently unable to return to the job performed at the time of injury.
    - 3) The termination date specified in the “Transitional Offer of Employment” Agreement.

## APPENDIX A

### Return to Work Policy

The primary goal of Jordan District Schools #717 is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The district is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. Employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope
- Definitions
- Goals
- Roles and Responsibilities
- Procedures

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read the Jordan District School's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize Jordan School District's expectations of me during my recovery.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state worker's compensation benefits and, in some cases, my refusal may be grounds for termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**

**Return to Work Letter to Employee**

[Insert employee name and address]

RE: [Insert name]

Return to Work

[Insert date of injury]

Dear [Insert employee name],

As per our recent conversation, [insert physician's name] released you to return to modified duty work. Modified duties are available for you starting on [insert day of week], [insert date]. We expect you to begin work at [insert time]. Please report to [insert supervisor's name] in the [insert department].

During modified duty, your hours will be from [insert start time] to [insert end time] each day for a total of [number] of hours per week. Your wage will be \$[insert amount] per hour while you are on light duty work. We will coordinate your worker's compensation benefits with your wages for the hours that you work.

It is important to recognize that, as it states in Jordan School District's Return to Work Policy, you may jeopardize our workers' compensation benefits if you fail to report to modified duty work. Please contact me immediately if you have any questions, concerns or problems with these requirements.

Sincerely,

[Insert Supervisor name]

[Insert Supervisor title]

**APPENDIX C**

**Temporary, Transitional Work Job Agreement Letter**

My doctor has advised me that my physical activities at work are to be restricted on a temporary basis on my return to work for Jordan District Schools. I understand that these physical limitations are as follows:

By cosigning this agreement with me, my Manager/Supervisor acknowledges the above temporary restrictions and is able to temporarily modify my usual job or provide temporary alternative work for me as long as I continue with medical treatment. When my doctor assesses maximum medical improvement, any permanent restrictions imposed by my doctor will be used to evaluate my ability to meet the essential functions of my regular job.

I understand that it is my personal responsibility to follow my doctor's restrictions at all times, on the job and off. Therefore, if I am asked to perform a task at work which is outside the restrictions outlined above, I must notify my Manager/Supervisor immediately.

This agreement is in effect until \_\_\_\_\_, at which time I will return to Dr. \_\_\_\_\_ for recheck. After my appointment I will return to the District Office/RTW Coordinator with an updated list of restrictions or a full medical release.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treating Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D**

**Temporary, Transitional Work**

**APPENDIX E**

**Return to Work Capabilities Form to be Completed by Physician**

Patient Name:

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Physician Name:

---

Date:

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**PERSONNEL ITEMS:**

(New Hires, Resignations, Retirements, Terminations, Leave Requests, Assignmnet Changes)

**New Hire**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>	<b>LANE/GRADE</b>	<b>STEP</b>	<b>SALARY/HRLY RATE</b>	<b>EFFECTIVE DATE</b>
Marcy, Chelsea	Cooks Helper	Elementary School	2	1	\$20.16	2/2/2026
Worcester, Cassidy	Para, Special Education	Elementary School	2	3	\$19.59	2/9/2026
Munsinger, Cora	Custodian	Elementary School	1	3	\$22.97	2/9/2026

**Resignations/Retirement**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>	<b>EFFECTIVE DATE</b>
Quiroz, Jacquelyn	Resignation	Para, Special Education	Elementary School	2/4/2026
Kirkpatrick, Lauren	Resignation	Para, Playground Supervisor	Elementary School	2/5/2026

**Leave of Absence**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>	<b>EFFECTIVE DATE</b>
Houdek, Sarah	LOA	Teacher, Grade 1	Elementary School	2/18/2026-3/10/2026
Johnson, Macayla	LOA	Teacher, Grade 2	Elementary School	5/9/2026-11/2/2026



# JORDAN PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

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

### Day Trip Procedures:

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

### Overnight/Extended Procedures:

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

Name of Group: Jordan H.S.	Date of trip: March 18-21, 2027
Destination: Washington D.C.	Amount charged to students: \$2,169
Trip Supervisor: Ansley Peters	Cell phone #: 612-978-9761
Number of Adults: n/a	Number of Students: all students in grades 9 and 10 in the 2026-27 school year are eligible to join
Depart from School: early morning	Estimated time of return: Late evening
Transportation Type*: Airplane & Coach Bus	Lodging: Major Hotel Chain
Transportation Cost Total: included	Field Trip Cost Total: Same as amount charged to students

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

- Learning Objectives / Educational Purposes:

- The purpose of the trip is to bring US History to life for students. 9<sup>th</sup> and 10<sup>th</sup> grade students have taken US history in 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grade as well as introductions to US government and civics throughout their social studies classes in every grade level. Educational travel provides experiential learning and enhances the classroom experience.

- Outcomes students will gain from this trip:

- Personal growth
- Sense of independence and confidence with navigating new environments
- Appreciation for our shared history

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

- All students will still receive instruction on the sites, institutions and history in their social studies classes.

- Review / Evaluation upon returning to school: 110

  
\_\_\_\_\_  
Trip Supervisor Signature

2/2/26  
\_\_\_\_\_  
Date

Approved       Denied

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


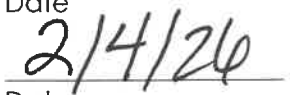
2/2/2026  
\_\_\_\_\_  
Date

### ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.
  - This trip is not associated with a particular class
  
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.
  - Parents/guardians will be emailed all information as well as receive paper copies of registration information.
  - A parent meeting will also be hosted to provide additional trip information as well as to answer questions.
  
- Describe steps taken to inform and assist disadvantaged students participating in the trip:
  - The travel company that we use, WorldStrides, provides scholarships for qualifying students as well as individual fundraising opportunities.
  - No fundraising will be done through the school district and I, as the program leader, do not handle any funds.
  
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)
  - A substitute will be needed for one day.
  
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)
  - Paraprofessional support is not needed.
  
- If fund raising activities are part of financing, briefly describe fundraising plans and attach a copy of the fundraising request.
  - All fundraising is done through WorldStrides (see note above)
  
- Describe how funds will be collected.
  - Funds are collected directly by WorldStrides. Families can elect to do a payment plan or pay in full.
  
- Adults accompanying students on the trip:  
Name: Not available at this time, but any parents traveling with us will complete a background check prior to travel.

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

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

  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Washington D.C. Travel Itinerary \*SAMPLE- Subject to change\***  
**March 18-21, 2027**

**Hotel Information:**

Gaylord National Resort and Convention Center 03/23,24,25

201 Waterfront Street

National Harbor, MD 20745

(301) 965-4000

**Thursday, March 18**

4:45 AM	Depart Jordan Middle School Parking lot
6:45 AM	Depart MSP Airport
10:05 AM (ET)	Arrive at Baltimore Washington International Airport; board bus
11:00 AM	National Archives
	Einstein Statue (group picture)
1:00 PM	Lunch at Union Station
2:50 PM	Capitol Guided Tour
	Library of Congress
	Supreme Court (picture stop)
	FDR Memorial, Jefferson Memorial, Dr. Martin Luther King Jr. Memorial
7:00 PM	Dinner- Sizzling Express
	September 11 and US Air Force Memorial
9:15 PM	Drop off at Hotel

**Friday, March 19**

7:30 AM	Breakfast at hotel
8:15 AM	Board bus
9:00 AM	Ford's Theater
	Embassy Row

11:00 AM	National Cathedral (Guided Tour)
12:30 PM	Lunch at Bolt Burger
	Arlington National Cemetery
3:15 PM	Wreath Laying Appointment at the Tomb of the Unknown Soldier (4 students)
	Iwo Jima Memorial
	Dinner at Chipotle
7:30 PM	Old Town Alexandria, VA Ghost Tour
9:00 PM	Return to hotel

### Saturday, March 20

7:30 AM	Breakfast at the hotel
8:25 AM	Depart for Mt. Vernon (home of George Washington)
12:30 PM	Lunch at Roy Rogers
	Air & Space Museum
	Natural History Museum
6:00 PM	Dinner at Kora Restaurant
	Lincoln Memorial <i>Guided tours and commentary at all memorials</i>
	Korean Memorial
	Vietnam Memorial
	World War II Memorial
9:30 PM	Return to hotel

### Sunday, March 21

8:00 AM	Breakfast at hotel
	Bags on Bus
9:00 AM	Depart
	White House Picture Stop and Visitor Center
11:45 AM	US Holocaust Memorial Museum
	Lunch at Pentagon City Mall

2:00 PM	National Museum of African American History and Culture
	American History Museum
7:00 PM	Dinner at Champp's
8:00 PM	Drop off at Reagan National Airport
10:00 PM	Depart for MSP
11:42 PM	Arrive at MSP; bus transfer to Jordan Middle School

# Our History & Mission

## Our History

In 1964, a middle school social studies teacher from Chicago, Illinois discovered the incredible educational experience of traveling to Washington, D.C., with his students. He was so encouraged by the powerful effects travel had on his students' eagerness and ability to learn that he left teaching in 1967 to start Lakeland Tours. His vision to make educational travel easy, fun, and safe for teachers and students came to fruition as Lakeland Tours grew and became the leader in educational student travel.



## Who We Are Today

For over 55 years, WorldStrides has set itself apart as the premier student travel organization in the nation. From 1998 to 2000, Lakeland Tours joined forces with other leaders in the educational student travel field—American Student Travel, Bowl Games of America, Educational Field Studies, Heritage Festivals, and Wider Horizons—to form WorldStrides, an organization that provides the highest quality educational travel programs available in the country. Since then, WorldStrides has continued to expand its program offerings by bringing Classic Festivals, the Field Studies Center of New York, the Accent Travel Group, TravelMBA, New Century Tours, Casterbridge Tours, NETC, WorldPass, Explorica, ISA, TEAN, Envision, BrightSpark and others into the WorldStrides family. When you choose WorldStrides, you can feel completely confident that you've made the best choice for your students.

## Our Mission

All WorldStrides programs are united under one mission: to create experiences that enable participants to view the world and themselves in new ways. We help learners grow as people by developing independence, leadership, problem-solving skills, worldliness, and maturity; and we help them grow as citizens by building compassion, understanding, connections, and perspectives that transcend boundaries and borders.

## Financial Strength

WorldStrides is backed by the financial strength of Eurazeo, a worldwide leader in global investment. In addition, WorldStrides' stability and commitment to excellence is shown through our membership in the United States Tour Operators Association (USTOA) Travelers Assistance Program, which provides the best consumer protection plan in the industry.

## Accreditation

WorldStrides satisfies the same educational standards as public and private schools across the country, and is accredited by national and regional accrediting bodies across the United States.

- Cognia (parent organization for the Northwest Accreditation Commission, the North Central Association Commission on Accreditation and School Improvement, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement)
- Western Association of Schools and Colleges
- Middle States Association Commission on Elementary and Secondary Schools
- New England Association of Schools and Colleges



WorldStrides also maintains a university partner relationship with George Mason University. It's this relationship that allows us to offer students in grades 9 to 12 (at time of travel) online coursework for up to three college credits.

## Professional Affiliations

WorldStrides maintains various professional partnerships to guarantee our reputation of quality, including:

### EDUCATIONAL ORGANIZATIONS

- Center for Civic Education
- Colonial Williamsburg
- Monticello
- Mount Vernon
- United States Holocaust Memorial Museum
- Students Against Destructive Decisions
- National Wildlife Federation

### TRAVEL ASSOCIATIONS

- United States Tour Operators Association
- Student and Youth Travel Association of North America
- National Tour Association
- Washington, D.C. Convention and Visitors Association
- American Society of Travel Agents
- International Airlines Travel Agent Network
- Airlines Reporting Corporation

### ACADEMIC ASSOCIATIONS

- National Council for the Social Studies
- Association for Middle Level Education
- National Science Teachers Association
- National Association of Independent Schools
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- International Association for K-12 Online Learning

## The WorldStrides Team

Your group's leader will have a passionate and professional team of travel experts who will work closely with your group from the time you decide to lead a WorldStrides program until your group returns home safely. Our primary goal is to provide a safe and secure travel experience. We strive to inspire students and enrich their lives by taking them beyond classroom walls and providing a unique, experiential educational program.

WorldStrides has a staff of more than 1,200 professionals, many of whom are former educators, and all of whom are dedicated to making sure every aspect of your program is a success.



## Our Customers Say it Best...

*"Thank you for employing individuals like [my Account Manager] so that teachers like me have the confidence to take young adults safely across the country and back! Thank you again for the fine program you offer."* **Ronda, teacher, CA**

*"It is [your] steadfastness to duty, attention to detail, and friendly, courteous, and solicitous demeanor that keeps me coming back year after year with WorldStrides."* **Michael, teacher, LA**

*"I'm so impressed with Stephen [my Course Leader] because he doesn't just give the students information, he makes it fun and really brings the lesson to life."* **Mrs. Newman, parent, IN**

*"As a U.S. History teacher, I was singularly impressed with our tour guide. She enriched the experience with her exemplary demeanor, character, and professionalism. When coupled with the high degree of skill and motivation in sharing our nation's capital with a group of eighth-grade students, you have a one-in-a-million tour guide."* **Dave, teacher, CO**

# At a Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a student group in the areas that you will visit. We are confident that our decades-long history as student travel specialists provides us with this level of experience.

Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money. Not all companies have the same priorities or experience, and WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team has consistently beaten all other competitors. WorldStrides is the standard by which every other company measures themselves.

## Experience with Youth Groups

Number of years in student travel business	<input checked="" type="checkbox"/>	55+
Number of participants during this period	<input checked="" type="checkbox"/>	9 million+
Number of participants per year	<input checked="" type="checkbox"/>	550,000
Number of educators that partner with us each year	<input checked="" type="checkbox"/>	10,000+
Number of full-time staff dedicated to youth group travel programs	<input checked="" type="checkbox"/>	1,200+

## Qualifications to Coordinate Your Program

Does your travel provider have a 24/7 Emergency Hotline staffed by specially trained company employees?	<input checked="" type="checkbox"/>	Yes
Does your travel provider employ and train its own Course Leaders?	<input checked="" type="checkbox"/>	Yes
Will a staff member stay at the hotel with the group?	<input checked="" type="checkbox"/>	Yes
Does your travel provider provide detailed training for its staff on how to best work with students?	<input checked="" type="checkbox"/>	Yes

## Educational Focus

Does your travel provider employ a full-time Curriculum & Academics team?	<input checked="" type="checkbox"/>	Yes
Does your travel provider offer students the opportunity to earn high school and college credit?	<input checked="" type="checkbox"/>	Yes
Does your travel provider offer teachers the opportunity to earn professional development?	<input checked="" type="checkbox"/>	Yes
Is your travel provider accredited by global and regional U.S. accrediting bodies?	<input checked="" type="checkbox"/>	Yes
<ul style="list-style-type: none"> <li>• Cogna</li> <li>• Middle States Association Commissions on Elementary and Secondary Schools</li> <li>• Western Association of Schools and Colleges</li> <li>• New England Association of Schools and Colleges</li> </ul>		

## Insurance and Consumer Protection

Does the organization maintain liability insurance?	<input checked="" type="checkbox"/>	Yes
Does this coverage apply to the Program Leader (teacher)?	<input checked="" type="checkbox"/>	Yes
What are the limits of this policy?	<input checked="" type="checkbox"/>	\$50 million
What is the cost for supplemental medical and dental insurance?	<input checked="" type="checkbox"/>	\$0
Who pays if an emergency mandates an itinerary change?	<input checked="" type="checkbox"/>	WorldStrides
Does the organization maintain USTOA consumer protection?	<input checked="" type="checkbox"/>	Yes
What amount of deposits are covered by consumer protection?	<input checked="" type="checkbox"/>	\$1 million

# Value: Programs

## All-Inclusive Price

- Teachers travel free with a minimum number of students
- Additional free spots for other teachers and chaperone are available based on the number of students traveling
- Round-trip transportation to and from destination city
- Motor coach transportation at your destination
- Quality hotel accommodations at brand name properties
- All admissions and most fees (fees for checked baggage are the responsibility of each traveler)
- Online high school credit courses for middle and high school students
- Online college credit courses for high school students
- Professional development for educators
- Specially trained Course Leaders
- Educational tools to support your program before you leave, on your trip, and after you return
- Night Chaperones (in addition to hotel security) on select programs
- All reservations and logistical planning
- WorldAssist offices to assist 24 hours a day
- Three hearty meals (unless otherwise stated in your trip materials)
- Comprehensive accident, illness, and accident-related dental insurance for all participants
- 24/7 Doctors on Call program to provide in-hotel or phone consultations for participants

## Quality Customer Service

- A personal Account Manager to assist you in planning your program every step of the way
- An Account Support Representative to assist you in the rare case that your Account Manager is unavailable
- Customer Service Department to handle all parent inquiries
- A personal Financial Services Representative to handle all accounting and invoicing services for your group and assist in allocating fundraising monies
- Online resources for educators and parents at [worldstrides.com](http://worldstrides.com)

## Fundraising and Financial Assistance



Your group's personal Financial Services Representative will assist you with any fundraising that you or your school decide to do. You can access our fundraising website at [fundraising.worldstrides.com](http://fundraising.worldstrides.com) for ideas, tips on grant writing, a list of outside companies that participate in fundraising efforts, and forms to help you keep track of the money you raise. WorldStrides also offers nearly \$2.5 million in financial assistance annually, as well as the unique Gift of Education program, which has helped thousands of students raise millions of dollars. More details are provided on these tools later in this document.

## We Take Care of the Billing

WorldStrides directly handles all billing and payment collection. We set up an individual payment plan for each participant and bill each family directly. The school and the Program Leader do not need to collect money or worry about payment deadlines. If requirements with the group differ, other payment plans can be arranged. In the event that a parent is having difficulties with a final payment, please encourage them to call our Customer Service Department as we even have extended payment plans available which allow parents to spread out payments even after the trip date.

## Benefits of Traveling with the Industry Leader

For over 55 years, WorldStrides has been enriching students' lives by providing top quality educational travel programs. Our staff of more than 1,200 professionals is dedicated to serve you. Our programs and commitment to excellence make us the leader in educational student travel.

# Safety, Security, & Peace of Mind

## 24/7 WorldAssist Team

WorldAssist is a WorldStrides staffed team that can be reached 24 hours a day, 7 days a week. Should your group require an extended stay due to an airline problem or weather-related issue, WorldAssist will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

## Extensive Emergency Manual

We have developed an extensive emergency manual that details how we deal with all types of emergency situations, and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to emergency phone numbers results in faster and more accurate responses, which is critical when dealing with emergencies.

## Night Chaperones

Our Night Chaperones (evening security) are given extensive training on how to supervise student groups. We also complete criminal background checks on all new applicants before they begin work. Night Chaperones are available on all programs except for Alaska. High-quality Night Chaperones are an integral part of our safety net and allow you to get the rest you need while on tour.

## On-Site Coordinators

On-Site Coordinators are present on select programs to assist Course Leaders when required and will stay with your group at each hotel. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries and assist with any emergency that may arise. WorldStrides will have additional staff members who will meet your group upon arrival, as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

## Liability Insurance

We maintain an industry-leading multi-million-dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

## United States Tour Operators Association (USTOA)

As an active member of USTOA, WorldStrides is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. This \$1 million policy may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [ustoa.com](http://ustoa.com).

## Full Refund Program

WorldStrides offers an additional level of protection to families called our Full Refund Program (FRP). This optional add on protects the investments of your students and their families should they, the Program Leader or the school administration have to cancel the trip after the 24-hour grace period.

- **What's Covered:** FRP provides a full refund of all monies paid to WorldStrides, minus the cost of the FRP and any other non-refundable fees, if the participant has to cancel for any reason up to 1 day or more before the trip departure date.
- **FRP Cost:** The cost of FRP is based on a sliding scale according to your base trip price. The amount will be calculated and shown to all participants at time of registration.
- **Job-loss Protection:** Parents must purchase FRP at time of registration in order to receive this additional protection. This program protects against the loss of employment by providing a refund, including the FRP fee, for participants who much cancel and who provide required supporting documentation at least 75 days before departure date.

# Student Supervision & Safety

## Planning for a Safe Experience Before Departure

### BEHAVIOR CONTRACT

Safety is the number one priority at WorldStrides. All participants are expected to demonstrate high standards of conduct, courteousness, and consideration toward others. Students and their parent/legal guardian must sign a behavior contract so everyone understands the proper rules of conduct. Students behaving inappropriately while on the program may be sent home at the family's expense.

### MEDICAL RELEASE FORM

A parent/legal guardian for each participant must complete a medical release form and provide emergency contact information and authorization for treatment in the event of an emergency. Teachers carry all medical release forms throughout the trip.

## Students' Safety While on the Program

### ADULT SUPERVISION

With a chaperone-to-student ratio of 1:15 (or customized to fit your group's needs), students receive proper attention and supervision. The Program Leader will identify the adult chaperones for the program. WorldStrides suggests selecting adults who are flexible, helpful, and comfortable with the students. Please note that at selected sites, students may be allowed the freedom to explore on their own.

### COURSE LEADERS

A specially trained Course Leader guides each group throughout the program. Course Leaders are devoted to student learning and engagement, connecting with them on a personal level and challenging them to assess and apply what they learn through firsthand experience so they take the most away from the program.

## Emergency Services

### WORLDASSIST

WorldAssist is a 24/7/365 hotline that is staffed by specially trained WorldStrides employees. This team is there to handle emergencies and accommodate the needs of all traveling teachers and students.

### WORLDSTRIDES NAME TAGS

All students wear WorldStrides name tags. The back of this badge contains the WorldAssist phone number, giving every student quick access to a WorldStrides employee. In the unlikely event of a problem, help is never more than a phone call away.



### DOCTORS ON CALL PROGRAM

WorldStrides has an exclusive relationship with The George Washington University Medical Faculty Associates (GWMFA) providing 24/7 access to medical care for all traveling participants. Through telehealth consultation, medical professionals are available to evaluate health-related concerns and make treatment recommendations. Telehealth consultation with a mental health professional is also available through our relationship with AXA Behavioral Health.

*\*Dr. Neal Sikka, The George Washington University Department of Emergency Medicine, and The George Washington University Medical Faculty Associates are independent medical providers. WorldStrides is not a medical service provider and its employees do not render medical care or treatment, nor does WorldStrides control the selection, training, or supervision of any medical provider.*

## WorldStrides Selects Its Suppliers with Safety in Mind

### HOTELS

WorldStrides pre-screens its properties and selects only those which are safe, comfortable, and high quality. WorldStrides typically uses hotels such as Marriott, Hilton, or comparable. For added security, WorldStrides books only hotels with inside corridors and hallways and provides additional night security (in most destinations).

### TRAVEL ARRANGEMENTS

WorldStrides contracts with major airlines such as American Airlines, Delta Airlines, Southwest Airlines, United Airlines, or comparable. Typically, WorldStrides meets the group upon arrival at their destination.

## Doctors on Call Program

WorldStrides has an exclusive relationship with The George Washington University Medical Faculty Associates (GWMFA) providing 24/7 access to medical care for all traveling participants. Through telehealth consultation, medical professionals are available to evaluate health-related concerns and make treatment recommendations. Telehealth consultation with a mental health professional is also available through our relationship with AXA Behavioral Health.

### How Does It Work?

The On-Site Coordinator, Course Leader, and/or Program Leader will contact WorldAssist to initiate the process with the George Washington University Medical Faculty Associates (GWMFA) when it becomes necessary. The medical professional on-call will contact the Program Leader and patient and determine the next steps to be taken.

\*Dr. Neal Sikka, The George Washington University Department of Emergency Medicine, and The George Washington University Medical Faculty Associates are independent medical providers. WorldStrides is not a medical service provider and its employees do not render medical care or treatment, nor does WorldStrides control the selection, training, or supervision of any medical provider.



**Dr. Neal Sikka, MD**  
Medical Advisor to WorldStrides

### Crisis Support and Behavioral Health Assistance Program

WorldStrides is partnering with AXA's Remote Behavioral Health Assistance Service to provide support for participants who may need access to counseling services while on program. AXA's Remote Behavioral Health Assistance Service provides seamless access to quality professional behavioral health counselors.

#### Key services provided:

- 24/7/365 convenient telephone access to provide support no matter where the traveler is located
- Dedicated AXA Behavioral Health Assistance phone numbers.
- U.S. Health care Experience: ability to speak with U.S. mental health professional even when traveling abroad.

# Tools to Help Make Travel Possible for Everyone

WorldStrides wants every student in every school across the country to have the opportunity for travel to change their lives which is why we offer several tools to make travel more affordable for families. Each year, thousands of students who otherwise would not have been able to participate one of these programs are able to join their classmates on this once-in-a-lifetime opportunity.

## Financial Assistance

Each year, WorldStrides gives out nearly \$2.5 million in needs-based financial assistance. Families with an annual adjusted gross income of \$85,000 or less may qualify to receive this financial assistance. One simple call to WorldStrides Customer Service and families can find out how much money may be available to them even before signing up for the trip. The average award for financial assistance is approximately \$200 with the exact amount based on trip price relative to the family's annual income levels.

## Gift of Education Fundraising

WorldStrides offers an easy-to-use online fundraising tool called the Gift of Education. Through [worldstridesfundraising.com](http://worldstridesfundraising.com), students can send e-cards, share links on social media, and even generate a letter to mail, and friends and family members in one simple click can make a direct donation to the child's trip. The best part is that 100 percent of the money raised by the student goes directly toward their trip price. Every year, thousands of students raise millions of dollars through the Gift of Education Fundraising program.



## Affordable Payment Plans

WorldStrides offer a variety of payment plan options to suit the needs of families. After registering for the trip with an initial low deposit, usually \$49 or \$99, the remaining trip balance is spread out into smaller installment amounts and paid monthly. There are even payment plans that have fixed monthly amounts where families can continue payment for up to six months after the trip date. We have found that many families appreciate this added financial flexibility when paying for their trip.

There are other great tools available on [fundraising.worldstrides.com](http://fundraising.worldstrides.com) including templates for writing grants to community organizations, other organizations that may have scholarships available, as well as other ideas around fundraising programs and ideas.



## FLAG Financial Assistance

- More than **\$2.5 million** in financial assistance given out each year
- Families with an annual adjusted gross income of **\$85,000** or less may qualify
- Learn how much may be available to you by calling **800-468-5899**

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# Gift of Education

- Students can send e-cards, share links on social media, or send letters to friends and family
- 100% of the money raised goes to offset the trip price

**Get started at!**

[worldstridesfundraising.com](http://worldstridesfundraising.com)



The screenshot shows the WorldStrides website interface. At the top, there are navigation menus: "WorldStrides Educational Travel & Experiences", "Gift of Education", "Fundraising Ideas", and "Scholarships and Financial Assistance". Below the navigation is a banner with the text "WorldStrides Fundraising Can Get You There" and a background image of a building at sunset. A paragraph of text reads: "WorldStrides is committed to giving every student the opportunity to experience the life-changing things that happen on our programs every day. That's why we have a whole website dedicated to funds and fundraising. Let's do this - together!" Below the text are three columns of content: "Send an E-Card" with a photo of a woman and the text "Our most successful fundraising tool! Save money", "Share on Facebook" with a photo of a Facebook share button and the text "Want to spread the word and raise funds using", and "Set-Up a Fundraiser" with a photo of a woman and the text "Help us! The experience of thousands of participants".

# JORDAN PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

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

### Day Trip Procedures:

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

### Overnight/Extended Procedures:

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

Name of Group: <b>ROBOTICS</b>	Date of trip: <b>3/5 - 3/6/2026</b>
Destination: <b>ST. CLOUD MN</b>	Amount charged to students: <b>0</b>
Trip Supervisor: <b>STEVE McLELLAN</b>	Cell phone #: <b>952-457-6579</b>
Number of Adults: <b>2</b>	Number of Students: <b>4</b>
Depart from School: <b>3/5 @ 12:00 PM</b>	Estimated time of return: <b>3/6 @ 7:00 PM</b>
Transportation Type: <b>ACTIVITY BUS</b>	Lodging: <b>HOTEL - \$376.24</b>
Transportation Cost Total:	Field Trip Cost Total:

• Learning Objectives / Educational Purposes:

**ROBOTICS - STATE COMPETITION**

• Outcomes students will gain from this trip:

**JOY, EXPERIENCE, REWARDS**

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

• Review / Evaluation upon returning to school:

Stephen Mclellan  
Trip Supervisor Signature

2/4/26  
Date

Approved     Denied  
[Signature]  
Administrator Signature

2/4/26  
Date

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

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

*CLASSES WILL HAVE A SUB WITH PLANS THAT ARE*

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

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

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

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

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

*WE RAISED FUNDS BY WORKING CONCESSIONS AT FOOTBALL GAMES*

- Describe how funds will be collected.

- Adults accompanying students on the trip:

Name:

*Steve McClellan*  
*Joe Huebl*

Status: Teacher, parent/guardian, etc.

*Coach*  
*Coach*

*[Signature]*  
Administrator Signature

*2/4/26*  
Date

*[Signature]*  
Superintendent Signature

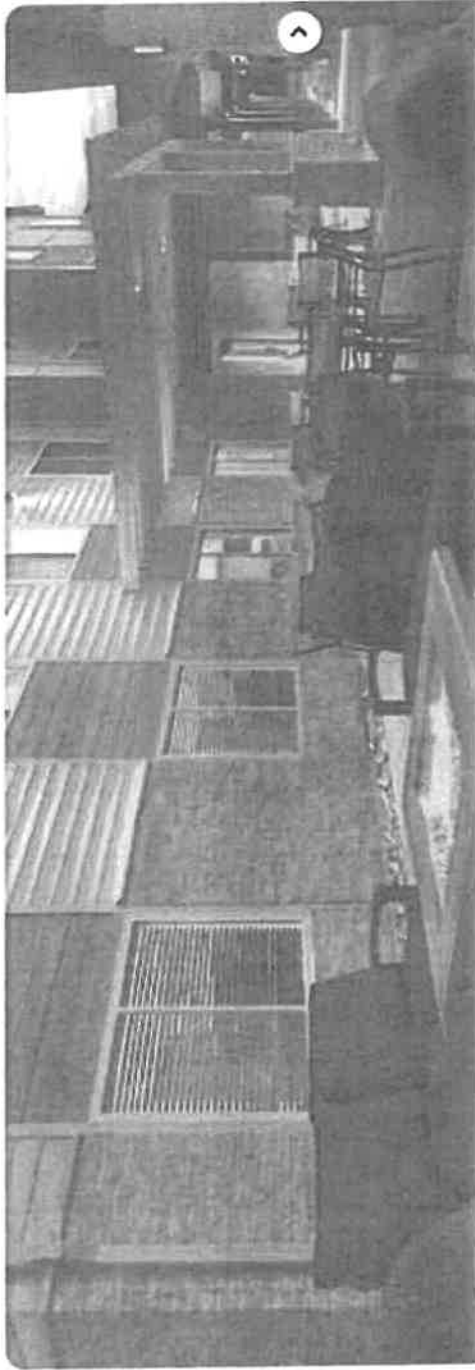
*2/5/26*  
Date

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

\_\_\_\_\_  
Date



Fully refundable before Thu, Mar 5, 2026  
You can change or cancel this stay for a full refund if plans change. Because flexibility matters.



128  
1/5

### Country Inn & Suites by Radisson, St. Cloud West, MN

235 Park Ave S, St Cloud, MN 56301

9.0 Wonderful

1,002 reviews

2 x Room, 2 Queen Beds, Non Smoking

Check-in  
Thu, Mar 5, 2026  
3:00pm

Check-out  
Fri, Mar 6, 2026  
12:00pm

Nights  
1

Any special/accessibility requests?

✓ You have good taste! Book now before someone else grabs it.

Price details

1 night x 2 rooms x \$167.36

Member Price \$66.76 off

\$334.72

Taxes

\$43.52

**Total**

**\$378.24**

Pay today

\$0.00

Due at property

\$378.24

Rates are quoted in USD (\$).

 This price may increase if you book later



You'll earn \$6.62 in OneKeyCash after this trip.

### Who's checking in?

\* Required

Room <sup>1</sup>

Select traveler\*  
 steve mccllellan

First name\*  
steve

Last name\*  
mccllellan

Phone country/region\*  
USA +1

Phone number\*  
9524576579

Room 2

Select traveler\*  
 steve mccllellan

First name\*  
steve



### FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

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

**Day Trip Procedures:**

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

**Overnight/Extended Procedures:**

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

Name of Group: <b>Scott West</b>	Date of trip: <b>2-20-21</b>
Destination: <b>Delano</b>	Amount charged to students: <b>0</b>
Trip Supervisor: <b>Terold Stauffer</b>	Cell phone #: <b>952-334-9387</b>
Number of Adults: <b>5</b>	Number of Students: <b>20</b>
Depart from School: <b>Noon</b>	Estimated time of return: <b>8pm</b>
Transportation Type: <b>Vans + Truck</b>	Lodging: <b>Wyndham American Long Lake</b>
Transportation Cost Total: <del>100</del> <b>\$200</b>	Field Trip Cost Total: <b>covered by</b>

**Boosters**

- Learning Objectives / Educational Purposes:  
**Qualifier for state.**

- Outcomes students will gain from this trip:  
—

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

- Review / Evaluation upon returning to school:

*Terold M. Stauffer*  
Trip Supervisor Signature

1-27-26  
Date

Approved     Denied  
*[Signature]*  
Administrator Signature

2-4-26  
Date

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

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.
- Describe steps taken to inform and assist disadvantaged students participating in the trip:
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)
- If fund raising activities are part of financing, briefly describe fund raising plans and attach a copy of the fund raising request.
- Describe how funds will be collected.

- Adults accompanying students on the trip:  
Name:

Jerold Stauffacher  
 Matt Hennen  
 Griffin Parriott  
 Justin Riensman

Status: Teacher, parent/guardian, etc.

Coach  
 Coach  
 Coach  
 Coach

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

2/4/26  
 Date

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

2/5/26  
 Date

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

\_\_\_\_\_  
 Date



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

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- Describe how funds will be collected.

● Adults accompanying students on the trip:  
Name:

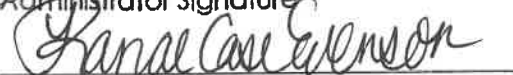
Status: Teacher, parent/guardian, etc.

Jerold Stauffacher  
 Matt Hennen  
 Griffin Parrott  
 Justin Riensma

Coach  
 Coach  
 Coach  
 Coach

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

2/4/26  
 Date

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

2/5/26  
 Date

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

\_\_\_\_\_  
 Date



## Annual Compliance Overview

[Minnesota Statutes 2024, section 124D.78](#) requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

## The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

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

## Completing and Submitting the Documents

### The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

### **When Completing the Fillable PDF Forms, Remember To:**

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

### **The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC**

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to “Does Not Have an AIPAC.”

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

### **Submission Deadline**

Email all required items by **March 1** to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

## Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name

School Year

### American Indian Parent Advisory Committee (AIPAC) Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote

Date the AIPAC Presented to the School Board

The AIPAC Issued a Vote of Nonconcurrence

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

Date of Nonconcurrent Vote

Date the AIPAC Presented to the School Board

Date the Written Response from the School Board is Due

The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

### Required Signatures

School Board Chairperson

Date

Superintendent or Charter School/Tribally Controlled School Director

Date

AIPAC Chairperson

Date

## American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under [Minnesota Statutes 2024, section 124D.81, subdivision 3](#), districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

### Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by [Minnesota Statutes 2024, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) is another useful tool for AIPACs to understand programming and to vote on concurrence.

### Measurable Goals

These program details must align to [Minnesota Statutes 2024, section 124D.81, subdivision 2](#).

**Focus Area 1:** Support postsecondary preparation for pupils

**Focus Area 2:** Support the academic achievement of American Indian students

**Focus Area 3:** Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

**Focus Area 4:** Provide positive reinforcement of the self-image of American Indian pupils

**Focus Area 5:** Develop intercultural awareness among pupils, parents, and staff

**Focus Area 6:** Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goal(s) From Approved Plan	Progress Towards Goal(s) Using District Data	Is Progress Sufficient for Concurrence?
Support postsecondary preparation for pupils	AIPAC coordinator will work with high school AI students on post high school options and prep.	AIPAC Corrdinator meets weekly with AI students at JHS to review post-secondary goals and	Progress is in Concurrence.
Support the academic achievement of American Indian students	AI students will be provided opportunities for after school tutoring and academic support to ensure students are	Middle and High School students have been provided opportunities to participate in after school tutoring weekly.	Progress is in Concurrence.
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils	Provide AI students with different teachings and activities throughout the school year (i.e. drumming, medicine bags, etc.)	AIPAC Coordintor has worked on providing AI students with various activities and working with teachers on providing resources in their	Progress is in Concurrence.
Provide positive reinforcement of the self-image of American Indian pupils	AIPAC Coordinator working with AI students and families throughout school year providing enriched activities and field trips.	The AIPAC Coordinator has provided monthly activities for field trips and events for students and for familes to experience. Weekly check-ins and	Progress is in Concurrence.
Develop intercultural awareness among pupils, parents, and staff	Provide AI students with intercultural pedagogy training to embed in their teachings and provide families events.	District AIPAC Coordinator is meeting with staff as needed and providing prof. development through	Progress is in Concurrence.
Supplement, not supplant, state and federal educational and co-curricular programs	District has contracted and used outside resources for students and district is continuing to prepare students for ACT exams.	District and AIPAC is continuing to provide opportunities for students for ACT exams and the district has been working with outside resources	Progress is in Concurrence.

## District Requirements Under Minnesota Statutes

### Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

[Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator](#)

- No, we do not have 100 or more state identified American Indian students
- Yes, we have 100 or more state identified American Indian students
  - We have a dedicated American Indian Education Coordinator
  - We do not have a dedicated American Indian Education Coordinator

### Culture and Language Classes

Any district or participating school that conducts American Indian education programs with five percent *or* 100 or more state-identified American Indian students must provide American Indian culture and language classes.

[Minnesota Statutes 2024, section 124D.71, subdivision 7](#)

- Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid
- No, we do not have at least five percent; or 100 or more American Indian students

### Signatures

AIPAC Chairperson

Date

Director of American Indian Education

Date

For more information, please visit the [Office of American Indian Education's website](#).

Please submit this documentation to the [Office of American Indian Education](#) (mde.aiea@state.mn.us).



## The American Indian Parent Advisory Committee (AIPAC) Roster

### About Membership

Per [Minnesota Statutes 2024, section 124D.78, subdivisions 3](#), The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

### About the Roster and Sign-In Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You must include the committee member's name, email, and phone number in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

### Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

## American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Lauren Hiegel, 952-381-7530, lalalauren089@gmail.com	No	Chair	Parent/Guardian of an American Indian S
Jeff Vizenor, jvizenor@isd717.org, 952-492-4401	No	General Member	American Indian School Employee
Nicole Bellanger, nicole.bellanger@shakopeedakota.org, 952-233-4219	Yes	General Member	Parent/Guardian of an American Indian S
Pam Lussier, pamelalussier66@icloud.com, 612-387-7774	No	General Member	Parent/Guardian of an American Indian S
William Lussier, wmlussier@msn.com, 612-387-7771	Yes	General Member	Parent/Guardian of an American Indian S
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

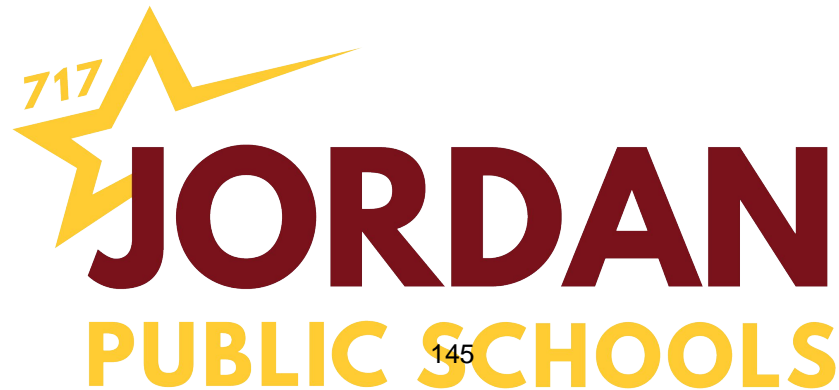
Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

## District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Chad Williams, cwilliams@isd717.org, 952-492-4230	Director of Special Services (AIPAC Supervisor)
Ranae Case Evenson, revenson@isd717.org, 952-492-4226	Superintendent
Sarah Miller, smiller@isd717.org, 952-492-4400	AIPAC Coordinator
Deb Pauly, dpauly@isd717.org, 952-492-6200	School Board Member

# Adopted and Projected Budget Updates

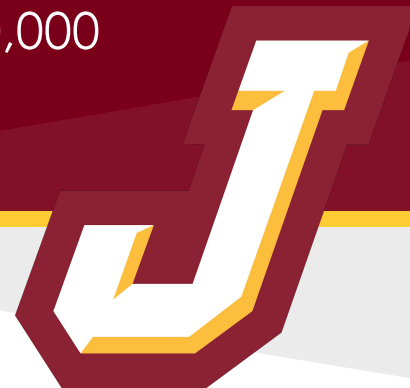
Amy Hafemann, Director of Finance  
Ranae Case Evenson, Superintendent



# FY2025-2026 *(Current Year Budget)*

- FY2025 - Audited Actual #s
  - **General Fund**
    - **Total Fund balance of \$3,900,331**
      - **Unassigned Fund Balance of \$3,072,660**
        - **11.36% of annual budget**
    - **Ended FY2025 in good financial condition because we started making the adjustments we needed to make.**
  - FY2026 - Revised Budget - Based on information known today
    - Expected to overspend by an estimated \$35,000
      - Due to LTFM projects
      - Salary increases
      - Other cost increases
    - Currently have 50 students attending MN Virtual Academy
    - Unassigned fund balance to increase to \$3,100,000
      - 11.83% of annual budget (projected)
      - Board policy is 12%

**FY2025-2026 Revised Budget Projections**



# FY2025-2026

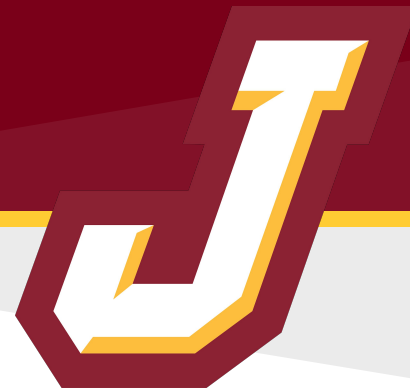
- LTFM Projects Highlights for the 2025-26 School Year
  - Grounds
    - Tennis court resurfacing and painting \$175,000
    - Den Field - new fencing
  - ES projects
    - \$110,000 to the ES roof project
      - Entire school has a new roof (remaining costs were from the building project funds)
      - Chiller disconnect switch
      - Water heaters replaced
  - MS projects
    - CERC track lighting
    - CERC painting
  - HS Projects
    - Begin work on Auditorium Lighting
    - New fire doors and hardware
    - Parking Lot Exit lanes & gate repairs
- LTFM (Long Term Facilities Maintenance Funds are restricted to certain uses, maintenance and replacement.)

**FY2025-26 LTFM HighLights**<sup>147</sup>



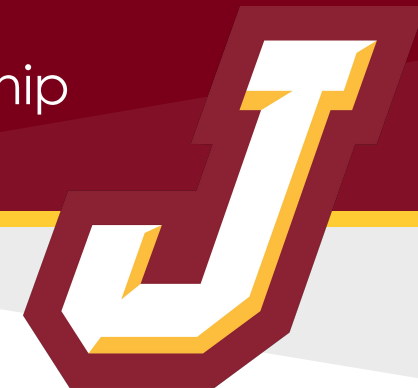
# FY2025-2026 *-Food Service Fund*

- FY2025 - Audited Actual #s
  - **Fund balance - \$73,607**
    - **Spent down fund balance - purchased new equipment at ES**
- Variables that continue
  - Breakfast and lunch are now free again
    - Utilities and food costs have increased
- Projected Fund Balance at June 30, 2026
  - \$197,500



# FY2025-2026 *Community Services Fund*

- FY2025 - Audited Actual #s
  - **Total Fund Balance - \$124,052**
    - **Reserved for Community Ed - (\$228,977)**
    - **Reserved for ECFE - \$84,706**
    - **Reserved for Preschool - \$203,670**
- Highlights
  - More classes and options are being offered and there are more participants in all areas
    - Class enrollments and \$s are being reviewed regularly
  - CERC Membership \$s raised slightly
  - Facility rental \$s continue to increase
  - Preschool enrollment is stable
    - Received VPK seats; but are using Scholarship \$s in lieu of those seats



# FY2026-2027

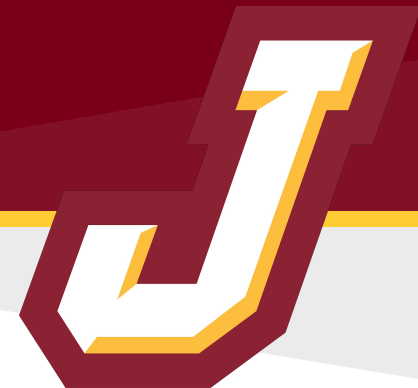
- Legislative Budget Year
  - If we project 2% on the formula
    - \$7630/per adj adm
      - Estimated additional \$305,536 (dependent on stable enrollment)
  - Expenditure changes
    - Salary increases
    - PFML - full 12 months - additional \$60,000
    - Other cost increases
      - Insurance
      - Utilities
      - PSEO and online learning costs
    - Blue Ribbon Commission- Special Education
      - ADSIS grant
    - Compensatory Revenue Task Force
      - Districts were held harmless up until FY2025-2026



# FY2026-2027

- Looking ahead
  - Rough projection would possibly be overspending in the General Fund
    - (\$350,000)
  - Variables
    - Enrollment
      - Increase/decrease - recent years have remained stable
      - Currently at 73 registrations for kindergarten
        - Will budget for 100 kindergarteners
    - Legislative decisions
    - Unknown expenses
      - Insurance premiums
      - Utilities
      - Unplanned for events
      - Transportation cost increases

**FY2026-2027 Rough Projections**<sup>151</sup>



# Budget Process Review



## What does this look like annually?

- Budget projections for 2026-2027
  - Developed as information becomes available regarding state and federal funding sources and as internal considerations develop.
- December Board Meeting
  - Annual Audit FY25 Review
  - Truth in Taxation Meeting
  - Certify the Levy
- Internal considerations annually
  - Class size review
  - Projection of section counts
  - Course registrations
  - Consider program reductions
  - Consider program additions
  - Non-negotiables and priorities
- Items to keep in mind
  - These numbers are always only a projection using information currently available
  - More accurate information is provided with the Revised Budget in June as more variables become known

# Steps Moving Forward



## February 2026:

- Student registration at JHS and K-Reg JES
- Administrative work sessions
  - Administrative Team reviews enrollment and initial FTE needs
  - Staffing in alignment to class size ranges, monitored through August
  - Review expenditures
    - Develop any recommendations for reductions/efficiencies of expenditures
  - Plan for staffing and programming
- Begin communicating any recommended staffing adjustments

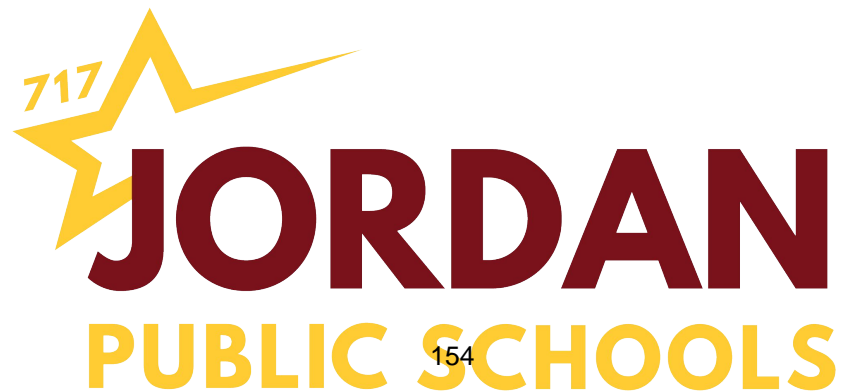
## March 2026

- JMS Registration
- Board recommendations for action on proposed staffing adjustments
- Communicate board action on staffing adjustments

## April-August 2026

- Make any additional adjustments
- Continue to monitor staffing and variables

**Any questions?**



**EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 717, JORDAN, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 717, Jordan, Minnesota, was held on the 9th day of February, 2026, at \_\_\_\_\_.m.

The following Board members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and

moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS  
THEREFOR**

WHEREAS, the financial condition of the School District dictates that the School Board must reduce expenditures immediately; and

WHEREAS, there has been a reduction in student enrollment and financial limitations; and

WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs; and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers must be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.

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

1. The School Board hereby directs the Superintendent and administration to consider the discontinuance of programs or positions to effectuate economies in the School District and reduce expenditures and, as a result of a reduction in enrollment and financial limitations, make recommendations to the School Board for the discontinuance of programs, curtailment of

programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon vote being taken thereon, the following

voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



### February 8, 2026 Board Report

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

### Sharing Our Story

- Kindergarten registration is open for the 2026-2027 school year!
  - Kindergarten Roundup will be February 26th.
  - Just a reminder that we encourage families to register as soon as possible, as that helps us plan for staffing for the fall, helps us to ensure that we can keep class sizes as small as possible for our youngest elementary school learners, and so we can ensure families are receiving all of the important information.
  - Families can register on our website at [www.isd717.org](http://www.isd717.org) and look for the Enroll tab!
- Preschool registration is also open!
  - This year families have the option to enroll their preschoolers in a 5-day per week class. We also still have 3 day and 2 day per week options, as well.
  - Registration fills up fast, so we encourage families to connect with our Early Learning Services team with any questions.
  - Visit our website at [els.isd717.org](http://els.isd717.org) for more information!
  - With registration opening for Jordan Elementary School and Jordan Preschool, we're well underway to planning for the 2026-2027 school year!
    - Registration will take place in February for Jordan High School students.
    - Registration will take place in March for Jordan Middle School students.
- Planning for the 2026-2027 School Year
  - There's a lot that goes into planning for the new school year and there are still a number of unknowns as we plan for next school year.
    - We monitor registrations daily from now until the end of the summer so we can plan accordingly for staffing.
    - There are also legislative impacts that go into planning for the new school year, so we monitor any changes to education funding, mandates, and more as the State legislative session is open.
    - All of these have impacts on programming and staffing for next school year.
  - We will continue to monitor any impacts this spring and make final decisions this summer. Our buildings will communicate class schedules and teacher assignments with families in August as those are finalized.
  - As always, we encourage families to come tour our schools, come check out what Jordan has to offer - we have such a small town feel but our students have so many opportunities available to them!

**Important Dates and Upcoming Events**

- Monday, February 9 - Regular Board Meeting (5:30pm)
- Monday, February 16 - No School
- Tuesday, February 17 - JMS Digital Learning Day / Invitation Conferences
- Thursday, February 19 - JHS Choir Concert
- Monday, February 23- Special Meeting and Work Session (5:30pm)
- Thursday, February 26 - Kindergarten Round Up
- Friday, February 27 - JHS Band Concert

**Enrollment Update**

- As of February 1, 2026: 1820 students - EC through grade 12.



### Jordan High School Board Report for February 9, 2026

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

- Teachers have begun working more specifically on test preparation for the MCA Science, MCA Math, MCA Reading and the ACT tests.
- Teachers have started preparing students for registering for classes next year. Information will be shared with students the week of February 2nd and registration is the week of February 10th.
- Parents were invited to attend a virtual registration information evening on February 4. They will be encouraged to use the results of their students' Pre-ACT, and activities students have completed through freshman academy and civics courses. (Note that this was moved due to MN state caucus night)
- As part of the READ Act, we will be administering the Capti ReadBasix to students in grades 9-10 in their English classes in Mid-February.

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

- The PBIS Team continues to meet and discuss ways to improve building culture.
- We are excited to have our Frosty dress up days and games to celebrate our students. The dance is always a very popular event to complete the week.
- BARR implementation in year 3 is going well. We are seeing good communication between staff and students.

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

- The Jordan Dollars for Scholars Chapter is planning the annual phone-a-thon. The date has not been set for 2026. We could always use more adult volunteers.
- Our staff did an excellent job managing the challenges of a student walkout during the last week of January. Thanks to the D.O. for assisting with communication to our families.
- Messages have been shared with families with information about events happening in February at JHS. Including registration information for families.
- Our course offerings include some new courses that will incorporate students across all abilities to work together in common classes such as Unified PE and Unified FACS.

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

- Our first semester grades were excellent. Looking at our year over year data shows that we were very consistent with past years. Grade level and graduation cohort success rates were slightly higher than 2024-2025 semester one.

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

**Jordan Middle School Board Report  
February 9<sup>th</sup>, 2025**

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

- The student support team and MTSS team continue to review student data and adjust accordingly at ongoing meetings.
- Students identified took required CAPTI assessment and data reviewed.
- We continue to focus on effective tier one instruction, strong relationships, clear expectations and community building.
- Staff continue to implement IXL to support students at all levels during WIN and advisory time.

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

- As a building, we continue to focus on practices that will support building-level goals. We adjusted our building goals in response to updated data.
  - Each grade level will grow by **5%** of students meeting/exceeding benchmark on **aReading Group Growth Goal Report of All Students in Group by Normative Data** from fall to spring.
  - PBIS/grade-level teams will review monthly discipline data and plan instruction to address targeted behaviors.
  - Grade-level teams will proactively communicate with families every month.
- JMS will continue to focus on effective Tier 1 instructional strategies.
  - Staff meetings focused on defining and implementing Tier 1 instruction.
  - The PBIS committee continues to plan and implement best practice approaches to address student needs based on discipline referral data.
  - WIN will be utilized for additional reading and math time instruction at the students' level.
  - Weekly Advisory reading time has been implemented at least once per week.

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

- Grade level teams, Committees, and Departments have and continue to meet about Tier 1 instruction and behavior strategies.
- Staff have offered ongoing feedback on 2026-2027 scheduling items.
- The Student Support team meets weekly to address the needs of both students and staff.

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

- The JMS team provided an update at the JPS Administrative retreat and at District Advisory.
- Attended Minnesota Secondary Principals Conference specifically attending sessions on Middle Level design and PSEO.
- Lots of activities happening soon, including winter concerts!
  - February 13th-5th/6th Jump Rope for Heart
  - February 13th-Day of Play-SOM/Enrichment Schedule
  - February 16th-NO SCHOOL Presidents Day
  - February 17th-JMS Digital Learning/Invite Conferences
  - February 19th-6th Grade Field Trip
  - Week of March 16-20 Registration in science classrooms.
  - Week of March March 23 - Registration with infinite campus in classrooms.

- March 27-April 6-Spring break
- April 6th/7th-JES Grade 4 visit to JMS
- April 7th-New Families Night

## **Jordan Elementary School Principal Update February 9, 2026**

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

We welcomed just over 50 parents/guardians to our *Welcome to Jordan Elementary School!* informational night on January 20th. Kindergarteners and their families will be joining us for our *Welcome to Kindergarten!* round-up event on February 26th, where students will spend time participating in a school-wide scavenger hunt getting to know the areas of our school and meeting Kindergarten teachers and other staff members. We currently have 68 incoming Kindergarteners registered for the fall!

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

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

- Teachers continue to meet on a regular basis in professional learning communities to review data and discuss the next steps in supporting students' academic and behavioral needs during core instruction.
- We have been having deep, rich conversations about literacy at JES. The intentional work staff has done in CORE and LETRS training, along with implementing Bridge 2 Read curriculum in grades K-2, is truly benefitting the academic needs of all students.
- K-12 staff met on January 19th for a virtual book study for Math conversations: *Building Thinking Classrooms in Mathematics*. It was a joy being a part of the conversation about different math ideas and strategies our staff are starting to implement in K-12 classrooms to promote critical thinking and peer collaboration in Math.

- Chad, Jenna and I are wrapping up non-tenured teacher evaluations for the year, and will end the year observing tenured staff. We have enjoyed seeing teachers in action and providing feedback to help them grow as professionals.

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

- Our building leadership team has been meeting weekly regarding the teaching and learning for some of our ML students being impacted by ICE presence in the community. We have accounted for most of the students for attendance purposes, and are now in the process of making plans to address their academics and SEL needs in and outside of school, along with what their families might need for support during this challenging time.
- We have had many service learning projects happening at JES, both internally and outside our district. Mr. Larson had two projects with his 2nd grade classroom where students visited two assisted living communities in Jordan to play games. It was a fun time for everyone involved!
- JMS and JHS DLC/ELC students continue to support DLC Jrs. at our monthly Harambee gatherings. It has been great to hear about the positive impact these students are having on our kiddos, as well as how it is impacting their own personal growth, leadership skills, sense of belonging, and making a difference in the lives of others.
- JMS and JHS AIPAC students have been helping at JES with various events to support our K-4 AIPAC students' understanding of their Native culture. They are helping with READO lessons, The Seven Grandfathers' teachings, and also hosted Tony Drews with the Nashke Games.
- Our Special Events and School Culture/PBIS committees are hard at work planning for various student and staff events for the month of February, and to encourage staff to take time to celebrate one another, promote personal health and wellness, and have fun learning and working with each other.

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

- Dan, Brian, Elise, Stephen and I continue to work and collaborate with contractors, vendors and building staff on fine-tuning our facilities and technology-related items to maintain the new teaching and learning spaces created during the construction project.

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

- The district sent Countdown to Kindergarten 2026-2027 letters to families in mid-January regarding K Round Up, with a registration deadline of February 15th. We will continue to communicate in the upcoming months via social media and through our District website.
- Our JES PTO is working hard on our annual Read-a-Thon fundraiser. The students are excited to see if they can meet their reading goals for another reward for our school.

- The Jordan Education Foundation/Booster Club Gala took place on Feb. 7th. We're excited to have students be Principal and Media Specialist for half a day. It will be fun for them to shadow educators and discover what it's like being a teacher for a day!
- We're very excited for the 3rd and 4th grade Music concerts that will take place on March 19th. Ms. Foyer and the students have been preparing and working hard during class. The show is going to be amazing!

## **Executive Summary Director of Teaching and Learning February 2026**

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

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

- Learning modules are live for each CEU licensing area.
  - Modules: Reading Preparation, Cultural Competency, Mental Illness Awareness, Positive Behavior Intervention, Suicide PRevention Strategies, English Learners Best Practices, American Indian Education, and General Professional Development.
  - **Semester 1 Learning Module CEUs were sent with various teachers earning CEUs advancing their learning!**
  - Jordan staff members are taking advantage of this life long learning opportunity!

#### **Summit Academy: Introduction to Education**

- The fall semester of Introduction to Education came to a close with some amazing Capstone presentations!
- 31 Jordan students were enrolled in Intro to Education and every single student earned 8 college credits from Normandale (4 credits of College Writing; 4 credits of Introduction to Education)

#### **Capti ReadBasix**

- The Minnesota READ Act requires students in grade four and above, who are not reading at grade level, to be assessed for reading difficulties, including characteristics of dyslexia, using a tool approved by the Department of Education. This requirement includes multilingual learners and students receiving special education services. In addition, students not reading at grade level must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency.
- **MDE Approved Screening Tool: Capti ReadBasix**
  - **Gated Approach (4-8):** Students will take FastBridge Universal Screener. Those students not reading at grade level will then take the Capti ReadBasix test to screen for reading difficulties including characteristics of dyslexia.

- **Integrated Approach (9-10):** This option integrates step 1 (universal screener) and step 2 (Dyslexia screener) using only one tool. In this integrated option, step 1 and step 2 are completed simultaneously by administering **all six Capti ReadBasix** for students in grades 4-12.

## **The Read Act**

- Continue to monitor Read Act changes and updates. It seems that changes and updates are constantly being made and posted to The Read Act webpage with little communication to districts.
- **NEW** this year – CaptiReadBasix is required to be implemented in grades 4-12 to screen students not reading at grade level (see above).
- Professional Development – Phase One and Two. Due to new hires and changing roles, there is one Phase One teacher needing training. That will begin this winter.
  - Phase 2 – Phase two training vendors were released by MDE in late November. Jordan will continue our partnership with Core OL&LA to train Phase Two educators in the secondary version.
    - Phase Two educators could potentially start the training as early as March; however, we are waiting on MDE for more information.

## **MNVA (online learning option)**

- Continually working with MNVA to track enrollment and work through any issues with programming, student support, etc.
- Currently, we are seeing an increase of students wanting to attend online rather than on-site in Jordan. MNVA has been great about working with us and our families to transition students and support online learning.
- Currently Jordan has 38 students attending MNVA either full-time or part-time.

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

### **State Testing**

- Reminder of the [District Testing Overview](#) for a glimpse at district wide testing, procedures, and purposes.
- WIDA -- ELL Access Tests have arrived and ACCESS test started at the end of January for English Language Learner students in all three buildings.
  - Please note – Jordan is responsible for testing all our ACCESS students on-site. I will work with MNVA and our ML teachers to create a schedule for our online students to come on-site to take this assessment.
- MCA --
  - PreTest Editing for special education accommodations is complete. The deadline pretest editing is early January; however, needed accommodations are continually updated as students enter the district or IEPs change.
  - MCA Proctors are currently completing state required training and preparing for testing.

- Pearson changed to a new Learning Management System (last year) for the required training modules. This new system continues to be bumpy regarding navigation and user accounts; however, most teachers are able to access the modules and complete training.
- MNVA – Jordan is responsible for testing our students currently attending virtually through MNVA. I am setting up a testing schedule to bring these students on-site to test.
- The [Testing Calendar](#) is updated on the website.

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

### **Collaborative Culture**

- **District Staff Development Team** -- I hold semi quarterly District Staff Development meetings to garner staff input on the overarching staff development framework.
  - Quarter 3 meeting will take place mid March.
- **Equity Education Team** -- The Equity Leadership Team meets once a month to focus on goals related to Achievement and Integration.
  - The February meeting will focus on A&I programming, student support, student leadership groups (schedules and upcoming planning) and continuously working on solidifying programming and student leadership opportunities.
  - A primary focus will be writing our new Achievement and Integration plan for the 2026-2029 school years.

### **Literacy Meetings, Assessment Meetings, Curriculum Meetings, etc.**

- As the district's Director of Teaching and Learning, attending state-level "group" meetings with peers in the same role is essential for staying informed, connected, and effective.
- These meetings occur monthly for the different areas I work. Attendance is important to stay up to date on statewide initiatives, policy shifts, and best practices in areas like literacy, assessment, and curriculum—often before changes reach districts. They also provide a trusted space to learn from colleagues facing similar challenges, share solutions, and avoid reinventing the wheel.
- Just as important, these networks help ensure your district's work stays aligned with state expectations while remaining grounded in real-world practice. Regular participation strengthens leadership, informs better decision-making, and ultimately supports more consistent, high-quality learning experiences for students across the district.

## **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 –
  - October 7, 2024 - Meeting Norms and CACR Overview

- November 18, 202 - Building Project Update and A&I Progress Review
- December 16, 2024 - Course programming and updates in all three buildings.
- February 3, 2025 - Building Highlights (Early Learning, ES, MS, and HS)
- March 3, 2025
- April 7, 2025

### Activities Director Update 2/10/25

- **Nordic Ski Update** - Competed in the section meet Tuesday 2/3. The girls finished 7th in their section, while the boys finished 4th - both out of 11 teams. Isaac Bemmels, one of our Belle Plaine student-athletes, qualified for State as an individual for the second time. Good luck to Isaac!
- **OAP Update** - Our One Act Play team finished first in our sub-section and advanced to the Section 2AA finals on January 31! There, the team finished in fifth place. This marked the third consecutive year that our group has advanced to the Section finals.
- **Basketball Update** -
  - The boys basketball program is fielding four teams at the high school level and four teams at the middle school level. Matt Cordes is in his first year leading the program. The Varsity team has had a challenging season from the standpoint of wins and losses following the transfer of our most accomplished senior player to Holy Family and election of another to focus on preparing for college football. However, responses to and feedback on the new coaching staff have been very positive and a foundation is being built for the future of the program.
  - Our girls basketball program fielded three teams at the high school level and one team at the middle school level. The Varsity team has played an extraordinarily challenging schedule and has a record of 10-7 and is ranked 15th in the state in AAA. They are currently on pace to be seeded 2nd in their Section tournament with just two weeks remaining in the regular season. Five of their seven losses are to teams ahead of them in the rankings, with a sixth to a Class 4A team.
- **Wrestling Update** - Scott West is having another strong season. They will very likely host the section preliminary round at Belle Plaine HS on 2/12, with semi- and final rounds to be held at Maple River HS on 2/14. The Panthers are likely to be the #3 seed in the section tournament and have several individuals with good chances at advancing to state.
- **Spring Sports** - Registration for all spring sports and activities is now open.
- **National Signing Day** - We celebrated the winter signing period at JHS on Wednesday, Feb 4. We will likely have more by the spring signing period, but to date, eight seniors have made commitments to compete at the collegiate level. They are:
  - Mason Breeggemann, Wrestling - Rochester Community and Technical College
  - Owen Halvorson, Track & Field - Northern State University
  - Xavier Hoffman, Track & Field - Alfred State College
  - Ben Klein, Football - St. Olaf College
  - London Kraml, Softball - Bethel University
  - Jacob Lind, Football - Bethel University
  - Morgan Staloch, Women's Basketball - University of St. Thomas
  - Wilson Menden, Cross Country and Track & Field - St. John's University



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

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

- Celebrate Jordan 2026 - mark your calendars as Celebrate Jordan will be held on April 12th, 2026. We are working on having a large "vehicle fair" again where kids and adults can check out cars, trucks, snowplows, a grader, cement truck, etc. Planning continues on the "kids zone" and save the date letters were sent in January to local businesses. If you are willing to help on the 12th please let me know!
- We are progressing on the Spring/Summer brochure that will hit mailboxes this March. Thanks to Andi and Elise for all their work on this!!

### **CERC:**

- One of our new treadmills was finally fixed. There was a delay in getting parts from FreeMotion, but Johnson Fitness was great to get tech out to help fix that as soon as the parts arrived. We are waiting for two cables to arrive so we can fix two broken machines.

### **OUR MISSION**

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

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

### **Preschool:**

- Registration will open on February 1 for our preschool classes.
- All preschool classes will be participating in a dental health puppet show presentation. They learned about healthy foods, how to brush their teeth and what happens to our teeth with too much sugar.

### **ECFE:**

- Winter session is underway with classes being full. 10 babies registered for the night class!

### **Kids Co:**

- Planning is underway for summer. Summer registration will open just before spring break.



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

### Sharing Our Story:

- It's I Love to Read Month at Jordan Public Schools. We'll be featuring all the amazing reading happenings around our District this month!
- Community families with children aged birth to 6 should have received information for Kindergarten and Preschool registration, and more information about our Early Childhood Family Education (ECFE) classes in early January!
  - Kindergarten registration for the 2026-2027 school year is now open! We encourage all families to register by February 15th for next school year so we can plan for staffing!
  - Preschool registration for the 2026-2027 school year opened last week! Spaces are filling quickly, so make sure to get registered as soon as possible to secure your student's spot for next school year!
- We've been hard at work putting together the Spring/Summer Community Ed/Rec brochure. We anticipate these brochures will be in mailboxes by mid-March!

### Events Attended for Photography Needs:

- Winter Concerts
- Winter Special Events - such as Grinch Day!
- One Act Play Festival
- Kindergarten Info Night
- Mini Cheer Camp - Hubmen Basketball Half Time

### Ongoing (Daily/Weekly Activities) handled by Communications:

- Meeting with district leadership to determine upcoming communication needs.
- Craft district messaging.

### OUR MISSION

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

- Create communications plans for activities and potential crisis communications scenarios, as needs arise.
- Manage School Board meeting agendas and general School Board Member administrative needs.
- 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.

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

### **January 2026**

#### **December/January Highlights**

- Becky Symanitz, who has worked in the JES kitchen on and off for 12 years, has retired! We are lucky enough that she has decided to stay on with us as a sub and fill in when she can.
- During the month of January, I met with several sales reps regarding the potential purchase of a new serving line at JHS. The goal is to update the original line with a version that will allow us the ability to serve even more options more efficiently. Each rep I met with had a similar design in mind as we did, which was great to hear! They are all working on sending me specifications and I will work with Amy at that point to make some decisions.
- The three Kitchen Managers, Tammy, Karen and Stacie, have been working to form student feedback groups! They have had several interested students and plan to meet with them soon! We are SO excited for this to start. The goal is to meet 3 times with students for approximately 20-30 minutes each time before the end of the school year. We will be asking for feedback on new items we have tried this year, asking what they want to see in the future (and explaining why that can't be steak and lobster 😊) and having them do some taste testing of new products!
- Catering for December and January included: a holiday party, Capstone Presentations and the Leadership/School Board Retreat.

#### **Upcoming projects**

- NEW meals you will see in the next month: scratch-made muffin tops, french toast breakfast sandwich, enchiladas, a pretzel dog, cheese tortellini, spicy mozzarella bites and a meatball sub!



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**KELLY RASER**  
Nutritional Services Director  
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## **OUR MISSION**

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

## **Board Meeting 2.9.26**

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

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

- We are already gearing up for next fall as I have been providing tours for our senior students who need to continue their educational programming through our SOAR Transition Program. Tours have been set up with the students and their parents/guardians.
- The Special Service Department has posted for Extended School Year Services (ESY) for the summer of 2026. ESY will be three weeks in June starting June 8<sup>th</sup> through June 25<sup>th</sup>, Monday through Thursday from 8:30 – 11:00 AM.
- Kevin and I have met to plan and prepare for summer programming for struggling learning and Targeted Services. We are planning on having postings for positions and dates set this month. I will continue to work on the budget for summer programming to ensure appropriate staffing to meet the needs of our students.

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

- The American Indian Parent Advisory Council met on Wednesday, January 28, 2026. The council discussed the approved aid application, reviewed budget/expense report, the Annual Compliance and Vote of Concurrence, the AIPAC Coordinator Report on upcoming field trips to the Sioux Chef, Mille Lacs Museum, meetings with students, our after-school tutoring, Honors Banquet, etc.

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

- I have been holding my monthly special education department meetings, EL meetings, nurse meetings, and mental health meetings. We will be starting to discuss the preparation for next school year, programming/services, curricular resources, and current workloads.

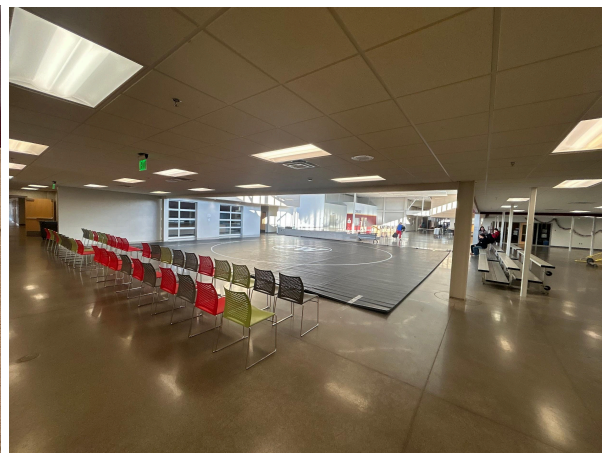
## **Be Fiscally Responsible and Maintain Quality Facilities**

- Amy Hafemann and I will be meeting to review our special education budget to ensure we are on track with our budgeted federal and state dollars.
- I will be working with Amy Hafemann on our upcoming ADSIS budget for the upcoming school years

## FACILITIES UPDATE

### Director's message to the board:

Hello all, We had a few first for setups for wrestling. We used our commons for wrestling setting up mats in both JHS and JMS. This allowed us to host a quad at JHS and a Tri at JMS. Did you know that by the end of February we gain around 70 minutes of sunlight? With that fun fact we are starting to plan for spring sports. Our team will be watching trash emerging from snow piles and will be trying to keep up with that. Watching the sidewalks and parking lots during the thaw/freeze season, remember to walk like a penguin. We filled the open position at JEs pending board approval, we also have a custodial sub.



### February Focus

- JMS metal coping replacement is getting close to wrapping up
- Working with KA on punchlist items at JES
- Get dates and a plan for all spring sports needs (also weather dependent)
- Working on reviewing LTFM plans with Amy
- DOT inspections of district vehicles
- Planning out summer program space needs and starting a cleaning schedule.

# 2025 Board Committee & Liaison Assignments

(Updated June 2025)

## Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Lauren Pedersen, Molly Monyok, Corinne Hennen, Jenny Kusske, Chrissy Olson, Matt Bertrang
Calendar	Jenny Kusske
City/School	Deb Pauly, Lauren Pedersen, Matt Bertrang
Community Education/Recreation	Corinne Hennen, (Alternate- Lauren Pedersen)
District Advisory Committee	Deb Pauly, Jenny Kusske, Student Board Representative
Facilities	Deb Pauly, Molly Monyok
Meet and Confer/Continuing Education/Staff Development	Deb Pauly, Molly Monyok
Negotiations	Deb Pauly, Lauren Pedersen, (Alternate- Matt Bertrang)
Policy	Deb Pauly, Corinne Hennen, Chrissy Olson

## Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Deb Pauly
Booster Club	Lauren Pedersen, Chrissy Olson
Education Foundation	Molly Monyok, Jenny Kusske
Legislative	Deb Pauly
MSHSL	Deb Pauly
SCALE	Lauren Pedersen
Special Education Advisory Council (SEAC)	Molly Monyok
SW Metro Intermediate District	Deb Pauly (alternate - Corinne Hennen)

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.