



Jordan School District #717
Regular Meeting Agenda

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

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10. Adjourn Regular Meeting	



Request to Address the School Board

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

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

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, February 9, 2026 at 5:30 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 5:31pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Molly Monyok, Lauren Pedersen, Corinne Hennen,, Christina Olson, Matt Bertrang, and Student Rep - Henry Brick. Jenny Kuskke joined the meeting at 6:29pm.
 - Absent:
4. Consideration of Agenda
 - Motion to approve the agenda made by M. Monyok, Seconded by L. Pedersen, Motion Passed 6-0.
5. Jordan Pride Awards
 - Jordan Pride Awards were presented to:
 - Avery Bahn
 - Wilson Menden
6. Public Comments
7. Consent Agenda
 - 7.1. Minutes
 - 1/5/26 - Regular Board Minutes
 - 7.2. Monthly Finance Reports
 - Amy Hafemann prepared reports for the board to review.
 - 7.3. Donations

Donor	Designated Purpose	Amount/Items
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

7.4. Policies

- 7.4.1. 306: Administrator Code of Ethics
- 7.4.2. 606: Textbooks and Instructional Materials
- 7.4.3. 712: Video Surveillance Other than on Buses
- 7.4.4. 722: Public Data Requests
- 7.4.5. 203.6: Consent Agendas
- 7.4.6. 206: Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- 7.4.7. 209: Code of Ethics
- 7.4.8. 210: Conflict of Interest- School Board Members
- 7.4.9. 211: Criminal or Civil Action Against School District, School Board Member, Employee or Student
- 7.4.10. 409: Employee Publications, Instructional Materials, Inventions & Creations
- 7.4.11. 412: Expense Reimbursement
- 7.4.12. 415: Mandated Reporting of Maltreatment of Vulnerable Adults
- 7.4.13. 423: Employee - Student Relationships
- 7.4.14. 432: Return to Work

7.5. Matters of Employment

- Motion to approve the consent agenda made by M. Bertrang, Seconded by C. Hennen, Motion Passed 6-0.

8. Action / Discussion Items

8.1. Review and Act on Overnight Field Trips

- 2027 Washington DC Trip
 - Trip Advisor, Ansley Peters, presented the 2027 Washington DC Trip Information.
 - Motion to approve the 2027 Washington DC Field Trip request was made by L. Pedersen, Seconded by M. Bertrang, Motion Passed 6-0.
- State Qualifier Wrestling
 - Activities Director, John Buteyn, presented the State Qualifier Wrestling Overnight Field Trip Request.
 - Motion to approve the State Qualifier Wrestling Overnight Field Trip was made by M. Monyok, Seconded by L. Pedersen, Motion Passed 6-0.
- State Wrestling
 - Activities Director, John Buteyn, presented the State Wrestling Overnight Field Trip Request.
 - Motion to approve the State Wrestling Overnight Field Trip was made by M. Monyok, Seconded by M. Bertrang, Motion Passed 6-0.
- Robotics State Competition
 - Activities Director, John Buteyn, presented the Robotics State Competition Overnight Field Trip Request.
 - Motion to approve the Robotics State Competition Overnight Field Trip Request made by L. Pedersen, Seconded by C. Olson, Motion Passed 6-0.

8.2. Annual AIPAC Resolution and Compliance Review

- Special Services Director, Chad Williams presented the Annual AIPAC Resolution and Compliance Review information.
- Motion to approve the Annual AIPAC Resolution and Compliance Review made by M. Monyok, Seconded by M. Bertrang, Motion passed 6-0.

8.3. Budget Update

- Director of Finance, Amy Hafemann and Superintendent Evenson presented the District Budget Update.

8.4. Review and Act on Resolution Directing Administration to make Recommendations for Reductions in Programs and Positions and Reasons Therefor

- Chair Deb Pauly presented the Resolution Directing Administration to make Recommendations for Reductions in Programs and Positions and Reasons Therefor.
- Motion to approve the Resolution Directing Administration to make Recommendations for Reductions in Programs and Positions and Reasons Therefor made by M. Bertrang, Seconded by C. Hennen, Passed via roll call vote 6-0.

9. Board and Administrative Reports

- 9.1. Superintendent's Report
- 9.2. HS Principal's Report
- 9.3. MS Principal's Report
- 9.4. ES Principal's Report
- 9.5. Teaching and Learning Director's Report
- 9.6. Activities Director's Report
- 9.7. Community Education & Recreation Director's Report
- 9.8. Communications Director's Report
- 9.9. Nutritional Services Director's Report
- 9.10. Special Services Director's Report
- 9.11. Facilities Director's Report
- 9.12. School Board Member Reports / Committee Reports

10. Adjourn Regular Meeting

- Motion to adjourn the meeting at M. Monyok pm made by 6:38pm.

School Board Clerk

Date



Workshop Meeting

Monday, February 23, 2026 at 5:30pm
Workshop Meeting
CERC Multipurpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
 - Deb Pauly called the meeting to order at 5:33pm
2. Roll Call
 - Present: Deb Pauly, Molly Monyok, Jennifer Kusske, Christina Olson, Matt Bertrang, Lauren Pedersen, Corinne Hennen
 - Absent: Student Representative Henry Brick
3. 2026-2027 Planning
 - Superintendent Evenson, JHS Principal, Jeff Vizenor, JMS Principal, Ben Bakeberg, JMS Substitute Principal, Rose Gulbrandson, JES Principal, Melissa Barnett, and Finance Director, Amy Hafemann, discussed planning updates for the 2026-2027 school year.
4. Adjourn Workshop Meeting
 - Motion to adjourn the meeting at 6:43pm made by M. Monyok.

School Board Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

March 3, 2026

Board of Education Meeting

Finance Report

March, 2026 financial reports show activity that has been completed for the 2025-2026 thru February, 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 February.

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

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

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type	
24385		AFLAC		1932 WYNNTON ROAD COLUMBUS, GA 31999-0001					
				001				Wire	
			B	01 215 060	American Family/Flex Cancer		\$40.15		
			B	01 215 060	AFLAC-C Stemig-retiree		\$25.60		
PO#:		Voucher #:	137606	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt:	\$65.75
			B	01 215 060	American Family/Flex Cancer		\$40.15		
PO#:		Voucher #:	137378	Invoice	Invoice No: S2026150	2/28/2026		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	
			B	01 215 061	New York Life		\$330.55		
PO#:		Voucher #:	137399	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$330.55
			B	01 215 077	Modern Woodmen		\$125.67		
PO#:		Voucher #:	137397	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$125.67
			B	01 215 068	ING/Aetna		\$7,737.79		
PO#:		Voucher #:	137388	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$7,737.79
			B	01 215 067	Valic		\$676.37		
			B	01 215 068	ING/Aetna		\$103.11		
PO#:		Voucher #:	137404	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$779.48
			B	01 215 055	Equitable Life		\$3,021.89		
			B	01 215 068	ING/Aetna		\$1,436.00		
PO#:		Voucher #:	137381	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$4,457.89
			B	01 215 053	Fidelity Investment		\$1,418.34		
PO#:		Voucher #:	137384	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$1,418.34
			B	01 215 057	Thrivent Financial		\$1,027.80		
PO#:		Voucher #:	137402	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$1,027.80
			B	01 215 064	Franklin Templeton		\$3,845.63		
			B	01 215 068	ING/Aetna		\$110.75		
PO#:		Voucher #:	137386	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$3,956.38
			B	01 215 078	Horace Mann		\$3,982.72		
PO#:		Voucher #:	137387	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$3,982.72
			B	01 215 050	ECONOMIC SERVICES		\$850.02		
PO#:		Voucher #:	137382	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$850.02
			B	01 215 056	American Express		\$3,159.67		
PO#:		Voucher #:	137377	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt:	\$3,159.67
			B	01 215 068	ING/Aetna	10	\$173.36		

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

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	First Investors Corporation		\$316.68	
PO#:		Voucher #:	137385	Invoice	Invoice No: S2026150	2/13/2026		Paid Amt: \$490.04
								Check Amount: \$28,316.35
				001				Wire
				B 01 215 050	ECONOMIC SERVICES		\$849.86	
PO#:		Voucher #:	137610	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$849.86
				B 01 215 068	ING/Aetna		\$7,737.79	
PO#:		Voucher #:	137616	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$7,737.79
				B 01 215 055	Equitable Life		\$3,121.81	
				B 01 215 068	ING/Aetna		\$1,436.00	
PO#:		Voucher #:	137609	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$4,557.81
				B 01 215 056	American Express		\$3,059.67	
PO#:		Voucher #:	137605	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$3,059.67
				B 01 215 064	Franklin Templeton		\$3,845.63	
				B 01 215 068	ING/Aetna		\$100.68	
PO#:		Voucher #:	137614	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$3,946.31
				B 01 215 067	Valic		\$676.37	
				B 01 215 068	ING/Aetna		\$103.11	
PO#:		Voucher #:	137631	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$779.48
				B 01 215 078	Horace Mann		\$3,982.72	
PO#:		Voucher #:	137615	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$3,982.72
				B 01 215 053	Fidelity Investment		\$1,418.34	
PO#:		Voucher #:	137612	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$1,418.34
				B 01 215 077	Modern Woodmen		\$125.67	
PO#:		Voucher #:	137623	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$125.67
				B 01 215 061	New York Life		\$330.55	
PO#:		Voucher #:	137625	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$330.55
				B 01 215 057	Thrivent Financial		\$1,027.80	
PO#:		Voucher #:	137629	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$1,027.80
				B 01 215 068	ING/Aetna		\$173.36	
				B 01 215 080	First Investors Corporation		\$316.68	
PO#:		Voucher #:	137613	Invoice	Invoice No: S2026160	2/28/2026		Paid Amt: \$490.04
								Check Amount: \$28,306.04
								Vendor Total: \$56,622.39

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6368		COLONIAL LIFE		PO BOX 903	COLUMBIA, SC 29202			
			001					Wire
			B 01 215 051		Colonial Life - Liability Account		\$58.47	
PO#:		Voucher #:	137379	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$58.47
								Check Amount: \$58.47
			001					Wire
			B 01 215 051		Colonial Life - Liability Account		\$58.47	
PO#:		Voucher #:	137607	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$58.47
								Check Amount: \$58.47
								Vendor Total: \$116.94
24229		EDUCATION MINNESOTA - JORDAN						
			001	112918				Check
			B 01 215 039		Jea		\$13,202.00	
PO#:		Voucher #:	137389	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$13,202.00
								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		\$19,760.60	
PO#:		Voucher #:	137393	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$19,760.60
			B 01 215 010		FICA		\$84,494.32	
PO#:		Voucher #:	137400	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$84,494.32
			B 01 215 003		Fed Tax		\$50,067.05	
PO#:		Voucher #:	137383	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$50,067.05
								Check Amount: \$154,321.97
			001					Wire
			B 01 215 002		State Tax		\$27,248.32	
PO#:		Voucher #:	137396	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$27,248.32
								Check Amount: \$27,248.32
			001					Wire
			B 01 215 010		FICA		\$83,976.90	
PO#:		Voucher #:	137626	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$83,976.90
			B 01 215 010		FICA		\$19,639.92	
PO#:		Voucher #:	137619	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$19,639.92
			B 01 215 003		Fed Tax		\$49,311.86	
PO#:		Voucher #:	137611	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$49,311.86
								Check Amount: \$152,928.68

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Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
22350		FRANSEN BANK AND TRUST			200 CREEK LANE JORDAN, MN 55352			Wire
			001					
			B 01 215 002		State Tax		\$27,056.13	
PO#:		Voucher #:	137622 Invoice	Invoice No:	S2026160	2/28/2026		Paid Amt: \$27,056.13
								Check Amount: \$27,056.13
								Vendor Total: \$361,555.10
4689		JORDAN EDUCATION FOUNDATION			PO Box 52 Jordan, MN 55352			Check
			001	112919				
			B 01 215 073		Jordan Ed Foundation		\$37.00	
PO#:		Voucher #:	137390 Invoice	Invoice No:	S2026150	2/13/2026		Paid Amt: \$37.00
								Check Amount: \$37.00
								Vendor Total: \$74.00
			001	113002				Check
			B 01 215 073		Jordan Ed Foundation		\$37.00	
PO#:		Voucher #:	137617 Invoice	Invoice No:	S2026160	2/28/2026		Paid Amt: \$37.00
								Check Amount: \$37.00
								Vendor Total: \$74.00
26288		LOCAL 284			450 SOUTHVIEW BLVD SOUTH ST. PAUL, MN 55075			Check
			001	112920				
			B 01 215 071		Local 284 Dues		\$956.43	
PO#:		Voucher #:	137391 Invoice	Invoice No:	S2026150	2/13/2026		Paid Amt: \$956.43
								Check Amount: \$956.43
								Vendor Total: \$956.43
24150		MADISON NATIONAL LIFE INS CO, INC			PO BOX 8854 CAROL STREAM, IL 60197			Check
			001	113003				
			B 01 215 019		PFML-MN Paid Leave		\$5,827.74	
			B 01 215 019		PFML-MN Paid Leave-adj to premium		\$0.03	
PO#:		Voucher #:	137114 Invoice	Invoice No:	S2026140	2/28/2026		Paid Amt: \$5,827.77
			B 01 215 019		PFML-MN Paid Leave		\$6,068.56	
PO#:		Voucher #:	136948 Invoice	Invoice No:	S2026130	2/28/2026		Paid Amt: \$6,068.56
								Check Amount: \$11,896.33
								Vendor Total: \$11,896.33
3565		MEDICA			NW 7958 PO BOX 1450 MINNEAPOLIS, MN 55485-7958			Wire
			001					
			B 01 215 020		Health Ins		\$84,100.85	
PO#:		Voucher #:	137394 Invoice	Invoice No:	S2026150	2/28/2026		Paid Amt: \$84,100.85
			B 01 215 020		Health Ins	13	\$87,434.14	
			B 01 215 020		Health Ins-adj to premium		(\$5,862.14)	

Jordan Public Schools
Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
3565		MEDICA		NW 7958 PO BOX 1450 MINNEAPOLIS, MN 55485-7958		
			001			Wire
			B 01 215 024	Health Ins-Retiree Ins Premium		\$5,554.01
PO#:		Voucher #:	137620 Invoice	Invoice No: S2026160	2/28/2026	
						Paid Amt: \$87,126.01
						Check Amount: \$171,226.86
						Vendor Total: \$171,226.86
27742		MN DEPT OF REVENUE		PO BOX 64651 ST. PAUL, MN 55164-0651		
			001			Wire
			B 01 215 074	Garnishment		\$72.00
PO#:		Voucher #:	137395 Invoice	Invoice No: S2026150	2/13/2026	
						Paid Amt: \$72.00
						Check Amount: \$72.00
			001			Wire
			B 01 215 074	Garnishment		\$72.00
PO#:		Voucher #:	137621 Invoice	Invoice No: S2026160	2/28/2026	
						Paid Amt: \$72.00
						Check Amount: \$72.00
						Vendor Total: \$144.00
23795		NATIONAL INSURANCE SERVICES OF WI, INC		PO BOX 7411066 CHICAGO, IL 60674-1066		
			001	113004		Check
			B 01 215 027	Supplemental Life Ins		\$39.21
			B 01 215 035	Life		\$1,110.48
			B 01 215 065	Disability		\$1,950.92
PO#:		Voucher #:	137398 Invoice	Invoice No: S2026150	2/28/2026	
						Paid Amt: \$3,100.61
			B 01 215 027	Supplemental Life Ins		\$39.21
			B 01 215 035	Life		\$1,109.54
			B 01 215 065	Disability		\$1,945.45
			B 01 215 027	Supplemental Life Ins-adj to premium		(\$19.62)
			B 01 215 035	Life Ins-adj to premium		(\$69.22)
			B 01 215 026	Life Ins-Retiree Ins Premium		\$112.00
			B 01 215 065	Disability Ins-Adj to Premium		(\$632.23)
PO#:		Voucher #:	137624 Invoice	Invoice No: S2026160	2/28/2026	
						Paid Amt: \$2,485.13
						Check Amount: \$5,585.74
						Vendor Total: \$5,585.74

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
24384		NCPERS MINNESOTA		PO BOX 17605 JACKSONVILLE, FL 32245-7605				
			001	113005				Check
			B 01 215 032		PERA Life		\$37.34	
PO#:		Voucher #:	137628	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$37.34
								Check Amount: \$37.34
								Vendor Total: \$37.34
21993		PUBLIC EMPLOYEES RETIREMENT ASSN		60 EMPIRE DRIVE, SUITE 200 ST PAUL, MN 55103				
			001					Wire
			B 01 215 014		PERA		\$25,284.43	
PO#:		Voucher #:	137401	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$25,284.43
								Check Amount: \$25,284.43
								Vendor Total: \$25,284.43
			001					Wire
			B 01 215 014		PERA		\$24,883.56	
PO#:		Voucher #:	137627	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$24,883.56
								Check Amount: \$24,883.56
								Vendor Total: \$50,167.99
21994		TEACHERS RETIREMENT ASSN		60 EMPIRE DRIVE SUITE 400 ST PAUL, MN 55103-1855				
			001					Wire
			B 01 215 018		TRA		\$90,375.56	
PO#:		Voucher #:	137403	Invoice	Invoice No: S2026150		2/13/2026	Paid Amt: \$90,375.56
								Check Amount: \$90,375.56
			001					Wire
			B 01 215 018		TRA		\$90,986.74	
PO#:		Voucher #:	137630	Invoice	Invoice No: S2026160		2/28/2026	Paid Amt: \$90,986.74
								Check Amount: \$90,986.74
								Vendor Total: \$181,362.30
5942		WEX		PO Box 2926 Fargo, ND 58108-2926				
			001					Wire
			B 01 215 028		Flex Employee Contributions		\$6,232.83	
PO#:		Voucher #:	137634	Invoice	Invoice No: S2026150		2/28/2026	Paid Amt: \$6,232.83
								Check Amount: \$6,232.83
			001					Wire
			B 01 215 091		Flex-Med Care		\$620.84	
			B 01 215 090		Flex-Dep Care		\$1,584.05	
			B 01 215 091		Flex-Med Care		\$620.84	
			B 01 215 090		Flex-Dep Care	15	\$1,584.05	
			B 01 215 091		Flex-Med-Adj to claimes		\$53.59	

Jordan Public Schools
Detail Payment Register by Vendor

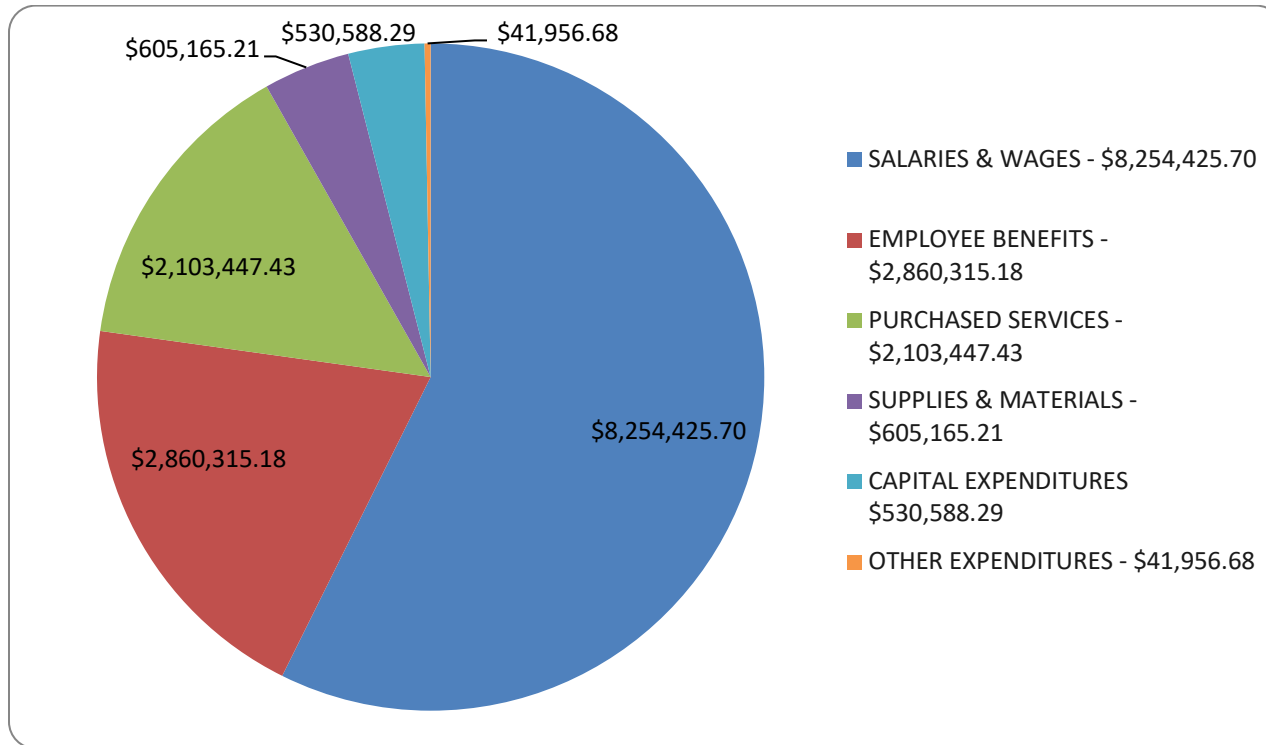
Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
5942		WEX	PO Box 2926	Fargo, ND 58108-2926		
			001			Wire
			B 01 215 090	Flex-Dep Care-Adj to claims		(\$1,636.66)
PO#:		Voucher #:	137635 Invoice	Invoice No: S2026150A	2/28/2026	Paid Amt: \$2,826.71
						Check Amount: \$2,826.71
			001			Wire
			B 01 215 028	Flex Employee Contribution		\$6,232.83
PO#:		Voucher #:	137636 Invoice	Invoice No: S2026160	2/28/2026	Paid Amt: \$6,232.83
						Check Amount: \$6,232.83
						Vendor Total: \$15,292.37
						Report Total: \$868,345.69

Jordan Public Schools
Detail Payment Register by Vendor
Fund Summary

Fund	Description	Total
01	General Fund	\$488,126.61
02	Food Service Fund	\$11,602.78
04	Community Education	\$17,942.81
06	Building Fund	\$449,482.94
18	Custodial Fund	\$1,000.00
27	Student Activity Accounts	\$4,185.62
Report Total		\$972,340.76

FUND 01 - EXP GUIDELINE BY OBJECT
MARCH, 2026



Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
4220		ADVANCED IMAGING SOLUTIONS			6121 BAKER ROAD SUITE 110 MINNETONKA, MN 55345			
			001	112936				Check
			E	01 128 050	000 401 000	Staples	\$68.00	
PO#:		Voucher #:	137479	Invoice	Invoice No: INV371874	2/19/2026		Paid Amt: \$68.00
			E	01 300 050	000 401 000	Black toner	\$49.86	
			E	01 300 050	000 401 000	Cyan toner	\$150.72	
PO#:		Voucher #:	137477	Invoice	Invoice No: INV37188	2/19/2026		Paid Amt: \$200.58
			E	01 128 050	000 401 000	Staples	\$68.00	
PO#:		Voucher #:	137478	Invoice	Invoice No: INV371873	2/19/2026		Paid Amt: \$68.00
								Check Amount: \$336.58
								Vendor Total: \$336.58
4511		AIRGAS USA, LLC			PO BOX 734445 CHICAGO, IL 60673-4445			
			001	112840				Check
			E	01 300 361	830 433 000	Cylinder Rental Large Acetylene	\$6.20	
			E	01 300 361	830 433 000	Cylinder rental Large Argon	\$12.40	
			E	01 300 361	830 433 000	Cylinder Rental Large Oxygen	\$7.75	
PO#:	63335	Voucher #:	137163	Invoice	Invoice No: 5521388675	2/4/2026		Paid Amt: \$26.35
								Check Amount: \$26.35
								Vendor Total: \$26.35
2732		ALPHA WIRELESS COMMUNICATIONS CO			1115 CROSS STREET NORTH MANKATO, MN 56003			
			001	112924				Check
			E	06 100 870	024 555 500	JES Gates Security	\$28,527.03	
PO#:		Voucher #:	137445	Invoice	Invoice No: 32693	2/18/2026		Paid Amt: \$28,527.03
			E	06 100 870	024 520 000	Security System	\$123,415.88	
PO#:		Voucher #:	137444	Invoice	Invoice No: 31797	2/18/2026		Paid Amt: \$123,415.88
			E	06 100 870	024 555 500	Cameras	\$36,174.68	
PO#:		Voucher #:	137443	Invoice	Invoice No: 31798	2/18/2026		Paid Amt: \$36,174.68
								Check Amount: \$188,117.59
			001	112933				Check
			E	04 005 570	321 401 000	Kids Co Fobs	\$3,612.00	
PO#:		Voucher #:	137446	Invoice	Invoice No: 32692	2/18/2026		Paid Amt: \$3,612.00
								Check Amount: \$3,612.00
								Vendor Total: \$191,729.59
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184			
			001	112841				Check
			E	01 300 291	000 401 337	B0DBDCZK19 DEEKA Logg Tail Rhinestones C	\$17.99	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
			001	112841		Check
			E 01	300 291 000 401 337	Amazon Shipping Charge	\$0.00
PO#: 63322	Voucher #:	137152	Invoice	Invoice No: 176L-PWQQ-RTCT	2/4/2026	Paid Amt: \$17.99
			E 01	005 720 302 401 000	B001LK6XHW Tampax Pearl Tampons for Wom	\$58.92
			E 01	005 720 302 401 000	B00G8DDBOU Always Ultra Thin Pads with Wir	\$69.90
			E 01	005 720 302 401 000	B01NCUII2 Tampax Pearl Tampons for Women	\$58.92
			E 01	005 720 302 401 000	Amazon Shipping Charge	\$0.00
PO#: 63327	Voucher #:	137156	Invoice	Invoice No: 1K63-VRFC-K1F6	2/4/2026	Paid Amt: \$187.74
			E 01	100 203 000 401 164	0375869026 Wonder	\$38.36
			E 01	100 203 000 401 164	0486272982 Easy Origami (Dover Origami Pape	\$4.65
			E 01	100 203 000 401 164	B000NA0HP0 PlayMonster Farkle Classic Dice	\$10.99
			E 01	100 203 000 401 164	B00DOAVCN2 High Temp Mini Glue Sticks-5/1t	\$7.06
			E 01	100 203 000 401 164	B00J8PKQGQ Crayola Washable Broad Line M	\$13.54
			E 01	100 203 000 401 164	B00N7CD4BK Brain Flakes 500 Piece Set, Age:	\$19.99
			E 01	100 203 000 401 164	B06VVBW9BQ Scribbledo 6 Pack Small White	\$15.63
			E 01	100 203 000 401 164	B07H415XCM Amazon Basics Purple Washable	\$7.61
			E 01	100 203 000 401 164	B07JQ5W878 Regal Games Card Games for Ki	\$9.99
			E 01	100 203 000 401 164	B07QGL8RRZ HPST Origami Paper - 1100 She	\$17.81
			E 01	100 203 000 401 164	B07YYS5VMK Maverick Playing Cards 12 Pack	\$11.99
			E 01	100 203 000 401 164	B08934P6WN Liumai Glue Gun, Hot Glue Gun	\$9.98
			E 01	100 203 000 401 164	B08BKGLB16 Hotop 500 Pcs Brads for Paper C	\$6.99
			E 01	100 203 000 401 164	B09QRXD9H1 USAOPOLY The Original TAPPI	\$19.97
			E 01	100 203 000 401 164	B0BPS5QB4D 4 Rolls Premium Painters Tape,	\$5.99
			E 01	100 203 000 401 164	B0D5LNTGMF Tress Wellness Craft Sticks, Po	\$4.95
			E 01	100 203 000 401 164	B0D73LBWKK Meland Marble Run - 132Pcs Mi	\$31.83
			E 01	100 203 000 401 164	B0DBYN1Y43 Pipe Cleaners Craft Bulk,Kids To	\$5.68
			E 01	100 203 000 401 164	Amazon Shipping Charge	\$0.00
PO#: 63300	Voucher #:	137157	Invoice	Invoice No: 1YXX-YCLP-W7XH	2/4/2026	Paid Amt: \$243.01
			E 01	100 203 000 401 164	B07QFVZXT1 Fruit of the Loom Girls' Tag Free	\$11.99
			E 01	100 203 000 401 164	B0FG31XXQY Yzjcafriz Girls Underwear 12 Pac	\$13.79
			E 01	100 203 000 401 164	B0FG331DG5 Yzjcafriz Girls Underwear 12 Pac	\$13.79
			E 01	100 203 000 401 164	B0FSCDWHSF Czofnjesi Girls Brief Kids Soft L	\$13.79
PO#: 63245	Voucher #:	137153	Invoice	Invoice No: 1YLV-7FTW-N33K	2/4/2026	Paid Amt: \$53.36
			E 01	100 203 000 401 164	0545685435 Talons of Power (Wings of Fire #9)	\$5.93
			E 01	100 203 000 401 164	0545685451 Escaping Peril (Wings of Fire #8) (\$6.79
			E 01	100 203 000 401 164	1338214446 The Lost Continent (Wings of Fire	\$7.19

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES						PO BOX 035184 SEATTLE, WA 98124-5184		
			001	112841						Check
			E 01	100 203 000 401 164				B000VXO4L2 Elmer's Disappearing Purple Sch	\$5.19	
			E 01	100 203 000 401 164				B00125KXGI Bostitch Office Electric Pencil Sha	\$14.33	
			E 01	100 203 000 401 164				B006P1EQXA Neenah Paper Exact Index Card	\$11.98	
			E 01	100 203 000 401 164				B00G6N62W0 Con-Tact Brand Clear Adhesive I	\$3.94	
			E 01	100 203 000 401 164				B00IWVFRD4 Officemate 1- Hole Punch, 5 She	\$3.78	
			E 01	100 203 000 401 164				B01N6B8SX0 Lite Brite Classic, Favorite Retro	\$14.99	
			E 01	100 203 000 401 164				B07CSCS6R4 Paper Mate Flair Felt Tip Pens I	\$11.41	
			E 01	100 203 000 401 164				B07FF3R4XQ Amazon Basics Hardboard Office	\$9.20	
			E 01	100 203 000 401 164				B07H415XCM Amazon Basics Purple Washable	\$7.61	
			E 01	100 203 000 401 164				B07YDDX4JL 3-Pack 8" Heavy Duty Scissors w	\$9.99	
			E 01	100 203 000 401 164				B086GPCWQN CALPALMY (800 PCS Wax Sti	\$15.19	
			E 01	100 203 000 401 164				B08HVX9C48 Sharpie S-Gel BOLDPT Black 4C	\$5.59	
			E 01	100 203 000 401 164				B08MVWB4SC Hasbro Gaming Guess Who? E	\$15.40	
			E 01	100 203 000 401 164				B08XYYSKMJ Lelix Felt Tip Pens, 15 Black Pac	\$29.96	
			E 01	100 203 000 401 164				B0916KH81H Rainbow Loom® Loomi-Pals™ M	\$10.99	
			E 01	100 203 000 401 164				B09541P9WH Amazon Basics Cotton Swabs fo	\$2.18	
			E 01	100 203 000 401 164				B09713ZD1C HERKKA 200 Pack Laminating Sl	\$30.38	
			E 01	100 203 000 401 164				B09HYYD52Z Contact Paper Clear, 13.5" x 5-Fe	\$5.93	
			E 01	100 203 000 401 164				B0BPS5QB4D 4 Rolls Premium Painters Tape,	\$5.99	
			E 01	100 203 000 401 164				B0CGV9P1L4 LIMYIOM 64Pcs Tetra Tower Gar	\$13.99	
			E 01	100 203 000 401 164				B0CT8RJKW1 64 Pcs Stacking Tower Game w	\$15.15	
			E 01	100 203 000 401 164				B0FCMQLCZD STEM Toys Pixel Art Kit for Kids	\$9.49	
			E 01	100 203 000 401 164				B0FCN1175Y Rainbow Loom: 11,000 Neon Ban	\$16.99	
			E 01	100 203 000 401 164				B0FHHH8HWD HINGTAI 12PCS Acrylic Model	\$6.99	
			E 01	100 203 000 401 164				Amazon Shipping Charge	\$0.00	
PO#: 63265	Voucher #:	137158 Invoice	Invoice No:	1R7L-KNRN-RHJP				2/4/2026		Paid Amt: \$296.55
		E 01	300 211 302 460 000					B000HHQ94C Woods Clamp Lamp Light with A	\$96.60	
		E 01	300 211 302 460 000					B007VD61UW Carolina's Stream Table Kit – Po	\$910.20	
		E 01	300 211 302 460 000					B089M4PBP7 Jetec 100 Pack Assorted Cork St	\$9.99	
		E 01	300 211 302 460 000					B08XZST7YL Sluice Fox mini Classifier Screen	\$49.99	
		E 01	300 211 302 460 000					B0BV6SCZ3J WWZMDIB 20PCS 3V~6V 130 I	\$9.99	
		E 01	300 211 302 460 000					B0DK51CTZX KNINE OUTDOORS Infrared Th	\$57.48	
		E 01	300 211 302 460 000					B0DPM1CMY9 MIXJOY 150W Infrared Heat La	\$57.76	
		E 01	300 211 302 460 000					Amazon Shipping Charge ₂₁	\$65.00	
PO#: 63317	Voucher #:	137160 Invoice	Invoice No:	1KWT-QQ3K-V3TT				2/4/2026		Paid Amt: \$1,257.01

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
26895		AMAZON CAPITAL SERVICES									
			001	112841						Check	
			E 01	300 291	000 401 371		B0D93PSHD9 Kimonos for Women Beach Cove		\$14.99		
			E 01	300 291	000 401 371		B0FS5YP2F3 Kimonos for Women Beach Cove		\$14.99		
			E 01	300 291	000 401 371		Amazon Shipping Charge		\$0.00		
PO#:	63262	Voucher #:	137161	Invoice	Invoice No:	1QCW-RCCK-94Q7		2/4/2026		Paid Amt:	\$29.98
			E 01	128 211	302 460 000		B00A45VHPS Cardinal Economy 3-Ring Binder		\$30.57		
			E 01	128 211	302 460 000		B00LH3DMUO Amazon Basics AAA Alkaline Hig		\$10.75		
			E 01	128 211	302 460 000		B077XBKKG3 Amazon Basics 3 Ring Binders, 1		\$11.08		
			E 01	128 211	302 460 000		B09S3NDBVT Weewooday 24 Packs Small Dig		\$29.99		
			E 01	128 211	302 460 000		B0BH98Y9WH Amazon Basics Sticky Easel Pa		\$24.20		
			E 01	128 211	302 460 000		Amazon Shipping Charge		\$0.00		
PO#:	63332	Voucher #:	137159	Invoice	Invoice No:	1334-GKYG-4L4F		2/4/2026		Paid Amt:	\$106.59
			E 01	100 203	000 401 164		B0DJTJG5NR Hanes Toddler Boxer Brief Under		\$16.54		
			E 01	100 203	000 401 164		Amazon Shipping Charge		\$0.00		
PO#:	63245	Voucher #:	137154	Invoice	Invoice No:	1RG7-4Y73-WGR6		2/4/2026		Paid Amt:	\$16.54
			E 01	300 260	000 430 000		B0C9S5PMSD Supmedic Medical Nitrile Exam (\$8.68		
			E 01	300 260	000 430 000		Amazon Shipping Charge		\$0.00		
PO#:	63326	Voucher #:	137155	Invoice	Invoice No:	1R7L-KNRN-JXYR		2/4/2026		Paid Amt:	\$8.68
			E 01	300 260	000 430 000		B00MJ8JSFE Crayola Construction Paper Bulk		\$12.24		
			E 01	300 260	000 430 000		Amazon Shipping Charge		\$0.00		
PO#:	63261	Voucher #:	137162	Invoice	Invoice No:	1WCJ-P9N9-7TPM		2/4/2026		Paid Amt:	\$12.24
										Check Amount:	\$2,229.69
			001	112935						Check	
			E 01	300 291	000 401 375		B09XDJ73JZ Homoyoyo 10PCS Karate Boards		\$16.99		
			E 01	300 291	000 401 375		B0F2SV6RN7 Copper Red Ginger Wig 26 Inch		\$34.99		
			E 01	128 291	000 430 375		B08G8L745J 4 PCS Push Pull Adjustable Toggl		\$28.99		
			E 01	128 291	000 430 375		B09JBKH3S9 JA-RU Glitter Baton Wand (2 Uni		\$9.98		
PO#:	62915	Voucher #:	137462	Invoice	Invoice No:	1VN9-JQMV-9L7Q		2/18/2026		Paid Amt:	\$90.95
			E 01	300 291	000 401 375		Amazon Shipping Charge		\$0.00		
			E 01	128 291	000 430 375		B08C2QFX8R Brwoynn Oktoberfest Halloween		\$24.99		
			E 01	128 291	000 430 375		Amazon Shipping Charge		\$0.00		
PO#:	62915	Voucher #:	137463	Invoice	Invoice No:	1QP3-GX1Q-39K7		2/18/2026		Paid Amt:	\$24.99
			E 01	100 259	000 430 000		B01JZ9E976 EverBrite 16-Pack Mini LED Flash		\$25.99		
			E 01	100 259	000 430 000		B07SBTFW8M BEISHIDA Silver Star Hanging t		\$17.62		
			E 01	100 259	000 430 000		B09JLYKT1R Lurrose 8pcs Star Head Boppers		\$15.99		
			E 01	100 259	000 430 000		B0B77HQM7 Vinsot 20 Pcs Inflatable Candy C		\$26.99		

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No			Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES				PO BOX 035184 SEATTLE, WA 98124-5184			
			001	112935					Check
			E 01	100 259 000 430 000		B0CGVD534G STOBOK 5Pcs LED Flashing R		\$10.99	
			E 01	100 259 000 430 000		B0D2B67JNN ALBO 1/2" x 36" Wooden Dowel		\$28.99	
			E 01	100 259 000 430 000		B0DB7YD4BB 12 Pcs Reindeer Antlers Headba		\$23.99	
			E 01	100 259 000 430 000		B0F8Q4VZMW Sinload 18 Pcs Large Star Cent		\$0.00	
			E 01	100 259 000 430 000		Amazon Shipping Charge		\$0.00	
PO#: 63013	Voucher #:	137464	Invoice	Invoice No: 1RRR-7MCC-6VHG			2/18/2026		Paid Amt: \$150.56
			E 01	300 211 000 401 000		B0017HZE7O Scotch Magic Tape, Invisible, Repl		\$17.59	
			E 01	300 211 000 401 000		B00LH3DMUO Amazon Basics AAA Alkaline Hig		\$11.23	
			E 01	300 211 000 401 000		B07NN8XH92 5 Pack Label Tape Replacement		\$12.34	
			E 01	300 211 000 401 000		B09NRF48SQ Scissors Set of 6-Pack, 8" Sciss		\$7.49	
			E 01	300 211 000 401 000		B0DL2ZWW5H (18 Pads) Pop Up Sticky Notes		\$8.54	
			E 01	300 211 000 401 000		Amazon Shipping Charge		\$0.00	
PO#: 63386	Voucher #:	137465	Invoice	Invoice No: 14NW-PNCN-RNFT			2/18/2026		Paid Amt: \$57.19
			E 02	128 770 701 401 000		B07QR7J69R COMMERCIAL CHEF 0.7 Cubic		\$78.79	
			E 02	128 770 701 401 000		Amazon Shipping Charge		\$0.00	
PO#: 63385	Voucher #:	137466	Invoice	Invoice No: 1M1C-H4VM-PMVD			2/18/2026		Paid Amt: \$78.79
			E 02	128 770 701 401 000		B09RBHPLB7 Amazon Basics 9 inch Thermal L		\$26.97	
			E 02	128 770 701 401 000		Amazon Shipping Charge		\$0.00	
PO#: 63315	Voucher #:	137467	Invoice	Invoice No: 1DH7-HD4J-W7QL			2/18/2026		Paid Amt: \$26.97
			E 01	005 865 352 401 000		B00004Z6LW Avery Printable Shipping Labels w		\$27.44	
			E 01	005 865 352 401 000		B01ET9CNIO Johnson & Johnson JJ4444 Banc		\$127.90	
			E 01	005 865 352 401 000		B078M5N8CH Lockport 5 Pack Duct Tape Heav		\$117.30	
			E 01	005 865 352 401 000		B08R7XNRVN MED PRIDE 2 in Conforming St		\$237.91	
			E 01	005 865 352 401 000		B093MGDSFG Tork Advanced Toilet Paper Roll,		\$122.98	
			E 01	005 865 352 401 000		B095BWTNW3 Schneider Nitrile Exam Dispose		\$48.95	
			E 01	005 865 352 401 000		B09CD6Z7GB Amazon Basics Trash Bags, Tall		\$35.96	
			E 01	005 865 352 401 000		B0D1BBMFFQ Kingstar Sterile Nonwoven Gauz		\$51.00	
			E 01	005 865 352 401 000		B0DPY2WMMH FRONTLINE Emergency Therr		\$83.65	
			E 01	005 865 352 401 000		B0DYJQMQVD Hipat 24-Pack Stainless Steel V		\$89.90	
			E 01	005 865 352 401 000		B0FDNLWKQR FRONTLINE Emergency Therr		\$71.92	
PO#: 63323	Voucher #:	137468	Invoice	Invoice No: 1DRC-X13K-6F6N			2/18/2026		Paid Amt: \$1,014.91
			E 04	005 570 321 401 000		B01M4M3S7G Paper Mate Flair Felt Tip Pens M		\$16.87	
			E 04	005 570 321 401 000		B07MCVW6G8 ArtCreativity Assorted Easter St		\$11.75	
			E 04	005 570 321 401 000		B09C13XWQK Fisher-Price Disney and Pixar Li		\$19.62	
			E 04	005 570 321 401 000		B0BPCBSPRH 36 Sheet Easter Stickers for Kid		\$17.61	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184		
			001	112935			Check
			E 04	005 570 321 401 000	B0CN78Q8FW Hygloss Colored Sand for Crafts		\$19.35
			E 04	005 570 321 401 000	B0CP27FQ8J Heart Stickers for Kids, Valentine		\$6.99
			E 04	005 570 321 401 000	B0CPN27VYS Fisher-Price Imaginext DC Supe		\$27.98
			E 04	005 570 321 401 000	B0CRKSBLJR Aowplc St. Patrick's Leprechaun		\$22.77
			E 04	005 570 321 401 000	B0DKBCZCWQ 36 Sheets Valentine' s Day Mal		\$23.97
			E 04	005 570 321 401 000	B0F5965YPZ OasisSN ?? ????????, ???????-?		\$11.04
PO#: 63324	Voucher #:	137469 Invoice		Invoice No: 1HT4-4PGH-3KYF		2/18/2026	Paid Amt: \$177.95
			E 01	128 720 000 401 000	B00KOSP454 CURAD Alcohol Prep Pads (Pacl		\$2.80
			E 01	100 720 000 401 000	B00KOSP454 CURAD Alcohol Prep Pads (Pacl		\$2.79
			E 01	128 720 000 401 000	B01AKBCL3W Dealmed Non-Woven Gauze Sp		\$7.75
			E 01	300 720 000 401 000	B01BFGQEXO Dealmed Sheer Plastic Spot Bar		\$3.87
			E 01	128 720 000 401 000	B01BFGQEXO Dealmed Sheer Plastic Spot Bar		\$3.88
			E 01	100 720 000 401 000	B076FT4R4H Aquaphor Advanced Therapy Hea		\$6.08
			E 01	128 720 000 401 000	B076FT4R4H Aquaphor Advanced Therapy Hea		\$6.07
			E 01	300 720 000 401 000	B076FT4R4H Aquaphor Advanced Therapy Hea		\$6.07
			E 01	100 720 000 401 000	B07H5L9RD9 Dealmed Fabric Flexible Adhesive		\$58.19
			E 01	100 720 000 401 000	B09498GV6R Amazon Basics Cotton Swabs for		\$5.01
			E 01	128 720 000 401 000	B09498GV6R Amazon Basics Cotton Swabs for		\$5.02
			E 01	300 720 000 401 000	B0979P1YRG Dealmed Sterile Non-Adherent 2"		\$8.72
			E 01	128 720 000 401 000	B0997JGBM2 Dealmed Fabric Flexible Adhesive		\$8.72
			E 01	100 720 000 401 000	B09DL8GTRG CareAll Petroleum Jelly 13 Oz Jc		\$5.63
			E 01	128 720 000 401 000	B09X6GS3J1 Inspire Nitrile Exam Gloves The		\$69.99
			E 01	100 720 000 401 000	B09X6GS3J1 Inspire Nitrile Exam Gloves The		\$69.99
			E 01	100 720 000 401 000	B0BC1FSWH5 Taiyin 200 Pcs Colorful Tooth S		\$0.00
			E 01	128 720 000 401 000	B0BC1FSWH5 Taiyin 200 Pcs Colorful Tooth S		\$19.89
			E 01	128 720 000 401 000	B0CC62BLXK 2.5mm Disposable Ear Specula 1		\$9.90
			E 01	100 720 000 401 000	B0CC62BLXK 2.5mm Disposable Ear Specula 1		\$9.90
			E 01	128 720 000 401 000	B0CJ2RZB4G 48 Pack 2" x 5 Yards Self Adhesi		\$28.99
			E 01	128 720 000 401 000	B0CJDYZDKP AZEN Premium 6 Pack Elastic E		\$8.98
			E 01	100 720 000 401 000	B0CYHLDWX5 Healqu Hospital Vomit Bags - 6l		\$9.49
			E 01	128 720 000 401 000	B0CYHLDWX5 Healqu Hospital Vomit Bags - 6l		\$9.50
			E 01	100 720 000 401 000	B0DPDH4Z5P MotBach 20 Pack 4oz Plastic Jar		\$0.00
			E 01	128 720 000 401 000	B0DPDH4Z5P MotBach 20 Pack 4oz Plastic Jar		\$0.00
			E 01	100 720 000 401 000	B0FVT14PMY 2000pcs Soft Cotton Balls Bulk 1		\$13.79
			E 01	128 720 000 401 000	B0FVT14PMY 2000pcs Soft Cotton Balls Bulk 1		\$13.80

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
			001	112935		Check
			E 01	100 720 000 401 000	Amazon Shipping Charge	\$0.00
			E 01	100 720 000 401 000	Discount	(\$1.45)
PO#: 63316	Voucher #:	137470 Invoice	Invoice No:	17ND-GTMQ-NCL6	2/18/2026	Paid Amt: \$393.37
		E 01	300 211 302 460 000	0811216020 A Streetcar Named Desire	\$18.14	
		E 01	300 211 302 460 000	Amazon Shipping Charge	\$0.00	
PO#: 63413	Voucher #:	137471 Invoice	Invoice No:	1YH6-HGV7-9TNK	2/18/2026	Paid Amt: \$18.14
		E 04	005 505 321 401 550	B0040ZOEYY Kleenex Professional Facial Tissu	\$67.72	
		E 04	005 505 321 401 550	Amazon Shipping Charge	\$0.00	
PO#: 63399	Voucher #:	137472 Invoice	Invoice No:	11PR-V6W4-9GVP	2/18/2026	Paid Amt: \$67.72
		E 01	128 810 000 401 000	B01GBW8J8A CESS Screw Mount AC Power Li	\$7.99	
		E 01	128 810 000 401 000	B0D7B6T3ZN COVERCORNER Non Slip Furn	\$9.49	
		E 01	128 810 000 401 000	Amazon Shipping Charge	\$0.00	
PO#: 63411	Voucher #:	137473 Invoice	Invoice No:	1MLW-7C3G-9KCY	2/18/2026	Paid Amt: \$17.48
		E 01	100 620 000 470 292	1728236207 How to Catch a Snowman	\$4.60	
		E 01	100 620 000 470 292	B07N8SKCMJ Dixie PerfecTouch WiseSize Cof	\$40.80	
PO#: 63139	Voucher #:	137474 Invoice	Invoice No:	1VN9-LH9M-RY4J	2/18/2026	Paid Amt: \$45.40
		E 01	100 620 000 470 292	0374370923 Snow: (Caldecott Honor Book)	\$15.99	
		E 01	100 620 000 470 292	0545326982 Drama: A Graphic Novel	\$5.25	
		E 01	100 620 000 470 292	0545540615 Ghosts	\$33.64	
		E 01	100 620 000 470 292	0593119673 The Tree That's Meant to Be: A Chr	\$14.67	
		E 01	100 620 000 470 292	0593174429 Mistletoe: A Christmas Story	\$14.47	
		E 01	100 620 000 470 292	0618238557 Courage	\$9.33	
		E 01	100 620 000 470 292	0688060676 Ten Black Dots	\$27.64	
		E 01	100 620 000 470 292	069284838X What Should Danny Do? (The Pov	\$10.99	
		E 01	100 620 000 470 292	0692914374 What Should Danny Do? School D	\$12.96	
		E 01	100 620 000 470 292	0803741715 The Book with No Pictures	\$32.64	
		E 01	100 620 000 470 292	0807566659 Pumpkin Jack	\$19.33	
		E 01	100 620 000 470 292	1338112457 Pig the Pug	\$8.56	
		E 01	100 620 000 470 292	1338158422 Thelma the Unicorn	\$9.00	
		E 01	100 620 000 470 292	1338194550 Invisible: A Graphic Novel	\$28.78	
		E 01	100 620 000 470 292	1338221221 Pig the Elf (Pig the Pug)	\$13.94	
		E 01	100 620 000 470 292	1338297139 Piranhas Don't Eat Bananas	\$13.12	
		E 01	100 620 000 470 292	1338608894 The Return of Thelma the Unicorn	\$19.24	
		E 01	100 620 000 470 292	1338777211 The Cartoonists Club: A Graphic N	\$26.94	
		E 01	100 620 000 470 292	1338818538 Winging It: A Graphic Novel	\$44.92	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
26895		AMAZON CAPITAL SERVICES					PO BOX 035184 SEATTLE, WA 98124-5184				
			001	112935						Check	
			E 01	100 620 000 470 292			1339000962 Who Would Win?: Porcupine vs. F		\$4.92		
			E 01	100 620 000 470 292			1419728202 Nathan Hale's Hazardous Tales 3-E		\$25.63		
			E 01	100 620 000 470 292			1419777335 Nathan Hale's Hazardous Tales Fo		\$35.32		
			E 01	100 620 000 470 292			1426372892 It's a Numbers Game! Football: Th		\$13.97		
			E 01	100 620 000 470 292			1443177180 Courage (French Edition)		\$24.95		
			E 01	100 620 000 470 292			1481477633 The Legend of Old Befana: An Itali		\$9.88		
			E 01	100 620 000 470 292			1492693693 How to Catch a Dragon		\$8.78		
			E 01	100 620 000 470 292			1536201375 Dasher: How a Brave Little Doe Ch		\$8.62		
			E 01	100 620 000 470 292			1546169458 Max, a Little Axolotl #1 (An Original		\$9.08		
			E 01	100 620 000 470 292			1623706513 Do Not Bring Your Dragon to the Lil		\$20.52		
			E 01	100 620 000 470 292			1665954787 Chicka Chicka Tricka Treat (Chicka		\$40.68		
			E 01	100 620 000 470 292			1665961082 Troubling Tonsils! (Jasper Rabbit's		\$25.14		
			E 01	100 620 000 470 292			1683300726 The Greatest Football Teams of All		\$18.63		
			E 01	100 620 000 470 292			1728209358 How to Catch a Gingerbread Man		\$21.64		
			E 01	100 620 000 470 292			1728216745 How to Catch a Yeti		\$4.36		
			E 01	100 620 000 470 292			1728223555 Little Red Sleigh: A Heartwarming C		\$25.62		
			E 01	100 620 000 470 292			1728233704 A Halloween Scare in Minnesota: A		\$8.00		
			E 01	100 620 000 470 292			1728274273 How to Catch Santa Claus		\$10.38		
			E 01	100 620 000 470 292			1728276136 How to Catch a Reindeer		\$5.22		
			E 01	100 620 000 470 292			1728293030 How to Catch a Groundhog		\$5.52		
			E 01	100 620 000 470 292			1733094687 What Should Danny Do? on Vacati		\$12.56		
			E 01	100 620 000 470 292			1793189536 Noise: A graphic novel based on a l		\$14.10		
			E 01	100 620 000 470 292			1947277391 When a Dragon Moves In		\$7.99		
			E 01	100 620 000 470 292			1947277987 Just SNOW Already!		\$59.88		
			E 01	100 620 000 470 292			1958514063 Ricky, the Rock that Just Couldn't I		\$17.98		
			E 01	100 620 000 470 292			B00125RS9I ScotchBlue Original Multi-Surface		\$76.16		
			E 01	100 620 000 470 292			B07HFKB7D6 Swiss Miss Milk Chocolate Flavoi		\$39.12		
			E 01	100 620 000 470 292			B0CJJC7ZZ4 SUNLU Silk Dual Color Pla Filam		\$17.09		
			E 01	100 620 000 470 292			Discount		(\$5.00)		
PO#:	63139	Voucher #:	137475	Invoice	Invoice No:	1VQC-F3YM-HJG7		2/18/2026		Paid Amt:	\$928.15
			E 01	005 865 352 401 000			B0D4QH3LQB Buecs King Size Permanent Ma		\$130.14		
			E 01	005 865 352 401 000			B0D7GVTVBV Germ-X Original Hand Sanitizer,		\$327.20		
PO#:	63323	Voucher #:	137476	Invoice	Invoice No:	1YG7-WVQ7-77YH		2/18/2026		Paid Amt:	\$457.34
			E 01	100 720 000 401 000			B005BFL0RQ Dynarex DynaSafety Sterile Alcof		\$10.92		
			E 01	100 720 000 401 000			B0CGM16Q16 50 Count 5 Gram Sample Conta		\$6.99		

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184			
			001	112935				Check
			E 01	100 720	000 401 000	Amazon Shipping Charge	\$0.00	
PO#: 63410		Voucher #:	137460	Invoice	Invoice No: 1H1K-YTXC-7MCT	2/18/2026		Paid Amt: \$17.91
			E 01	100 201	000 430 000	B00006IDOL Tru-Ray® Construction Paper, 50°	\$15.78	
			E 01	100 201	000 430 000	B0734V7GRB Amazon Basics Twin Pocket File	\$10.19	
			E 01	100 201	000 430 000	B077PZLX6M DIYMAG Magnetic Hooks, 30lbs	\$0.00	
			E 01	100 201	000 430 000	B07D4YF3K4 Neenah Index Cardstock, 8.5" x 1	\$13.49	
			E 01	100 201	000 430 000	B0BTBJVKNK8 GIFTINBOX Invisible Ink Pens w	\$20.99	
PO#: 62852		Voucher #:	137461	Invoice	Invoice No: 13VV-4VN4-3J3H	2/18/2026		Paid Amt: \$60.45
								Check Amount: \$3,628.27
			STUD	2085				Check
			E 27	300 298	301 401 964	B0C5B4R15P Foam Board, 10 Pack Foam Boar	\$109.98	
			E 27	300 298	301 401 964	B0D459KNBY JusArt Art Portfolio Bag, 24x36 Li	\$93.96	
			E 27	300 298	301 401 964	Amazon Shipping Charge	\$0.00	
			E 27	300 298	301 401 964	Discount	(\$7.52)	
PO#: 63368		Voucher #:	137455	Invoice	Invoice No: 1VLD-KCJM-Y9RC	2/18/2026		Paid Amt: \$196.42
								Check Amount: \$196.42
								Vendor Total: \$6,054.38
5112		ANDREWS, GUY			17711 HILLWOOD AVE LAKEVILLE, MN 55044			
			001	112974				Check
			E 01	300 296	000 305 306	02/12/26	\$155.00	
PO#:		Voucher #:	137548	Invoice	Invoice No: Feb 2026	2/20/2026		Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
6872		ANTON, CODY			1109 DORTHY LANE ELKO NEW MARKET, MN 55054			
			001	112842				Check
			E 01	300 292	000 305 296	Production	\$350.00	
			E 01	300 292	000 305 296	Post Production	\$300.00	
			E 01	300 292	000 305 296	Flash Drive	\$14.00	
			E 01	300 292	000 305 296	Travel	\$46.36	
PO#: 63341		Voucher #:	137149	Invoice	Invoice No: 0035424	2/4/2026		Paid Amt: \$710.36
								Check Amount: \$710.36
								Vendor Total: \$710.36

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6469		AUTUMN RIDGE LANDSCAPING, INC		001 112925	8940 GREENFIELD ROAD	LORETTO, MN 55357		Check
				E 06 100 870 024 520 000	Application No 4 - Final		\$42,434.46	
PO#:		Voucher #:	137454	Invoice	Invoice No: Application No 4	2/18/2026		Paid Amt: \$42,434.46
								Check Amount: \$42,434.46
								Vendor Total: \$42,434.46
6975		BARRETT, LISA		001 112843	23443 BLUFF COURT	BELLE PLAINE, MN 56011		Check
				E 01 300 211 000 369 245	Afton Alps		\$30.00	
PO#:		Voucher #:	137165	Invoice	Invoice No: February 2026	2/4/2026		Paid Amt: \$30.00
								Check Amount: \$30.00
								Vendor Total: \$30.00
11220		BENJAMIN BUS		001 112844	216 NOLDEN LANE	JORDAN, MN 55352		Check
				E 01 005 760 720 360 000	February 2026		\$80,198.12	
PO#:	63006	Voucher #:	137150	Invoice	Invoice No: February 2026	2/4/2026		Paid Amt: \$80,198.12
								Check Amount: \$80,198.12
				001 113000				Check
				E 01 005 760 720 440 000	Fuel		\$1,990.44	
				E 01 005 760 723 360 000	In Dist SPED		\$10,068.30	
				E 01 005 760 728 360 000	Care & Treatment		\$9,080.93	
				E 01 005 760 728 360 000	SPED		\$25,657.17	
				E 01 005 760 728 360 000	Homeless		\$8,763.04	
				E 01 005 760 726 360 000	SJ Band		\$218.31	
PO#:		Voucher #:	137601	Invoice	Invoice No: December 2025	2/24/2026		Paid Amt: \$55,778.19
				E 01 300 292 733 360 000	Adaptive Floor Hockey		\$1,312.44	
				E 01 300 291 733 360 389	Band		\$660.27	
				E 01 300 294 733 360 306	JHS Boys Basketball		\$2,451.43	
				E 01 128 296 733 360 306	JMS Girls Basketball		\$797.88	
				E 01 128 296 733 360 306	JHS Girls Basketball		\$2,294.17	
				E 01 128 211 320 360 000	Native American Tutoring		\$485.66	
				E 01 300 292 733 360 317	Nordic Ski		\$416.28	
				E 01 300 211 733 360 000	JHS PE Field Trips		\$1,191.02	
				E 01 300 294 733 360 310	Wrestling		\$1,971.55	
				E 01 005 760 723 360 000	DHH Field Trip		\$138.76	
PO#:		Voucher #:	137602	Invoice	Invoice No: December 2025	2/28/2026		Paid Amt: \$11,719.46
				E 01 005 760 720 440 000	Fuel		\$2,053.72	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
11220		BENJAMIN BUS		216 NOLDEN LANE	JORDAN, MN 55352			
			001	113000				Check
			E 01	005 760 723 360 000	In Dist SPED		\$11,410.74	
			E 01	005 760 728 360 000	Care & Treatment		\$8,468.13	
			E 01	005 760 723 360 000	SPED		\$28,169.65	
			E 01	005 760 728 360 000	Homeless		\$13,171.37	
			E 01	005 760 726 360 000	SJ Band		\$199.16	
			E 01	128 211 320 360 000	Native American Tutoring		\$485.66	
			E 01	005 760 726 360 000	Overpaid in Nov		(\$474.92)	
PO#:		Voucher #:	137599	Invoice	Invoice No: November 2025	2/24/2026		Paid Amt: \$63,483.51
			E 01	300 292 733 360 000	Adaptive Floor Hockey		\$838.34	
			E 01	300 291 733 360 389	Band		\$1,191.02	
			E 01	300 294 733 360 315	Boys Basketball		\$503.01	
			E 01	300 292 733 360 314	Cross Country		\$555.04	
			E 01	128 296 733 360 306	JMS Girls Basketball		\$1,173.68	
			E 01	300 296 733 360 306	JHS Girls Basketball		\$358.46	
			E 01	300 294 733 360 310	Wrestling		\$450.97	
			E 01	300 291 733 360 371	Nordic Ski		\$485.66	
PO#:		Voucher #:	137600	Invoice	Invoice No: November 2025	2/24/2026		Paid Amt: \$5,556.18
							Check Amount:	\$136,537.34
							Vendor Total:	\$216,735.46
11747		BLUE CROSS & BLUE SHIELD		PO BOX 860448	MINNEAPOLIS, MN 55486-0448			
			001	112937				Check
			B 01	215 024	March 2026		\$335.00	
PO#:		Voucher #:	137480	Invoice	Invoice No: 260202237896	2/19/2026		Paid Amt: \$335.00
							Check Amount:	\$335.00
							Vendor Total:	\$335.00
22533		BROWN'S ICE CREAM CO		3501 MARSHALL ST. NE SUITE 150	MINNEAPOLIS, MN 55418			
			001	112938				Check
			E 02	128 770 707 490 000	JMS Ala Carte Ice Cream		\$420.00	
PO#:		Voucher #:	137482	Invoice	Invoice No: 72604014	2/19/2026		Paid Amt: \$420.00
			E 02	128 770 707 490 000	JMS Ala Carte Ice Cream		\$356.16	
PO#:		Voucher #:	137483	Invoice	Invoice No: 72601212	2/19/2026		Paid Amt: \$356.16
			E 02	300 770 707 490 000	JHS Ala Carte Ice Cream		\$277.50	
PO#:		Voucher #:	137481	Invoice	Invoice No: 72604015	2/19/2026		Paid Amt: \$277.50
							Check Amount:	\$1,053.66
							Vendor Total:	\$1,053.66

Jordan Public Schools
Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
4123		BUCHMEIER, SHONNA		1031 MALLARD AVE	JORDAN, MN 55352			
		001		112845				Check
		E 01 300 211	000 369 245	Afton Alps			\$30.00	
PO#:		Voucher #:	137164 Invoice	Invoice No:	February 2026	2/4/2026		Paid Amt: \$30.00
								Check Amount: \$30.00
								Vendor Total: \$30.00
6070		CANDELL, THOMAS		8418 186TH ST W	LAKEVILLE, MN 55044			
		001		112975				Check
		E 01 300 296	000 305 306	02/09/26			\$155.00	
PO#:		Voucher #:	137549 Invoice	Invoice No:	Feb 2026	2/20/2026		Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
4373		CARCIOFINI COMPANY INC		14380 W BVILLE PKWY	BURNSVILLE, MN 55306			
		001		112926				Check
		E 06 100 870	024 520 000	Applicaiton No 7			\$3,689.05	
PO#:		Voucher #:	137450 Invoice	Invoice No:	Application No 7	2/18/2026		Paid Amt: \$3,689.05
								Check Amount: \$3,689.05
								Vendor Total: \$3,689.05
6464		CARPENTER, ERIC		601 INDUSTRIAL BLVD APT 229	WACONIA, MN 55387			
		001		112976				Check
		E 01 128 294	000 305 306	01/27/26			\$100.00	
		E 01 300 296	000 305 306	01/29/26			\$150.00	
		E 01 128 294	000 305 306	02/02/26			\$100.00	
		E 01 128 294	000 305 306	02/03/26			\$100.00	
		E 01 128 294	000 305 306	02/05/26			\$100.00	
		E 01 300 294	000 305 306	02/06/26			\$75.00	
		E 01 128 294	000 305 306	02/10/26			\$100.00	
		E 01 300 294	000 305 306	02/12/26			\$150.00	
		E 01 128 294	000 305 306	02/13/26			\$100.00	
PO#:		Voucher #:	137550 Invoice	Invoice No:	February 2026	2/20/2026		Paid Amt: \$975.00
								Check Amount: \$975.00
								Vendor Total: \$975.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type					
5698		CASE-EVENSON, RANAE		001	112939		Check					
			E	01	005	020	000	366	000	Reimbursement	\$345.69	
PO#:		Voucher #:	137484	Invoice	Invoice No:	February 2026	2/19/2026			Paid Amt:	\$345.69	
										Check Amount:	\$345.69	
										Vendor Total:	\$345.69	
26916	1	CDW LLC		001	112940		Check					
			E	01	005	630	302	555	000	Newline TT - 65" LED backlit LCD display	\$3,113.68	
			E	01	005	630	302	555	000	Newline TT - 55" LED-backlit LCD display	\$2,789.42	
			E	01	005	630	302	555	000	Newline STV - 43" LED backlit LCD display	\$942.00	
			E	01	005	630	302	555	000	Newline STV - 55" LED backlit LCD display	\$632.00	
PO#:	63216	Voucher #:	137485	Invoice	Invoice No:	AH5YY4Y	2/19/2026			Paid Amt:	\$7,477.10	
			E	01	005	630	302	406	000	Jan - June Microsoft Office License & Software	\$2,298.22	
			E	01	005	630	302	406	000	Jan - June Windows Education license	\$1,640.61	
			B	01	131	000				July - Dec Microsoft Office License & Software	\$2,298.22	
			B	01	131	000				July - Dec Windows Education license	\$1,640.62	
PO#:	63359	Voucher #:	137486	Invoice	Invoice No:	AH8JW4E	2/19/2026			Paid Amt:	\$7,877.67	
										Check Amount:	\$15,354.77	
										Vendor Total:	\$15,354.77	
6443		CENTRAL ROOFING COMPANY		001	112831		Check					
			E	06	100	870	024	520	000	Application No 017	\$8,224.15	
PO#:		Voucher #:	137136	Invoice	Invoice No:	Application No 017	2/3/2026			Paid Amt:	\$8,224.15	
										Check Amount:	\$8,224.15	
										Vendor Total:	\$8,224.15	
6038		CLEARSOFT, INC		001	112846		Check					
			E	01	128	810	000	401	000	1/15/26 JMS softner salt qty 49 bags	\$440.51	
			E	01	300	810	000	401	000	1/15/26 JHS softner salt qty 49 bags	\$440.51	
PO#:	63358	Voucher #:	137167	Invoice	Invoice No:	January 2026	2/4/2026			Paid Amt:	\$881.02	
										Check Amount:	\$881.02	
										Vendor Total:	\$881.02	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6665		CRAWFORD DOOR		1641 OAKDALE AVE	WEST ST PAUL, MN 55118			Check
			001	112927				
			E 06 100 870 024 520 000	Applicaiton No 2RET - Final			\$1,035.00	
PO#:		Voucher #:	137451 Invoice	Invoice No:	Appliction No 2RET		2/18/2026	Paid Amt: \$1,035.00
								Check Amount: \$1,035.00
								Vendor Total: \$1,035.00
6630		DAHL, SAMANTHA		17115 BEELINE AVE	JORDAN, MN 55352			Check
			001	112847				
			E 04 005 505 321 305 503	Split			\$73.50	
PO#:		Voucher #:	137168 Invoice	Invoice No:	January 2026		2/4/2026	Paid Amt: \$73.50
								Check Amount: \$73.50
								Vendor Total: \$73.50
5617		DECORY, TRAVIS		1969 5TH ST E	ST PAUL, MN 55119			Check
			001	112848				
			E 01 005 211 320 305 000	JMS & JHS Cultrual Group			\$600.00	
PO#:		Voucher #:	137169 Invoice	Invoice No:	43		2/4/2026	Paid Amt: \$600.00
								Check Amount: \$600.00
			001	112915				Check
			E 01 005 211 320 305 000	K-12 Storyteling			\$600.00	
PO#:		Voucher #:	137375 Invoice	Invoice No:	45		2/11/2026	Paid Amt: \$600.00
								Check Amount: \$600.00
			001	112921				Check
			E 01 005 211 320 305 000	K-12			\$600.00	
PO#:		Voucher #:	137439 Invoice	Invoice No:	46		2/18/2026	Paid Amt: \$600.00
								Check Amount: \$600.00
								Vendor Total: \$1,800.00
10879		DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT		PO BOX 4059	ST PAUL, MN 55101-4059			Check
			001	112849				
			E 01 005 810 000 280 000	Unemployment Insurance			\$348.39	
			E 01 100 203 000 280 000	Unemployment Insurance			\$3,093.00	
			E 01 300 211 000 280 000	Unemployment Insurance			\$4.48	
			E 02 005 770 701 280 000	Unemployment Insurance			\$230.00	
PO#:		Voucher #:	137191 Invoice	Invoice No:	Quarter 4, 2025		2/4/2026	Paid Amt: \$3,675.87
								Check Amount: \$3,675.87
								Vendor Total: \$3,675.87

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
4993		DR GRAPHIC, LLC		3725 W COUNTY ROAD 42	BURNSVILLE, MN 55306			Check
			001	112941				
			E 01	128 865 363 305 000	ADA signs		\$450.00	
			E 01	300 865 363 305 000	ADA signs		\$450.00	
PO#:		Voucher #:	137523	Invoice	Invoice No: 68992		2/19/2026	Paid Amt: \$900.00
								Check Amount: \$900.00
								Vendor Total: \$900.00
6986		DREWS, ANTHONY		14615 ROCHESTER ST NE	HAM LAKE, MN 55304			Check
			001	112916				
			E 01	005 211 320 305 000	naske Event		\$1,600.00	
PO#:		Voucher #:	137376	Invoice	Invoice No: 525		2/11/2026	Paid Amt: \$1,600.00
								Check Amount: \$1,600.00
								Vendor Total: \$1,600.00
2630		EDMENTUM		PO BOX 776725	CHICAGO, IL 60677-6725			Check
			001	112942				
			E 01	300 211 000 394 000	EA Post Pay		\$295.00	
PO#:		Voucher #:	137487	Invoice	Invoice No: INV32651911		2/19/2026	Paid Amt: \$295.00
								Check Amount: \$295.00
								Vendor Total: \$295.00
5805		ELLIOTT, MATTHEW		847 PARK LANE	SOUTH ST PAUL, MN 55075			Check
			001	112977				
			E 01	300 296 000 305 306	01/30/26		\$155.00	
PO#:		Voucher #:	137551	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
6974		EMI AUDIO		4719 42ND AVE N	ROBBINSDALE, MN 55422			Check
			001	112943				
			E 01	300 291 000 401 371	Projector Rental		\$200.00	
PO#:	63470	Voucher #:	137488	Invoice	Invoice No: 88377		2/19/2026	Paid Amt: \$200.00
								Check Amount: \$200.00
								Vendor Total: \$200.00
4213		ERICKSON, RICK		1404 BLUE FLAG COURT	NORTHFIELD, MN 55057			Check
			001	112978				
			E 01	300 294 000 305 306	02/07/26		\$165.00	
PO#:		Voucher #:	137552	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$165.00
								Check Amount: \$165.00
								Vendor Total: \$165.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
27208		ESTR PUBLICATIONS		7464 MAPLELEAF COURT	COLUMBUS, OH 43235			
			001	112850				Check
			E	01 300 407 740 433 000	TRS 1.0		\$40.00	
			E	01 300 407 740 433 000	TRS 1.0 Parent		\$40.00	
PO#:	63309	Voucher #:	137170	Invoice	Invoice No: 48555	2/4/2026		Paid Amt: \$80.00
								Check Amount: \$80.00
			001	112944				Check
			E	01 300 407 740 433 000	Shipping/Handling on PO 63309		\$11.40	
PO#:	63513	Voucher #:	137489	Invoice	Invoice No: 48555INV	2/19/2026		Paid Amt: \$11.40
								Check Amount: \$11.40
								Vendor Total: \$91.40
2833		FERGUSON ENTERPRISES #1652#1657		PO BOX 802817	CHICAGO, IL 60680-2817			
			001	112851				Check
			E	04 005 505 321 401 550	CERC sink faucets qty 4		\$440.96	
			E	04 005 505 321 401 550	service fee		\$6.84	
			E	04 005 505 321 401 550	freight		\$14.99	
PO#:	63394	Voucher #:	137172	Invoice	Invoice No: 2192234	2/4/2026		Paid Amt: \$462.79
								Check Amount: \$462.79
			001	112945				Check
			E	01 300 810 000 305 000	1/31/26 JHS service charge for January		\$6.84	
PO#:	63480	Voucher #:	137490	Invoice	Invoice No: SC424862	2/19/2026		Paid Amt: \$6.84
								Check Amount: \$6.84
								Vendor Total: \$469.63
25785		FERTIMIX, INC.		512 N BROADWAY ST	JORDAN, MN 55352			
			001	112852				Check
			E	01 005 810 000 401 000	12/22/25 & 1/7/26 50lb ice melt qty 50		\$414.00	
			E	01 005 810 000 401 000	12/22/25 & 1/7/26 50lb ice melt qty 50		\$414.00	
PO#:	63339	Voucher #:	137171	Invoice	Invoice No: 24334	2/4/2026		Paid Amt: \$828.00
								Check Amount: \$828.00
			001	112946				Check
			E	01 005 810 000 401 000	1/30/26 50lbs ice melt qty 50		\$435.00	
PO#:	63484	Voucher #:	137491	Invoice	Invoice No: 24420	2/19/2026		Paid Amt: \$435.00
								Check Amount: \$435.00
								Vendor Total: \$1,263.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6939		FP MAILING SOLUTIONS			PO BOX 157 BEDFORD PARK, IL 60499-0157			
			001	112947				Check
			E 01	100 203	000 560 000	Rental	\$102.00	
PO#:		Voucher #:	137492	Invoice	Invoice No:	RII07036937	2/19/2026	Paid Amt: \$102.00
			E 01	128 211	000 560 000	Rental	\$102.00	
PO#:		Voucher #:	137493	Invoice	Invoice No:	RII07036979	2/19/2026	Paid Amt: \$102.00
			E 01	300 211	000 560 000	Rental	\$102.00	
PO#:		Voucher #:	137494	Invoice	Invoice No:	RII07036965	2/19/2026	Paid Amt: \$102.00
								Check Amount: \$306.00
								Vendor Total: \$306.00
12250		GENERAL PARTS LLC			MI10 PO BOX 9201 MINNEAPOLIS, MN 55480			
			001	112853				Check
			E 02	100 770	701 350 000	Solenoid valve	\$366.98	
			E 02	100 770	701 350 000	Fittings & supplies	\$185.90	
			E 02	100 770	701 350 000	Consumable supplies	\$33.17	
			E 02	100 770	701 350 000	Freight	\$92.00	
			E 02	100 770	701 350 000	Service Call Charge	\$110.00	
			E 02	100 770	701 350 000	Labor	\$335.25	
			E 02	100 770	701 350 000	Zone Travel Charge	\$115.00	
PO#:		Voucher #:	137151	Invoice	Invoice No:	6674070	2/4/2026	Paid Amt: \$1,238.30
								Check Amount: \$1,238.30
								Vendor Total: \$1,238.30
3732		GLOBAL PAYMENTS, INC			PO BOX 936565 ATLANTA, GA 31193-6565			
			001	112948				Check
			E 04	005 505	321 305 000	ActiveNet connect 1/1/26-6/31/26	\$1,050.00	
			B 04	131 000		ActiveNet connect 7/1/26-12/31/26	\$1,050.00	
PO#:	63392	Voucher #:	137495	Invoice	Invoice No:	4100186639	2/19/2026	Paid Amt: \$2,100.00
								Check Amount: \$2,100.00
								Vendor Total: \$2,100.00
27120		GOPHER STATE ONE-CALL			7223 PARKWAY DRIVE SUITE 210 HANOVER, MD 21076-1392			
			001	112949				Check
			E 01	005 810	000 305 000	Annual Fee	\$50.00	
PO#:		Voucher #:	137496	Invoice	Invoice No:	6011112	2/19/2026	Paid Amt: \$50.00
								Check Amount: \$50.00
								Vendor Total: \$50.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
4078		GREGORY, DAVID & REBECCA			310 JENNIFER LN JORDAN, MN 55352			Check
			001	112854				
			E	04 799 590 351 433 000	MN Statewide Testing Homeschool Reimburse		\$159.00	
PO#:	63342	Voucher #:	137173	Invoice	Invoice No: 52117		2/4/2026	Paid Amt: \$159.00
								Check Amount: \$159.00
								Vendor Total: \$159.00
4864		GRIFFITHS,DAN			1020 BLUFF AVE E APT 205 SHAKOPEE, MN 55379			Check
			001	112979				
			E	01 300 294 000 305 306		02/07/26	\$155.00	
PO#:		Voucher #:	137553	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
6976		GROVES LITERACY PARTNERSHIPS			3200 HWY 100 SOUTH ST LOUIS PARK, MN 55416			Check
			001	112855				
			E	04 701 590 351 460 000	Books		\$1,397.20	
PO#:		Voucher #:	137174	Invoice	Invoice No: INV-1065		2/4/2026	Paid Amt: \$1,397.20
			E	04 701 590 351 460 000	Books		\$984.00	
PO#:		Voucher #:	137175	Invoice	Invoice No: INV1066		2/4/2026	Paid Amt: \$984.00
								Check Amount: \$2,381.20
								Vendor Total: \$2,381.20
6794		GUERRERO GARCIA, GABRIELA			278 VALLEY GREEN PARK JORDAN, MN 55352			Check
			001	112980				
			E	01 300 296 000 305 306		01/27/26	\$25.00	
			E	01 300 296 000 305 306		01/30/26	\$25.00	
			E	01 300 296 000 305 306		02/10/26	\$25.00	
PO#:		Voucher #:	137554	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$75.00
								Check Amount: \$75.00
								Vendor Total: \$75.00
6476		HALLBERG ENGINEERING INC			1750 COMMERCE COURT WHITE BEAR LAKE, MN 55110			Check
			001	112832				
			E	06 100 870 024 305 000	JES Construction		\$2,321.00	
PO#:		Voucher #:	137137	Invoice	Invoice No: 38726		2/3/2026	Paid Amt: \$2,321.00
								Check Amount: \$2,321.00
								Vendor Total: \$2,321.00
23425		HEALY			N94 W14431 GARWIN MACE DRIVE MENOMONEE FALLS, WI 53051			Check
			001	112856			36	
			E	01 300 790 000 849 000	Pacesetters Certificate		\$720.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
23425		HEALY	N94 W14431	GARWIN MACE DRIVE	MENOMONEE FALLS, WI	53051				
			001	112856						Check
			E 01	300 790 000 849 000	Honors Certificate				\$260.00	
			E 01	300 790 000 849 000	High Honors Certificates				\$260.00	
			E 01	300 790 000 849 000	Highest Honors Certificates				\$260.00	
			E 01	300 790 000 849 000	Shipping				\$65.40	
PO#:	63120	Voucher #:	137176	Invoice	Invoice No:	INV115946		2/4/2026		Paid Amt: \$1,565.40
										Check Amount: \$1,565.40
										Vendor Total: \$1,565.40
1327		HEGER'S DAIRY LLC	8816 HIGHWAY 212	COLOGNE, MN	55322					
			001	112857						Check
			E 02	100 770 701 495 000	JES				\$3,179.03	
			E 02	128 770 701 495 000	JMS				\$912.90	
			E 02	300 770 701 495 000	JHS				\$1,109.97	
			E 02	300 770 701 495 000	RV				\$325.04	
			E 02	128 770 701 495 000	St. John's				\$452.99	
PO#:		Voucher #:	137178	Invoice	Invoice No:	January 2026		2/4/2026		Paid Amt: \$5,979.93
										Check Amount: \$5,979.93
										Vendor Total: \$5,979.93
6770		HENNEN, MCKENZIE	945 ODAY DR	JORDAN, MN	55352					
			001	112950						Check
			E 04	005 508 321 305 000	Pilaties Winter Session 1				\$469.00	
			E 04	005 508 321 305 000	Full Body Burn				\$360.50	
			E 04	005 508 321 305 000	Little Movers Intro to Ballet				\$504.00	
PO#:		Voucher #:	137497	Invoice	Invoice No:	January 2026		2/19/2026		Paid Amt: \$1,333.50
										Check Amount: \$1,333.50
										Vendor Total: \$1,333.50
6977		HENNEPIN TECHNICAL COLLEGE	9000 BROOKLYN PARK	BROOKLYN, MN	55445					
			001	112858						Check
			E 01	300 211 000 394 000	PSEO Students				\$2,370.33	
PO#:		Voucher #:	137177	Invoice	Invoice No:	00461820		2/4/2026		Paid Amt: \$2,370.33
										Check Amount: \$2,370.33
										Vendor Total: \$2,370.33
4829		HENTGES, JEREMY	13507 PRIBYL POND LANE	SHAKOPEE, MN	55379					
			001	112951						Check
			E 01	100 810 000 305 299	JES 1/5,1/6,1/9,1/19,1/23/26 Salt service				\$975.00	
			E 01	128 810 000 305 299	JMS 1/5,1/6,1/9,1/19,1/22/26 Salt service				\$975.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
4829		HENTGES, JEREMY		13507 PRIBYL POND LANE SHAKOPEE, MN 55379							
			001	112951						Check	
			E	01	300	810	000	305	299	JHS 1/5,1/6,1/9,1/19,1/22/26 Salt service	\$975.00
			E	01	998	810	000	305	299	RV 1/5,1/6,1/9,1/19,1/22/26 Salt service	\$975.00
			E	04	005	505	321	305	550	CERC 1/5,1/6,1/9,1/19,1/22/26 Salt service	\$975.00
PO#:	63460	Voucher #:	137498	Invoice	Invoice No:	0000328		2/19/2026		Paid Amt:	\$4,875.00
			E	01	100	810	000	305	299	JES 1/19/26 & 1/22/26 Snow removal	\$1,150.00
			E	01	128	810	000	305	299	JMS 1/19/26 & 1/22/26 Snow removal	\$1,150.00
			E	01	300	810	000	305	299	JHS 1/19/26 & 1/22/26 Snow removal	\$1,150.00
			E	01	998	810	000	305	299	RV 1/19/26 & 1/22/26 Snow removal	\$1,150.00
			E	04	005	505	321	305	550	CERC 1/19/26 & 1/22/26 Snow removal	\$1,150.00
PO#:	63461	Voucher #:	137499	Invoice	Invoice No:	January 2026		2/19/2026		Paid Amt:	\$5,750.00
										Check Amount:	\$10,625.00
										Vendor Total:	\$10,625.00
6341		HERRMANN, MICHAEL		703 COLUMBUS AVE S NEW PRAGUE, MN 56071							
			001	112981						Check	
			E	01	300	294	000	305	306	02/12/26	\$100.00
PO#:		Voucher #:	137555	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt:	\$100.00
										Check Amount:	\$100.00
										Vendor Total:	\$100.00
6917		HOLT, JAMES JR		7445 CLINTON AVE S RICHFIELD, MN 55423							
			001	112982						Check	
			E	01	300	294	000	305	306	01/19/26	\$155.00
PO#:		Voucher #:	137556	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt:	\$155.00
										Check Amount:	\$155.00
										Vendor Total:	\$155.00
2329		HOVICK, NICK		15381 EAGLE BAY WAY APPLE VALLEY, MN 55124							
			001	112983						Check	
			E	01	300	294	000	305	306	12/16/25	\$155.00
			E	01	300	296	000	305	306	02/10/26	\$155.00
PO#:		Voucher #:	137557	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt:	\$310.00
										Check Amount:	\$310.00
										Vendor Total:	\$310.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

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				Check
			001	112859				
			E	01 300 865 370 305 000	Construction Documents		\$4,667.50	
PO#:		Voucher #:	137179	Invoice	Invoice No: 127795		2/4/2026	Paid Amt: \$4,667.50
								Check Amount: \$4,667.50
								Vendor Total: \$4,667.50
26578		INNOVATIVE OFFICE SOLUTIONS		151 CLIFF ROAD BURNSVILLE, MN 55337				Check
			001	112952				
			E	01 300 211 000 401 000	SPR05124 PAPER,COPY,8.5X11,PK		\$7.21	
			E	01 300 211 000 401 000	SPR05121 PAPER,COPY,8.5X11,BE		\$72.10	
			E	01 300 211 000 401 000	UNV11212 PAPER,XEROX/LASR20#LTR,OD		\$59.80	
PO#:	63388	Voucher #:	137500	Invoice	Invoice No: IN5040330		2/19/2026	Paid Amt: \$139.11
								Check Amount: \$139.11
								Vendor Total: \$139.11
10561		INTERMEDIATE DISTRICT #287		1820 NO XENIUM LANE PLYMOUTH, MN 55441				Check
			001	112953				
			E	01 998 211 000 390 000	June-Aug ESY 2025		\$353.60	
PO#:		Voucher #:	137501	Invoice	Invoice No: 0002600127		2/19/2026	Paid Amt: \$353.60
								Check Amount: \$353.60
								Vendor Total: \$353.60
24970		JORDAN ACE HARDWARE		540 WEST 2ND ST. JORDAN, MN 55352				Check
			001	112954				
			E	01 005 810 000 350 200	Tie down ratches & Duct Tape		\$43.98	
PO#:		Voucher #:	137506	Invoice	Invoice No: 122540		2/19/2026	Paid Amt: \$43.98
			E	01 300 212 000 430 000	Supplies		\$9.99	
PO#:		Voucher #:	137514	Invoice	Invoice No: 122951		2/19/2026	Paid Amt: \$9.99
			E	01 300 810 000 401 000	12/17/25 JHS Utility white hook x 2		\$27.98	
PO#:	63255	Voucher #:	137503	Invoice	Invoice No: 122717		2/19/2026	Paid Amt: \$27.98
			E	01 300 361 830 433 000	Supplies		\$17.97	
PO#:		Voucher #:	137512	Invoice	Invoice No: 123122		2/19/2026	Paid Amt: \$17.97
			E	04 005 505 321 401 550	12/22/25 CERC Alarm install drill bits & nuts/bol		\$57.15	
PO#:	63278	Voucher #:	137504	Invoice	Invoice No: 122777		2/19/2026	Paid Amt: \$57.15
			E	01 300 292 000 401 300	Utility Hooks White		\$41.97	
PO#:	63312	Voucher #:	137507	Invoice	Invoice No: 122901		2/19/2026	Paid Amt: \$41.97
			E	01 300 810 000 401 000	1/20/26 JMS paint tape 2 rolls		\$33.98	
PO#:	63357	Voucher #:	137509	Invoice	Invoice No: 123017		2/19/2026	Paid Amt: \$33.98

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
24970		JORDAN ACE HARDWARE		001	112954		540 WEST 2ND ST. JORDAN, MN 55352	Check
				E 01 300 361	830 433 000		Outlet boxes	\$44.65
PO#:		Voucher #:	137505	Invoice	Invoice No: 122631	2/19/2026		Paid Amt: \$44.65
				E 01 300 361	830 433 000		Supplies	\$23.98
PO#:		Voucher #:	137511	Invoice	Invoice No: 123109	2/19/2026		Paid Amt: \$23.98
				E 01 300 361	830 433 000		Supplies	\$8.59
PO#:		Voucher #:	137513	Invoice	Invoice No: 122917	2/19/2026		Paid Amt: \$8.59
				E 01 300 292	000 401 300		Utility hooks white	\$55.96
PO#:	63347	Voucher #:	137508	Invoice	Invoice No: 122988	2/19/2026		Paid Amt: \$55.96
				E 01 300 361	830 433 000		Supplies	\$104.67
PO#:		Voucher #:	137510	Invoice	Invoice No: 123088	2/19/2026		Paid Amt: \$104.67
				E 04 005 505	321 401 550		12/28/25 40lb pail of ice melt	\$27.99
PO#:	63279	Voucher #:	137502	Invoice	Invoice No: 122809	2/19/2026		Paid Amt: \$27.99
								Check Amount: \$498.86
				001	112955			Check
				E 01 300 810	000 401 000		12/2/25 JHS Nuts and bolts	\$3.77
PO#:	63147	Voucher #:	137201	Invoice	Invoice No: 122530	2/19/2026		Paid Amt: \$3.77
								Check Amount: \$3.77
								Vendor Total: \$502.63
27825		JORDAN FAMILY OUTREACH		001	112913			Check
				E 18 100 298	301 899 000		Donation	\$1,000.00
PO#:		Voucher #:	137272	Invoice	Invoice No: 2025 Donation	2/6/2026		Paid Amt: \$1,000.00
								Check Amount: \$1,000.00
								Vendor Total: \$1,000.00
10692		JOSTENS INC		001	112860		7760 FRANCE AVE S STE400 MINNEAPOLIS, MN 55435	Check
				E 01 300 790	000 849 000		Diploma for C Berry	\$7.35
				E 01 300 790	000 849 000		Freight	\$13.95
PO#:	63000	Voucher #:	137180	Invoice	Invoice No: 38374047	2/4/2026		Paid Amt: \$21.30
								Check Amount: \$21.30
								Vendor Total: \$21.30
6133		KEANE, JOHN		001	112861		17516 SUNRAY CIRCLE PRIOR LAKE, MN 55372	Check
				E 01 300 259	000 350 000		Piano repair from Tuning	\$200.00
PO#:	63295	Voucher #:	137184	Invoice	Invoice No: 10011	2/4/2026		Paid Amt: \$200.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6133		KEANE, JOHN		17516 SUNRAY CIRCLE	PRIOR LAKE, MN 55372			
			001	112861				Check
			E 01	300 259 000 350 000	Piano tuning		\$245.00	
PO#:	63222	Voucher #:	137185	Invoice	Invoice No: 10196	2/4/2026		Paid Amt: \$245.00
								Check Amount: \$445.00
								Vendor Total: \$445.00
4542		KELLY SERVICES, INC		1212 SOLUTIONS CENTER	CHICAGO, IL 60677-1022			
			001	112862				Check
			E 04	005 582 344 394 999	PK Teachers		\$396.86	
			E 01	100 203 000 394 999	JES Teachers		\$595.29	
			E 01	100 411 740 307 999	JES SPED Paras		\$282.29	
			E 01	100 412 740 307 999	JES SPED Paras		\$133.45	
			E 01	100 400 000 307 999	JES SPED Teachers		\$396.86	
			E 01	300 211 000 394 999	JHS Teachers		\$992.15	
			E 01	300 640 316 305 999	JHS Teachers		\$198.43	
			E 01	128 211 000 394 999	JMS Teachers		\$793.74	
			E 01	128 400 000 307 999	JMS SPED Teacher		\$198.43	
PO#:		Voucher #:	137181	Invoice	Invoice No: 5613599762	2/4/2026		Paid Amt: \$3,987.50
			E 01	100 203 000 394 999	JES Teachers		\$1,091.38	
			E 01	100 400 000 307 999	JES SPED Teachers		\$99.22	
			E 01	100 411 740 307 999	JES SPED Paras		\$292.55	
			E 01	300 211 000 394 999	JHS Teachers		\$595.30	
			E 01	300 400 000 307 999	JHS SPED Teachers		\$396.86	
			E 01	300 407 740 307 999	JHS SPED Paras		\$143.71	
			E 01	300 640 316 305 999	JHS Teachers		\$99.22	
			E 01	128 211 000 394 999	JMS Teachers		\$694.51	
			E 01	128 407 740 307 999	JMS SPED Paras		\$143.71	
			E 01	128 640 316 305 999	JMS Teachers		\$198.43	
PO#:		Voucher #:	137182	Invoice	Invoice No: 5613785733	2/4/2026		Paid Amt: \$3,754.89
			E 01	100 203 000 394 999	JES Teachers		\$396.86	
			E 01	100 411 740 307 999	JES SPED Paras		\$148.84	
			E 01	100 412 740 307 999	JES SPED Paras		\$266.90	
			E 01	300 400 000 307 999	JHS SPED Teachers		\$99.22	
			E 01	300 211 000 394 999	JHS Teachers		\$396.86	
			E 01	128 211 000 394 999	JMS Teachers		\$1,389.01	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
4542		KELLY SERVICES, INC			1212 SOLUTIONS CENTER CHICAGO, IL 60677-1022						
			001	112862						Check	
			E	01 128 407	740 307 999	JMS SPED Paras			\$153.98		
PO#:		Voucher #:	137183	Invoice	Invoice No:	5613942737		2/4/2026		Paid Amt: \$2,851.67	
										Check Amount: \$10,594.06	
			001	112956						Check	
			E	01 100 412	740 307 999	PK SPED Para			\$107.78		
			E	04 005 582	344 394 999	PK Para			\$61.59		
			E	01 100 412	740 307 999	JES SPED Para			\$56.46		
			E	01 100 412	740 307 999	JES Teachers			\$1,885.13		
			E	01 300 400	000 307 999	JHS SPED Teacher			\$99.22		
			E	01 300 400	000 307 999	JHS Teachers			\$396.86		
			E	01 128 211	000 394 999	JMS Teachers			\$992.16		
			E	01 128 211	000 394 999	JMS SPED Teacher			\$396.86		
PO#:		Voucher #:	137516	Invoice	Invoice No:	5614302301		2/19/2026		Paid Amt: \$3,996.06	
			E	04 005 582	344 394 999	PK Para			\$133.45		
			E	01 100 203	000 394 999	JES Teachers			\$1,785.89		
			E	01 100 400	000 307 999	JES SPED Teachers			\$297.65		
			E	01 100 411	740 307 999	JES SPED Para			\$76.99		
			E	01 300 400	000 307 999	JHS SPED Teacher			\$198.43		
			E	01 300 211	000 394 999	JHS Teacher			\$1,389.01		
			E	01 128 211	000 394 999	JMS Teachers			\$1,091.37		
			E	01 128 400	000 307 999	JMS SPED Teachers			\$396.86		
			E	01 128 411	740 307 999	JMS SPED Para			\$143.71		
PO#:		Voucher #:	137517	Invoice	Invoice No:	5614120888		2/19/2026		Paid Amt: \$5,513.36	
										Check Amount: \$9,509.42	
										Vendor Total: \$20,103.48	
6978		KING, PAMELA			856 STONE CREEK DRIVE JORDAN, MN 55352						
			001	112863						Check	
			E	01 300 211	000 369 245	Afton Alps			\$30.00		
PO#:		Voucher #:	137186	Invoice	Invoice No:	February 2026		2/4/2026		Paid Amt: \$30.00	
										Check Amount: \$30.00	
										Vendor Total: \$30.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
3137		KOHOUT, HERB		485 SUTTON LAKE BLVD N JORDAN, MN 55352				Check
			001	112957				
			E	01 005 810 000 401 000	Jeans & Boots		\$200.00	
PO#:		Voucher #:	137515	Invoice	Invoice No: FY25-26		2/19/2026	Paid Amt: \$200.00
								Check Amount: \$200.00
								Vendor Total: \$200.00
5637		KRAUS-ANDERSON CONSTRUCTION COMPANY		501 S 8TH STREET MINNEAPOLIS, MN 55404				Check
			001	112833				
			E	06 100 870 024 305 000	General Conditions		\$10,348.16	
PO#:		Voucher #:	137139	Invoice	Invoice No: KA74003		2/3/2026	Paid Amt: \$10,348.16
			E	06 100 870 024 305 000	General Conditions		\$10,174.20	
PO#:		Voucher #:	137138	Invoice	Invoice No: KA75099		2/3/2026	Paid Amt: \$10,174.20
								Check Amount: \$20,522.36
								Vendor Total: \$20,522.36
6989		KROYER, JAY		115 COLUMBUS AVE N NEW PRAGUE, MN 56071				Check
			001	112984				
			E	01 300 294 000 305 306	12/19/25		\$50.00	
			E	01 300 294 000 305 306	01/08/26		\$50.00	
			E	01 300 296 000 305 306	01/13/26		\$50.00	
			E	01 300 294 000 305 306	01/19/26		\$50.00	
			E	01 300 294 000 305 306	01/20/26		\$25.00	
			E	01 300 296 000 305 306	01/20/26		\$25.00	
			E	01 300 296 000 305 306	01/27/26		\$50.00	
			E	01 300 296 000 305 306	01/29/26		\$25.00	
			E	01 300 294 000 305 306	01/29/26		\$25.00	
			E	01 300 296 000 305 306	01/30/26		\$50.00	
			E	01 300 296 000 305 306	02/02/26		\$25.00	
			E	01 300 296 000 305 306	02/06/26		\$50.00	
			E	01 300 296 000 305 306	02/07/26		\$50.00	
			E	01 300 296 000 305 306	02/09/26		\$50.00	
			E	01 300 296 000 305 306	02/10/26		\$50.00	
			E	01 300 296 000 305 306	02/12/26		\$50.00	
PO#:		Voucher #:	137558	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$675.00
								Check Amount: \$675.00
								Vendor Total: \$675.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6470		LAKETOWN ELECTRIC, INC-WACONIA		8470 STATE HWY 5 WACONIA, MN 55387				Check
			001	112934				
			E	01 100 865 380 520 000	Application No 22		\$18,374.05	
PO#:		Voucher #:	137442	Invoice	Invoice No: Application No 22	2/18/2026		Paid Amt: \$18,374.05
								Check Amount: \$18,374.05
								Vendor Total: \$18,374.05
2757		LANO EQUIPMENT, INC		3021 W 133RD ST SHAKOPEE, MN 55379				Check
			001	112958				
			E	01 005 810 000 350 200	1/15/26 Tool cat oil change and plow blade		\$373.25	
PO#:	63455	Voucher #:	137518	Invoice	Invoice No: 01-1212172	2/19/2026		Paid Amt: \$373.25
								Check Amount: \$373.25
								Vendor Total: \$373.25
6925		LAUFENBURGER, DENNIS		2824 CENTURY TRAIL CHANHASSEN, MN 55317				Check
			001	112985				
			E	01 300 296 000 305 342	08/25/25		\$25.00	
			E	01 300 296 000 305 342	09/18/25		\$25.00	
			E	01 300 296 000 305 342	09/22/25		\$25.00	
			E	01 300 296 000 305 342	09/23/25		\$25.00	
			E	01 300 296 000 305 342	09/25/25		\$25.00	
			E	01 300 296 000 305 342	10/02/25		\$5.00	
			E	01 300 296 000 305 306	01/30/26		\$25.00	
PO#:		Voucher #:	137547	Invoice	Invoice No: Fall 2025	2/20/2026		Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
27558		LEE, TIMOTHY RANDALL		8025 AIRPORT RD WACONIA, MN 55387				Check
			001	112864				
			E	02 128 770 701 350 000	1/7/26 JMS Walk in freezer repair		\$479.52	
PO#:	63304	Voucher #:	137187	Invoice	Invoice No: 5204	2/4/2026		Paid Amt: \$479.52
			E	02 128 770 701 350 000	1/12/26 JMS Walk in cooler repair		\$294.00	
PO#:	63321	Voucher #:	137188	Invoice	Invoice No: 5215	2/4/2026		Paid Amt: \$294.00
								Check Amount: \$773.52
								Vendor Total: \$773.52

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
5383		LUCAS, AUDREY		108 HELENA ST	JORDAN, MN 55352		
			001	112865			Check
			E	04 005 508 321 305 000	Split		\$913.50
PO#:		Voucher #:	137190	Invoice	Invoice No: Dec 2025-Jan 2026	2/4/2026	Paid Amt: \$913.50
							Check Amount: \$913.50
							Vendor Total: \$913.50
6979		LUSIGNAN, CHRISTINE OR EDWARD		21066 SAWMILL LANE	JORDAN, MN 55352		
			001	112866			Check
			E	01 128 211 000 369 244	Ski Trip		\$30.00
PO#:		Voucher #:	137189	Invoice	Invoice No: February 2026	2/4/2026	Paid Amt: \$30.00
							Check Amount: \$30.00
							Vendor Total: \$30.00
28708		MAVO SYSTEMS		4330 CENTERVILLE ROAD	WHITE BEAR LAKE, MN 55127		
			001	112834			Check
			E	06 100 870 024 520 000	Final Payment		\$2,500.75
PO#:		Voucher #:	137140	Invoice	Invoice No: Application No 3	2/3/2026	Paid Amt: \$2,500.75
							Check Amount: \$2,500.75
							Vendor Total: \$2,500.75
5867		METRONET		PO BOX 630546	CINCINNATI, OH 45263-0546		
			001	112959			Check
			E	02 005 770 701 320 000	Food Service		\$1.06
			E	01 300 211 000 320 000	JHS		\$105.76
PO#:		Voucher #:	137520	Invoice	Invoice No: 1677795	2/19/2026	Paid Amt: \$106.82
			E	02 005 770 701 320 000	Food Service		\$1.06
			E	01 300 211 000 320 000	JHS		\$105.72
PO#:		Voucher #:	137521	Invoice	Invoice No: 1677795	2/19/2026	Paid Amt: \$106.78
							Check Amount: \$213.60
							Vendor Total: \$213.60
6597		MIDWEST SPECIALTY MAINTENANCE, INC		9225 EAST RIVER ROAD NW	COON RAPIDS, MN 55433		
			001	112835			Check
			E	06 100 870 024 520 000	Application No 4		\$1,463.00
PO#:		Voucher #:	137141	Invoice	Invoice No: Application No 4	2/3/2026	Paid Amt: \$1,463.00
							Check Amount: \$1,463.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6597		MIDWEST SPECIALTY MAINTENANCE, INC		001	112928		9225 EAST RIVER ROAD NW COON RAPIDS, MN 55433	Check
				E 06 100 870 024 520 000			Application no 5 - Final	\$4,675.25
PO#:		Voucher #:	137447	Invoice	Invoice No:	Application No 5	2/18/2026	Paid Amt: \$4,675.25
								Check Amount: \$4,675.25
								Vendor Total: \$6,138.25
6117		MILLER, KYLE		001	112986		1659 OAK CREEK DRIVE CHASKA, MN 55318	Check
				E 01 300 296 000 305 306			02/10/26	\$85.00
PO#:		Voucher #:	137559	Invoice	Invoice No:	Feb 2026	2/20/2026	Paid Amt: \$85.00
								Check Amount: \$85.00
								Vendor Total: \$85.00
5823		MINNESOTA ATHLETIC APPAREL, INC		001	112867		5600 FELTI ROAD MINNETONKA, MN 55343	Check
				E 04 005 505 321 401 514			4/1/25 Trap jerseys and hats	\$899.71
				E 04 005 505 321 401 514			4/1/25 Trap hats	\$662.40
PO#:	63393	Voucher #:	137194	Invoice	Invoice No:	70438	2/4/2026	Paid Amt: \$1,562.11
								Check Amount: \$1,562.11
								Vendor Total: \$1,562.11
10854		MN SCHOOL BOARDS ASSN		001	112960		1900 WEST JEFFERSON AVENUE ST PETER, MN 56082	Check
				E 01 005 010 000 366 000			Ranae Banquet/Social	\$55.00
				E 01 005 010 000 366 000			Travis Banquet/Social-cost reimbursed	\$55.00
				E 01 005 010 000 366 000			Deb Banquest/Social	\$55.00
				E 01 005 010 000 366 000			Lauren Banquet/Social	\$55.00
				E 01 005 010 000 366 000			Molly Banquet/Social	\$55.00
				E 01 005 010 000 366 000			Chrissy Banquet Only	\$55.00
				E 01 005 010 000 366 000			Matt Banquet/Social	\$55.00
				E 01 005 010 000 366 000			Jenny Banquet/Social	\$55.00
				E 01 005 010 000 366 000			Corinne Social Only	\$25.00
PO#:	63244	Voucher #:	137519	Invoice	Invoice No:	INV-14993-F4R9Q3	2/19/2026	Paid Amt: \$465.00
				E 01 005 010 000 366 000			Deb Phase 2 Reg	\$100.00
				E 01 005 010 000 366 000			Matt Phase 2 Reg	\$210.00
PO#:	63112	Voucher #:	137522	Invoice	Invoice No:	INV-14795-V6J7S7	2/19/2026	Paid Amt: \$310.00
								Check Amount: \$775.00
								Vendor Total: \$775.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
3156		MN SPORTS PREVIEW			4726 2ND ST COURT NE ST CLOUD, MN 56304				
			001	112868			Check		
			E	01 300 292 000 401 296	Jan 17th West Metro Classic			\$175.00	
PO#:	63352	Voucher #:	137192	Invoice	Invoice No: 7819	2/4/2026			Paid Amt: \$175.00
			E	01 300 292 000 401 296	Jan 17 West Metro Classic			\$25.00	
			E	01 300 294 000 369 306	Jan 17 West Metro Classic			\$150.00	
PO#:	63353	Voucher #:	137193	Invoice	Invoice No: 7199	2/4/2026			Paid Amt: \$175.00
								Check Amount:	\$350.00
								Vendor Total:	\$350.00
6709		MN VALLEY ATA BLK BELT & KARATE FOR KIDS LLC			777 ENTERPRISE DR E BELLE PLAINE, MN 56011				
			001	112869			Check		
			E	04 005 505 321 305 515	Split			\$210.00	
PO#:		Voucher #:	137195	Invoice	Invoice No: Dec 25- Jan 26	2/4/2026			Paid Amt: \$210.00
								Check Amount:	\$210.00
								Vendor Total:	\$210.00
3967		MN VALLEY ELECTRIC COOPERATIVE			125 MN VALLEY ELECTRIC DR JORDAN, MN 55352				
			001	112961			Check		
			E	01 005 810 000 330 201	January 2026			\$16.26	
PO#:		Voucher #:	137525	Invoice	Invoice No: Feb 2026	2/19/2026			Paid Amt: \$16.26
								Check Amount:	\$16.26
								Vendor Total:	\$16.26
3543		MULTIPLE CONCEPTS INTERIORS			26 1ST AVE N WAITE PARK, MN 56387				
			001	112836			Check		
			E	06 100 870 024 520 000	Final Payment			\$20,202.15	
PO#:		Voucher #:	137142	Invoice	Invoice No: Application No 10	2/3/2026			Paid Amt: \$20,202.15
								Check Amount:	\$20,202.15
								Vendor Total:	\$20,202.15
6991		MUSEUM OF ILLUSIONS			7975 N HAYDEN SCOTTSDALE, AZ 85258				
			001	112962			Check		
			E	04 005 570 321 369 000	School Tickets			\$143.00	
PO#:		Voucher #:	137524	Invoice	Invoice No: inv-1264	2/19/2026			Paid Amt: \$143.00
								Check Amount:	\$143.00
								Vendor Total:	\$143.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
2013		NAC MECHANICAL & ELECTRICAL SERVICES		112870				Check
			001	112870				
			E	01 128 810	000 305 000	LogMeln	\$90.00	
PO#:		Voucher #:	137196	Invoice	Invoice No:	40020564	2/4/2026	Paid Amt: \$90.00
								Check Amount: \$90.00
								Vendor Total: \$90.00
6110		NELSON, BLAKE		112987				Check
			001	112987				
			E	01 300 294	000 305 306	02/07/26	\$165.00	
PO#:		Voucher #:	137560	Invoice	Invoice No:	Feb 2026	2/20/2026	Paid Amt: \$165.00
								Check Amount: \$165.00
								Vendor Total: \$165.00
3256		NEW PRAGUE AREA SCHOOLS		112917				Check
			001	112917				
			E	01 300 291	000 369 372	Speech Meet Registration	\$40.00	
PO#:	63362	Voucher #:	137374	Invoice	Invoice No:	Feb11, 2026	2/11/2026	Paid Amt: \$40.00
								Check Amount: \$40.00
								Vendor Total: \$40.00
27128		NORTH STAR PIZZA		112871				Check
			001	112871				
			E	02 128 770	701 490 000	Order 59	\$128.00	
PO#:		Voucher #:	137216	Invoice	Invoice No:	1276	2/4/2026	Paid Amt: \$128.00
			E	02 300 770	707 490 000	Orders 21 & 25	\$120.00	
PO#:		Voucher #:	137217	Invoice	Invoice No:	1296	2/4/2026	Paid Amt: \$120.00
								Check Amount: \$248.00
			001	112963				Check
			E	02 128 770	701 490 000	Pizza	\$555.49	
PO#:		Voucher #:	137530	Invoice	Invoice No:	1272	2/19/2026	Paid Amt: \$555.49
			E	02 300 770	701 490 000	Pizza	\$112.00	
PO#:		Voucher #:	137526	Invoice	Invoice No:	1329	2/19/2026	Paid Amt: \$112.00
			E	02 128 770	701 490 000	Pizza	\$128.00	
PO#:		Voucher #:	137527	Invoice	Invoice No:	1276	2/19/2026	Paid Amt: \$128.00
			E	02 300 770	701 490 000	Pizza	\$488.00	
PO#:		Voucher #:	137528	Invoice	Invoice No:	1274	2/19/2026	Paid Amt: \$488.00
			E	02 100 770	701 490 000	Pizza	\$568.00	
PO#:		Voucher #:	137529	Invoice	Invoice No:	1273	2/19/2026	Paid Amt: \$568.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
27128		NORTH STAR PIZZA		17565 HWY 65 SUITE145 HAM LAKE, MN 55304				Check
			001	112963				
			E	02 300 770 707 490 000	Pizza		\$120.00	
PO#:		Voucher #:	137531	Invoice	Invoice No: 1271		2/19/2026	Paid Amt: \$120.00
								Check Amount: \$1,971.49
								Vendor Total: \$2,219.49
3542		NORTHERN GLASS & GLAZING		165 W 88TH ST BLOOMINGTON, MN 55420				Check
			001	112929				
			E	06 100 870 024 520 000	Applicaiton No 9		\$29,785.48	
PO#:		Voucher #:	137452	Invoice	Invoice No: Application No 9		2/18/2026	Paid Amt: \$29,785.48
								Check Amount: \$29,785.48
								Vendor Total: \$29,785.48
25739		NORWOOD YOUNG AMERICA HS		531 MORSE STREET PO BOX 247 NORWOOD YOUNG AMERICA, MN 55368				Check
			001	112922				
			E	01 300 291 000 369 372	Speech Meet Registration		\$112.00	
PO#:	63364	Voucher #:	137441	Invoice	Invoice No: February 2026		2/18/2026	Paid Amt: \$112.00
								Check Amount: \$112.00
								Vendor Total: \$112.00
5626		NOVAK, HEATHER		311 1ST ST SE NEW PRAGUE, MN 56071				Check
			001	112964				
			E	04 005 505 321 305 503	Cooking Class		\$216.62	
PO#:		Voucher #:	137532	Invoice	Invoice No: Feb 2026		2/19/2026	Paid Amt: \$216.62
								Check Amount: \$216.62
								Vendor Total: \$216.62
5775		NOYES, DOUGLAS		848 FOREST EDGE DR JORDAN, MN 55352				Check
			001	112988				
			E	01 300 296 000 305 306	01/27/26		\$50.00	
			E	01 300 294 000 305 306	02/02/26		\$25.00	
			E	01 300 296 000 305 306	02/09/26		\$50.00	
PO#:		Voucher #:	137561	Invoice	Invoice No: Feb 2026		2/20/2026	Paid Amt: \$125.00
								Check Amount: \$125.00
								Vendor Total: \$125.00
5340		OFFICE OF MNIT SERVICES		CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603				Check
			001	112872				
			E	01 128 219 317 358 000	JMS December 2025 Gen Ed Phone Interpreter		\$140.70	
			E	01 100 219 317 358 000	JES December 2025 Gen Ed Phone Interpreter		\$15.75	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type	
5340		OFFICE OF MNIT SERVICES					CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603		
			001	112872				Check	
			E	01 128 420	740 394 000		JMS December 2025 SpEd Phone Interpreter C	\$9.45	
PO#:	63354	Voucher #:	137197	Invoice	Invoice No:	W25120751		2/4/2026	Paid Amt: \$165.90
								Check Amount: \$165.90	
								Vendor Total: \$165.90	
5472		OLIVER, JOSEPH					684 AUGUST DR CHASKA, MN 55318		
			001	112989				Check	
			E	01 300 294	000 305 306		02/06/26	\$145.00	
PO#:		Voucher #:	137562	Invoice	Invoice No:	Feb 2026		2/20/2026	Paid Amt: \$145.00
								Check Amount: \$145.00	
								Vendor Total: \$145.00	
2828		PERFORMANCE TOURS					PO BOX 188 LAKE ELMO, MN 55042		
			STUD	2086				Check	
			E	27 300 298	301 369 957		Inv. 202609 CFA Fundraising Scholarships	\$1,158.20	
PO#:	63512	Voucher #:	137458	Invoice	Invoice No:	202609		2/18/2026	Paid Amt: \$1,158.20
			E	27 300 298	301 369 957		Inv. 202612 Scholarship #2Maresh	\$465.00	
PO#:	63512	Voucher #:	137459	Invoice	Invoice No:	202612		2/18/2026	Paid Amt: \$465.00
			E	27 300 298	301 369 957		Fundraising Credits and Scholarships Brewster	\$166.00	
PO#:	63512	Voucher #:	137456	Invoice	Invoice No:	202591		2/18/2026	Paid Amt: \$166.00
			E	27 300 298	301 369 957		Inv. 202595 Cru Heitzman Student Activity	\$2,200.00	
PO#:	63512	Voucher #:	137457	Invoice	Invoice No:	202595		2/18/2026	Paid Amt: \$2,200.00
								Check Amount: \$3,989.20	
								Vendor Total: \$3,989.20	
6059		PIONEER MIDWEST					415 COUNTY ROAD 81 OSSEO, MN 55369		
			001	112873				Check	
			E	01 300 292	000 302 900		Fischer Speedmax 80 skate plus 115 med	\$459.96	
			E	01 300 292	000 302 900		Fischer Race Skate	\$75.96	
PO#:	63320	Voucher #:	137199	Invoice	Invoice No:	2296		2/4/2026	Paid Amt: \$535.92
								Check Amount: \$535.92	
								Vendor Total: \$535.92	
6949		PROCARE THERAPY					PO BOX 93441 ATLANTA, GA 31193-4411		
			001	112874				Check	
			E	01 998 401	740 394 000		School Tele-SLP w/e 1/23/2026	\$2,450.00	
PO#:	63437	Voucher #:	137200	Invoice	Invoice No:	21366593		2/4/2026	Paid Amt: \$2,450.00
								Check Amount: \$2,450.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type		
6949		PROCARE THERAPY		PO BOX 93441	ATLANA, GA 31193-4411					
			001	112965				Check		
			E	01 998 401	740 394 000	School Tele-SLP w/e 1/30/2026	\$3,430.00			
PO#:	63501	Voucher #:	137533	Invoice	Invoice No: 21373016	2/19/2026		Paid Amt:	\$3,430.00	
			E	01 998 401	740 394 000	School Tele-SLP w/e 1/16/2026	\$3,430.00			
PO#:	63391	Voucher #:	137534	Invoice	Invoice No: 21361639	2/19/2026		Paid Amt:	\$3,430.00	
								Check Amount:	\$6,860.00	
			001	112999				Check		
			E	01 998 401	740 394 000	School Tele-SLP w/e 2/6/2026	\$3,430.00			
PO#:	63543	Voucher #:	137597	Invoice	Invoice No: 21379433	2/24/2026		Paid Amt:	\$3,430.00	
			E	01 998 401	740 394 000	School Tele-SLP w/e 2/13/2026	\$3,430.00			
PO#:	63556	Voucher #:	137598	Invoice	Invoice No: 21385671	2/24/2026		Paid Amt:	\$3,430.00	
			E	01 998 401	740 394 000	School Tele-SLP w/e 12/12/2025	\$3,430.00			
PO#:	63543	Voucher #:	137595	Invoice	Invoice No: 21340370	2/24/2026		Paid Amt:	\$3,430.00	
			E	01 998 401	740 394 000	School Tele-SLP w/e 1/9/2026	\$2,793.00			
PO#:	63543	Voucher #:	137596	Invoice	Invoice No: 21355884	2/24/2026		Paid Amt:	\$2,793.00	
								Check Amount:	\$13,083.00	
								Vendor Total:	\$22,393.00	
6704		PYE BARKER FIRE & SAFETY		405 COUNTY ROAD E W	ST PAUL, MN 55126					
			001	112875				Check		
			E	01 300 865	363 350 000	Fire panel service	\$354.00			
PO#:		Voucher #:	137198	Invoice	Invoice No: IVN00356087	2/4/2026		Paid Amt:	\$354.00	
								Check Amount:	\$354.00	
								Vendor Total:	\$354.00	
6498		RAMSEY EXCAVATING CO		8297 BROOKLYN BLVD	MINNEAPOLIS, MN 55445					
			001	112930				Check		
			E	06 100 870	024 510 000	Application No 13 - Final	\$31,135.48			
PO#:		Voucher #:	137448	Invoice	Invoice No: Application No 13	2/18/2026		Paid Amt:	\$31,135.48	
								Check Amount:	\$31,135.48	
								Vendor Total:	\$31,135.48	
20698		RATWIK, ROSZAK & MALONEY, PA		444 CEDAR ST STE 2100	SAINT PAUL, MN 55101-2136					
			001	112876				Check		
			E	01 005 160	000 305 000	Misc	\$467.50			
			E	01 005 160	000 305 000	Teacher Matter	\$1,030.00			
PO#:	63150	Voucher #:	137202	Invoice	Invoice No: 12/31/25	2/4/2026		Paid Amt:	\$1,497.50	
								Check Amount:	\$1,497.50	
								Vendor Total:	\$1,497.50	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
24638		REGION V COMPUTER SERVICES			1917 EXCEL DR MANKATO, MN 56001-3032						
			001	112877						Check	
			E	01 005 110	302 316 000		3rd quarter		\$3,458.50		
			E	01 005 110	000 316 000		3rd quarter		\$3,458.50		
PO#:		Voucher #:	137204	Invoice	Invoice No:	18397		2/4/2026		Paid Amt: \$6,917.00	
										Check Amount: \$6,917.00	
										Vendor Total: \$6,917.00	
6987		RICARD, CURTIS			16437 GRENOBLE CT LAKEVILLE, MN 55044						
			001	112990						Check	
			E	01 300 294	000 305 310		01/30/26		\$155.00		
PO#:		Voucher #:	137563	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt: \$155.00	
										Check Amount: \$155.00	
										Vendor Total: \$155.00	
28166	11	RIVER SOUTH PRODUCTIONS			502 2ND ST SW MONTGOMERY, MN 56069						
			001	112878						Check	
			E	01 300 211	000 305 000		DJ for Frosty Dance on Feb. 7th		\$500.00		
PO#:	63349	Voucher #:	137166	Invoice	Invoice No:	Febraary 2026		2/4/2026		Paid Amt: \$500.00	
										Check Amount: \$500.00	
										Vendor Total: \$500.00	
6980		ROBRAN, LEAH			564 TIMBER RIDGE CT JORDAN, MN 55352						
			001	112879						Check	
			E	01 005 960	340 898 000		Scholarship		\$500.00		
PO#:		Voucher #:	137218	Invoice	Invoice No:	fEBRUARY 2026		2/4/2026		Paid Amt: \$500.00	
										Check Amount: \$500.00	
										Vendor Total: \$500.00	
6152		ROOTES, DANIEL			70 TODD ST ELKO NEW MARKET, MN 55054						
			001	112991						Check	
			E	01 300 296	000 305 306		02/12/26		\$145.00		
PO#:		Voucher #:	137564	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt: \$145.00	
										Check Amount: \$145.00	
										Vendor Total: \$145.00	
6468		RTL CONSTRUCTION, INC			290 SARAZIN STREET SHAKOPEE, MN 55379						
			001	112837						Check	
			E	06 100 870	024 520 000		Application No 20		\$205.20		
PO#:		Voucher #:	137143	Invoice	Invoice No:	24103-20		2/3/2026		Paid Amt: \$205.20	
								52		Check Amount: \$205.20	
										Vendor Total: \$205.20	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
3354		S.M. HENTGES & SONS INC		001	112838			Check
				E 06 100 870	024 510 000	Application No 15	\$21,723.23	
PO#:		Voucher #:	137144	Invoice	Invoice No:	3211		2/3/2026
								Paid Amt: \$21,723.23
								Check Amount: \$21,723.23
								Vendor Total: \$21,723.23
				001	112880			Check
				E 01 005 865	384 350 000	Ball field work	\$2,214.95	
PO#:		Voucher #:	137203	Invoice	Invoice No:	1821		2/4/2026
								Paid Amt: \$2,214.95
								Check Amount: \$2,214.95
								Vendor Total: \$2,214.95
3399		SANDERS, JASON		001	112992			Check
				E 01 300 294	000 305 306	02/06/26	\$155.00	
PO#:		Voucher #:	137565	Invoice	Invoice No:	Feb 2026		2/20/2026
								Paid Amt: \$155.00
								Check Amount: \$155.00
								Vendor Total: \$155.00
6466	1	SCENARIO LEARNING, LLC		001	112966			Check
				E 01 005 110	000 405 000	Vector Training--Employee safety and complianc	\$2,016.50	
				B 01 131 000		Prepay-Vector Training--Employee safety and co	\$2,823.10	
				E 01 005 110	000 405 000	Vector Training-Inbound SCORM	\$416.67	
				B 01 131 000		prepay-Vector Training-Inbound SCORM	\$583.33	
PO#:	63396	Voucher #:	137542	Invoice	Invoice No:	INV135004Employee Tr		2/19/2026
								Paid Amt: \$5,839.60
								Check Amount: \$5,839.60
								Vendor Total: \$5,839.60
3629		SCHMIT, JEFF		001	112993			Check
				E 01 300 294	000 305 306	02/12/26	\$110.00	
PO#:		Voucher #:	137566	Invoice	Invoice No:	Feb 2026		2/20/2026
								Paid Amt: \$110.00
								Check Amount: \$110.00
								Vendor Total: \$110.00
25338		SCOTT COUNTY TREASURER		001	112967			Check
				E 01 005 730	317 379 000	4th Quarter 2025 Non-Billable Therapist	\$13,846.93	
PO#:	63500	Voucher #:	137535	Invoice	Invoice No:	CI-000000103		2/19/2026
								Paid Amt: \$13,846.93
								Check Amount: \$13,846.93
								Vendor Total: \$13,846.93

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
4410		SHIBLEY, JEREMY		2301 EAST 123RD ST	BURNSVILLE, MN 55337						
			001	112994						Check	
			E	01	300	296	000	305	306	02/12/26	\$155.00
PO#:		Voucher #:	137567	Invoice	Invoice No:	Feb 2026		2/20/2026		Paid Amt:	\$155.00
										Check Amount:	\$155.00
										Vendor Total:	\$155.00
21913		SIWEK LUMBER & MILLWORK INC		2536 MARSHALL STREET NE	MINNEAPOLIS, MN 55418						
			001	112968						Check	
			E	01	300	292	000	302	900	1/4x4x6 Percussion Bit	\$17.98
			E	01	300	292	000	302	900	3/16x4x6 Percussion Bit	\$13.98
			E	01	300	292	000	302	900	5/32x4x6 Percussion Bit	\$13.58
			E	01	300	292	000	302	900	Concrete screws	\$20.70
			E	01	300	292	000	302	900	3/4 4x8 MDF	\$59.98
			E	01	300	292	000	302	900	2x4x8 Pine/Fir 2&BTR 294 unit	\$35.12
			E	01	300	292	000	302	900	2x4x8 Treated #1 SYP	\$11.98
			E	01	300	292	000	302	900	16oz Titebond III Glue	\$11.99
			E	01	300	292	000	302	900	3/4 4x8 MDF	\$59.98
			E	01	300	292	000	302	900	16oz Titebond III Glue	\$23.98
			E	01	300	292	000	302	900	10x3 1/8 RSS Lag 50	\$17.99
			E	01	300	292	000	302	900	1/4 Dowel Pin	\$7.58
PO#:	63448	Voucher #:	137536	Invoice	Invoice No:	119878		2/19/2026		Paid Amt:	\$294.84
										Check Amount:	\$294.84
										Vendor Total:	\$294.84
6546		SONUS INTERIORS		6325 SANDBURG RD STE 800	GOLDEN VALLEY, MN 55427						
			001	112931						Check	
			E	06	100	870	024	520	000	Application No 12	\$33,012.95
PO#:		Voucher #:	137453	Invoice	Invoice No:	Application No 12		2/18/2026		Paid Amt:	\$33,012.95
										Check Amount:	\$33,012.95
										Vendor Total:	\$33,012.95
16835		SOUTH CENTRAL SERVICE COOP.		2075 LOOKOUT DR.	NORTH MANKATO, MN 56003						
			001	112881						Check	
			E	01	005	865	352	305	000	EHS - 352	\$380.32
			E	01	005	865	352	305	000	EHS - 363	\$27.17
PO#:		Voucher #:	137211	Invoice	Invoice No:	24650		2/4/2026		Paid Amt:	\$407.49
										Check Amount:	\$407.49
										Vendor Total:	\$407.49

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
3749		SOUTH SAINT PAUL SCHOOLS								
			001	112826						Check
			E	01 300 291	000 369 372	Speech Meet Registration			\$40.00	
PO#:	63360	Voucher #:	137129	Invoice	Invoice No:	February 5, 2026		2/2/2026		Paid Amt: \$40.00
										Check Amount: \$40.00
										Vendor Total: \$40.00
2185		SOUTHWEST CHRISTIAN HIGH SCHOOL				1981 BAVARIA RD CHASKA, MN 55318				
			001	112882						Check
			E	01 300 296	000 369 306	Entry Fee 9th Grade Basketball			\$75.00	
			E	01 300 292	000 401 296	Entry Fee 9th Grade Basketball			\$125.00	
PO#:	63297	Voucher #:	137205	Invoice	Invoice No:	11-16-25		2/4/2026		Paid Amt: \$200.00
			E	01 300 292	000 401 296	Registration Fee 9th grade tournament			\$200.00	
PO#:	63296	Voucher #:	137206	Invoice	Invoice No:	11-16-25		2/4/2026		Paid Amt: \$200.00
										Check Amount: \$400.00
										Vendor Total: \$400.00
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT				4601 DEAN LAKES BLVD SHAKOPEE, MN 55379				
			001	112883						Check
			E	01 998 211	000 390 000	Tuition			\$7,339.68	
PO#:		Voucher #:	137209	Invoice	Invoice No:	0002600056		2/4/2026		Paid Amt: \$7,339.68
			E	01 305 365	830 390 000	Criminal Justice			\$1,750.00	
			E	01 305 361	830 390 000	Construction			\$2,800.00	
			E	01 305 361	830 390 000	Residential Electrician			\$2,800.00	
			E	01 305 365	830 390 000	Cosmo			\$3,850.00	
			E	01 305 361	830 390 000	Auto			\$3,850.00	
			E	01 305 321	830 390 000	Medical Careers			\$2,450.00	
			E	01 305 365	830 390 000	Photo			\$1,750.00	
PO#:		Voucher #:	137219	Invoice	Invoice No:	0002600024		2/4/2026		Paid Amt: \$19,250.00
			E	01 998 211	000 390 000	JAF Billing			\$4,776.72	
PO#:		Voucher #:	137207	Invoice	Invoice No:	0002600101		2/4/2026		Paid Amt: \$4,776.72
			E	01 005 790	000 390 000	Safe schools			\$13,462.21	
			E	01 005 850	389 335 000	Lease			\$28,161.51	
			E	01 005 865	000 390 000	LTFM			\$7,622.88	
PO#:		Voucher #:	137208	Invoice	Invoice No:	0002600037		2/4/2026		Paid Amt: \$49,246.60
			E	01 998 211	000 390 000	Tuition			\$7,609.12	
			E	01 998 203	000 390 000	Tuition			\$1,668.80	
PO#:		Voucher #:	137210	Invoice	Invoice No:	0002600131		2/4/2026		Paid Amt: \$9,277.92
			E	01 305 365	830 390 000	Criminal Justice		55	\$1,487.50	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT						4601 DEAN LAKES BLVD SHAKOPEE, MN 55379			
			001	112883						Check	
			E	01	305	361	830	390	000	Construction	\$2,380.00
			E	01	305	361	830	390	000	Residential Electrician	\$2,380.00
			E	01	305	365	830	390	000	Cosmo	\$3,272.50
			E	01	305	361	830	390	000	Auto	\$3,272.50
			E	01	305	321	830	390	000	Medical Careers	\$2,082.50
			E	01	305	365	830	390	000	Photo	\$1,487.50
PO#:		Voucher #:	137220	Invoice		Invoice No:	0002600143		2/4/2026		Paid Amt: \$16,362.50
											Check Amount: \$106,253.42
											Vendor Total: \$106,253.42
4787		SPERR, MICHAEL						1033 SHUMWAY ST SHAKOPEE, MN 55379			
			001	112995						Check	
			E	01	300	296	000	305	306	01/30/26	\$145.00
PO#:		Voucher #:	137568	Invoice		Invoice No:	Feb 2026		2/20/2026		Paid Amt: \$145.00
											Check Amount: \$145.00
											Vendor Total: \$145.00
25711		STAR GROUP, LLC						2121 N BROADWAY NEW ULM, MN 56073			
			001	112884						Check	
			E	01	300	810	000	401	000	1/12/26 JHS air handler belt	\$40.94
PO#:	63325	Voucher #:	137212	Invoice		Invoice No:	944079		2/4/2026		Paid Amt: \$40.94
											Check Amount: \$40.94
											Vendor Total: \$40.94
5153		SULLIVAN, THOMAS						5809 PARK AVENUE MINNEAPOLIS, MN 55417			
			001	112996						Check	
			E	01	300	296	000	305	306	02/10/26	\$165.00
PO#:		Voucher #:	137569	Invoice		Invoice No:	Feb 2026		2/20/2026		Paid Amt: \$165.00
											Check Amount: \$165.00
											Vendor Total: \$165.00
6129		SUTHERLAND, SHANDON						317 W 4TH ST WACONIA, MN 55387			
			001	112997						Check	
			E	01	300	294	000	305	306	02/06/26	\$155.00
PO#:		Voucher #:	137570	Invoice		Invoice No:	Feb 2026		2/20/2026		Paid Amt: \$155.00
											Check Amount: \$155.00
											Vendor Total: \$155.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26451		THE MUSIC MART		1014 N. RIVERFRONT DR MANKATO, MN 56001				
			001	112885				Check
			E 01	300 258 000 350 000	LP Cyclops Tambourine + City Bell		\$63.74	
PO#: 63371		Voucher #:	137233	Invoice	Invoice No: 1950689	2/4/2026		Paid Amt: \$63.74
			E 01	300 258 000 430 000	An American Elegy + Scores		\$262.25	
PO#: 63369		Voucher #:	137226	Invoice	Invoice No: 1942702	2/4/2026		Paid Amt: \$262.25
			E 01	300 258 000 350 000	Alto Sax Key Pearl		\$10.00	
PO#: 63371		Voucher #:	137230	Invoice	Invoice No: 1945020	2/4/2026		Paid Amt: \$10.00
			E 01	300 258 000 350 000	Reserve mouthpiece cushions		\$16.00	
PO#: 63028		Voucher #:	137242	Invoice	Invoice No: 1925872	2/4/2026		Paid Amt: \$16.00
			R 01	300 000 000 619 923	Select Jazz Filed Alto Sax Reeds		\$40.99	
PO#: 63370		Voucher #:	137221	Invoice	Invoice No: 19535480	2/4/2026		Paid Amt: \$40.99
			E 01	128 258 000 430 000	slide whistle		\$24.00	
PO#: 63336		Voucher #:	137214	Invoice	Invoice No: 1946260	2/4/2026		Paid Amt: \$24.00
			E 01	300 258 000 350 000	ap & m Middlejoint clarinet lyre		\$41.80	
PO#: 63028		Voucher #:	137240	Invoice	Invoice No: 1925653	2/4/2026		Paid Amt: \$41.80
			E 01	128 258 000 350 000	Replacement neck cork		\$15.00	
			E 01	128 258 000 350 000	sax cork		\$8.00	
			E 01	128 258 000 350 000	shop supplies		\$2.50	
			E 01	128 258 000 350 000	replace pad		\$12.00	
			E 01	128 258 000 350 000	guard screws		\$2.55	
			E 01	128 258 000 350 000	sax pad		\$6.00	
			E 01	128 258 000 350 000	guard/screw		\$0.00	
PO#: 63337		Voucher #:	137213	Invoice	Invoice No: 1946658	2/4/2026		Paid Amt: \$46.05
			E 01	300 258 000 350 000	Bass Trombone Repair 357571		\$116.50	
PO#: 63028		Voucher #:	137238	Invoice	Invoice No: 1916067	2/4/2026		Paid Amt: \$116.50
			E 01	300 258 000 350 000	Ap & m bent shank lyre		\$42.00	
PO#: 63028		Voucher #:	137237	Invoice	Invoice No: 1914803	2/4/2026		Paid Amt: \$42.00
			E 01	300 258 000 430 000	Boomwhacker Chromatic Set		\$17.00	
PO#: 63369		Voucher #:	137223	Invoice	Invoice No: 1934292	2/4/2026		Paid Amt: \$17.00
			E 01	300 258 000 350 000	Neotech Neckstraps		\$67.50	
PO#: 63028		Voucher #:	137236	Invoice	Invoice No: 1921302	2/4/2026		Paid Amt: \$67.50
			E 01	300 258 000 350 000	Reserve Mouthpiece cushions		\$16.00	
PO#: 63028		Voucher #:	137239	Invoice	Invoice No: 1919980	2/4/2026		Paid Amt: \$16.00
			E 01	300 258 000 350 000	LP Synthetic Doumbeck		\$119.99	
PO#: 63371		Voucher #:	137232	Invoice	Invoice No: 1948589	2/4/2026		Paid Amt: \$119.99
			E 01	300 258 000 430 000	Boomwhacker Octavator 57 Chromatic		\$29.00	
PO#: 63369		Voucher #:	137224	Invoice	Invoice No: 1933587	2/4/2026		Paid Amt: \$29.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No					Pmt/Void Date		Pmt Type
26451		THE MUSIC MART		1014 N. RIVERFRONT DR	MANKATO, MN 56001						
			001	112885							Check
			R	01 300 000	000 619 923	Reserve Alto Sax				\$73.78	
PO#:	63370	Voucher #:	137222	Invoice	Invoice No:	1941083		2/4/2026			Paid Amt: \$73.78
			E	01 300 258	000 530 000	Credit Invoice				\$190.00	
PO#:		Voucher #:	137234	Credit	Invoice No:	1923897		2/4/2026			Paid Amt: (\$190.00)
			E	01 300 258	000 350 000	Bass Clarient repair #004043				\$67.50	
PO#:	63028	Voucher #:	137243	Invoice	Invoice No:	1929407		2/4/2026			Paid Amt: \$67.50
			E	01 300 258	000 430 000	Oblivion				\$56.00	
PO#:	63369	Voucher #:	137228	Invoice	Invoice No:	1963866		2/4/2026			Paid Amt: \$56.00
			E	01 300 258	000 430 000	Double Concerto				\$68.40	
PO#:	63369	Voucher #:	137229	Invoice	Invoice No:	1962912		2/4/2026			Paid Amt: \$68.40
			E	01 300 258	000 350 000	Getzen Trumpet #R51194				\$72.00	
PO#:	63371	Voucher #:	137231	Invoice	Invoice No:	1943680		2/4/2026			Paid Amt: \$72.00
			E	01 300 258	000 430 000	Boomwhackers Octavator + C Major Diatonic				\$37.00	
PO#:	63369	Voucher #:	137227	Invoice	Invoice No:	1943484		2/4/2026			Paid Amt: \$37.00
			R	01 300 000	000 619 923	Credit Memo				\$32.40	
PO#:		Voucher #:	137235	Credit	Invoice No:	1937500		2/4/2026			Paid Amt: (\$32.40)
			E	01 300 258	000 350 000	Yamaha neck screw acme siren shistle, LP flexa				\$94.98	
PO#:	63028	Voucher #:	137241	Invoice	Invoice No:	1928211		2/4/2026			Paid Amt: \$94.98
			E	01 300 258	000 430 000	Boomwhacvkers C Major Diatonic				\$25.00	
PO#:	63369	Voucher #:	137225	Invoice	Invoice No:	1937693		2/4/2026			Paid Amt: \$25.00
Check Amount:											\$1,185.08
			001	112969							Check
			E	01 300 258	000 350 000	Service for Leak check adjust Test plaY				\$65.00	
			E	01 300 258	000 350 000	b105 shop supplies				\$2.50	
			E	01 300 258	000 350 000	Service replace pad 12mm				\$12.00	
			E	01 300 258	000 350 000	PC3264-12.0M 12.0 mm Premium clarinet pad -				\$3.50	
			E	01 300 258	000 350 000	Replace pad 17mm				\$36.00	
			E	01 300 258	000 350 000	PC3264-17.0 M Replace Low E-B Low F-C, anc				\$12.00	
PO#:	63499	Voucher #:	137546	Invoice	Invoice No:	1919707		2/19/2026			Paid Amt: \$131.00
			E	01 300 258	000 350 000	Key Bolt (m6x20) w/washer (one set) for CX Car				\$10.00	
PO#:	63506	Voucher #:	137537	Invoice	Invoice No:	1968761		2/19/2026			Paid Amt: \$10.00
			E	01 300 258	000 430 000	BWEG Boomwhackers Treble Extension Set				\$17.99	
PO#:	63497	Voucher #:	137538	Invoice	Invoice No:	1955843		2/19/2026			Paid Amt: \$17.99
Check Amount:											\$158.99
Vendor Total:											\$1,344.07

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
11342		TRANS MISSISSIPPI BIOLOGICAL SUPPLY INC.					PO BOX 511 ISANTI, MN 55040	
			001	112886				Check
			E	01 300 260	000 430 000		SKU: 3322 Sheep Brains	\$229.13
PO#: 63228		Voucher #: 137246	Invoice	Invoice No: 18757		2/4/2026		Paid Amt: \$229.13
								Check Amount: \$229.13
			001	112970				Check
			E	01 300 260	000 430 000		Shipping	\$24.93
PO#:		Voucher #: 137540	Invoice	Invoice No: 18757		2/19/2026		Paid Amt: \$24.93
								Check Amount: \$24.93
								Vendor Total: \$254.06
3456		TRI CITY UNITED HIGH SCHOOL					700 4TH STREET NW MONTGOMERY, MN 56069	
			001	112839				Check
			E	01 300 291	000 369 372		Participants	\$126.00
PO#:		Voucher #: 137215	Invoice	Invoice No: February 7, 2026		2/4/2026		Paid Amt: \$126.00
								Check Amount: \$126.00
								Vendor Total: \$126.00
6237		TRUE MECHANICAL LLC					3225 180TH ST W JORDAN, MN 55352	
			001	112887				Check
			E	01 100 810	000 350 272		10/6/25 JES RTU Cooling Coil	\$275.00
PO#: 63301		Voucher #: 137244	Invoice	Invoice No: 2461		2/4/2026		Paid Amt: \$275.00
			E	01 300 810	000 350 272		11/19,11/21,11/24,11/25/25 JHS AHU return fan	\$8,150.44
PO#: 63421		Voucher #: 137245	Invoice	Invoice No: 2604		2/4/2026		Paid Amt: \$8,150.44
								Check Amount: \$8,425.44
								Vendor Total: \$8,425.44
4615		VARSITY ATHLETIC APPAREL, INC					30 TWOSOME DR UNIT#7 MOORESTOWN, NJ 08057	
			001	112971				Check
			E	01 300 292	000 401 300		Bowling Letter Pin	\$12.25
			E	01 300 292	000 401 300		Football Letter Pin	\$49.00
			E	01 300 292	000 401 300		Shipping & Handling	\$20.00
PO#: 63060		Voucher #: 137541	Invoice	Invoice No: 45335		2/19/2026		Paid Amt: \$81.25
								Check Amount: \$81.25
								Vendor Total: \$81.25

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6548		VOS CONSTRUCTION		19063 371ST	GREEN ISLE, MN 55338			Check
			001	112932				
			E	06 100 870	024 520 000	Application No 9 - Final	\$38,435.84	
PO#:		Voucher #:	137449	Invoice	Invoice No:	Application No 9	2/18/2026	Paid Amt: \$38,435.84
								Check Amount: \$38,435.84
								Vendor Total: \$38,435.84
27930		WAGNER PRESS & GRAPHICS		211 CHESTNUT STREET	CHASKA, MN 55318			Check
			001	112972				
			E	01 100 203	000 305 000	ELS	\$117.08	
			E	04 005 582	344 305 000	JES	\$117.08	
PO#:		Voucher #:	137543	Invoice	Invoice No:	39095	2/19/2026	Paid Amt: \$234.16
								Check Amount: \$234.16
								Vendor Total: \$234.16
27047		WATERTOWN-MAYER HIGH SCHOOL		1001 MN-25 NW	WATERTOWN, MN 55388			Check
			001	112923				
			E	01 300 291	000 369 372	Speech Meet Registration	\$35.00	
PO#:	63363	Voucher #:	137440	Invoice	Invoice No:	February 2026	2/18/2026	Paid Amt: \$35.00
								Check Amount: \$35.00
								Vendor Total: \$35.00
11454		WOLF MOTOR CO INC		600 WEST SECOND STREET P.O. BOX 128	JORDAN, MN 55352			Check
			001	112973				
			E	01 005 790	733 350 000	1/20/26 New van tires	\$1,174.00	
PO#:	63453	Voucher #:	137544	Invoice	Invoice No:	6286091/1	2/19/2026	Paid Amt: \$1,174.00
			E	04 005 505	321 350 507	1/21/26 drivers ed car new tires and alignment	\$1,110.95	
			E	04 005 505	321 350 507	1/22/26 DE car new hood sensor & warranty wor	\$499.85	
PO#:	63454	Voucher #:	137545	Invoice	Invoice No:	6286156/1	2/19/2026	Paid Amt: \$1,610.80
								Check Amount: \$2,784.80
								Vendor Total: \$2,784.80
3108		WORM, MARK		597 E WELCO DRIVE	MONTGOMERY, MN 56069			Check
			001	112998				
			E	01 128 294	000 305 306	01/26/26	\$50.00	
			E	01 128 294	000 305 306	01/27/26	\$100.00	
			E	01 128 294	000 305 306	02/02/26	\$100.00	
			E	01 128 294	000 305 306	02/05/26	\$100.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-2/28/2026 Period: 202608-202608 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
3108		WORM, MARK		597 E WELCO DRIVE MONTGOMERY, MN 56069		
			001	112998		Check
			E 01 300 296 000 305 306	02/12/26		\$75.00
PO#:		Voucher #:	137571 Invoice	Invoice No: Feb 2026	2/20/2026	Paid Amt: \$425.00
						Check Amount: \$425.00
						Vendor Total: \$425.00
6952		WYFFLES, MATTHEW		1470 SHERMAN LAKE ROAD LINO LAKES, MN 55038		
			001	112914		Check
			E 01 300 294 000 305 306	12/16/25		\$165.00
PO#:		Voucher #:	137273 Invoice	Invoice No: December 2025	2/6/2026	Paid Amt: \$165.00
						Check Amount: \$165.00
						Vendor Total: \$165.00
						Report Total: \$972,340.76

The following resolution was moved by M. Bertrand and seconded by M. Monyok

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

Donor	Designated Purpose	Amount/Items
Cox Construction	Scott West Fishing Team	\$500.00
Renaissance Festival	Scott West Fishing Team	\$300.00
Advantage Health	Scott West Fishing Team	\$200.00
Women Anglers of Minnesota	Scott West Fishing Team	\$300.00
City Hall Creamery & Coffee	Scott West Fishing Team	\$350.00
Harris Capital LLC	Scott West Fishing Team	\$250.00
American Family, Allen Houdek	Scott West Fishing Team	\$300.00
Herman's Landscape Supplies	Scott West Fishing Team	\$300.00
Scheels	Scott West Fishing Team	\$250.00
Fish Lake Sportsmen's Club	Scott West Fishing Team	\$2,500.00
Mightycause	Jordan Elementary School	\$45.00
Holly Kvapil CAF	Jordan Middle School	\$50.00
Wolf Motors	Scott West Fishing Team	\$500.00
Belle Plaine Chamber of Commerce	Scott West Fishing Team	\$500.00

The vote on adoption of the Resolution was as follows:

Aye: D. Pauly, M. Monyak, C. Hennen, J. Kusske, M. Bertrung, L. Pedersen

Nay: _____

Absent: C. Olson

Whereupon, said Resolution was declared duly adopted.

Deborah M Pauly 3/23/2026
School Board Clerk Date

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: March 9th, 2026

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member’s parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in

at least one state.

J. “Veteran” has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a

child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's

active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain

accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused / Exempt Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer, or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, or orthodontic treatment, or a counseling appointments; including appointments conducted through telehealth.;
- (b) family emergencies;
- (c) the death or serious illness or funeral of an immediate family member;
- (d) active duty in any military branch of the United States;
- (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
- (f) other exemptions included in this attendance policy.

(2). that the child has already completed state and district

standards required for graduation from high school; or

(3). that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

e. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) For the first day of an absence, a student will have two days to make up work. Students will have one day to make up work for each subsequent day of absences. Any work not completed within a reasonable amount of time may result in a score reduction. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Students who will be absent because of an appointment or participation in an activity should contact their teachers before or after school prior to that absence so they can be prepared when they return to school.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one (1) unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Grades Kindergarten through four:

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

c. Grades five through twelve:

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

- (4) Students in grades 5 through 12 with unexcused absences shall be subject to discipline in the following manner:
 - (a) Parents will be notified when students are absent from school without an excuse.
 - (b) Students will be expected to complete assignments but may receive reduced or no credit.

3. Excessive Absences:

- a. Students may have a maximum of ten absences in a semester at the middle and high school level and twenty absences in a year at the elementary level. High school students may lose class credit on the eleventh total absence. Students with excessive absences may lose privileges like attending field trips. The following absences will not count toward the maximum absence rule:
 - (1) Official school field trip or other school-sponsored outing.
 - (2) Removal of a student pursuant to a suspension.
 - (3) Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (4) A death or funeral in the student's immediate family or of a close friend or relative.
 - (5) Family vacations with prior approval from the building principal.
 - (6) College visits with prior approval from the building principal.
- b. Parents will be notified when students reach the seventh and eleventh total absence in a class at the middle school and high school and when students reach the twelfth and fifteenth total absence at the elementary school.
- c. Students may be required to submit a doctor's note or receive clearance from the school nurse in order for an absence to be excused.
- d. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections

C. Tardiness

1. Definition:

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. At the Kindergarten through grade 4 level, three tardies equal one unexcused absence.
- c. Consequences of tardiness in grades 5 through 12 may include detention.

D. Participation in and Attendance at Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class (including lunch or study hall) during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.
6. Students who arrive after second period on the day of an activity or practice will not be allowed to participate in that activity unless approval has been obtained from the principal or athletic director. Students who are absent unexcused will not be allowed to participate in that activity.

III. RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for a religious or cultural observance.

IV. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

C. Habitual Truant

1. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statute chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7,

383 N.E.2d 231 (1978)

Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA), 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter. 13, and Minnesota. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. Under federal law, “directory information,” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:
 - a. a student’s social security number;
 - b. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
 - c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
 - d. personally identifiable data which references religion, race, color, social position, or nationality; or
 - e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;(3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of postsecondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.45.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary

when involved in juvenile justice activities.

I. Legitimate Educational Interest

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

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

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means Superintendent Ranae Case Evenson.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Students also include applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means 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 the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed

to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and

- b. indicates such a person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United

States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner

which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the

education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and postsecondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in

which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in

the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or

volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted; or
4. To appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.

4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this Paragraph, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E , written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E .

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or

are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or

directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POSTSECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary educational institutions, a parent or eligible student must notify the responsible authority, Building Principal in writing by September 15 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this Article may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this Article does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Article XIII. of this policy.
2. Subdivision A. of this Article does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local education authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly disclosing personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this Article for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;

- b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this Article shall also include:
- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this Article immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this Article includes:

1. The right to a response from the school district to reasonable requests for

explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of

the student in accordance with the request within thirty (30) days after receiving the request.

3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this Article.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this Article.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this Article shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time

reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this Article and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NON COMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this Article must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long

as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
 Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 520 (Student Surveys)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 722 (Public Data Requests)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Resources: U.S. Department of Education: FAQs on Photos and Videos under FERPA | Protecting Student Privacy (accessed 012926)
 U.S. Department of Education: Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (accessed 012926)
 U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (accessed 012926)
 U.S. Department of Education: Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (accessed 012926)
 U.S. Department of Education: FERPA/IDEA Crosswalk | Protecting Student Privacy (accessed 012926)

U.S. Department of Education: What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (accessed 01/29/26)

Minnesota Department of Health: The Family Educational Rights and Privacy Act (FERPA) and Immunization Data (including Possible School Consent Language for Sharing Immunization Data with Registries) (accessed 01/29/26)

PUBLIC NOTICE

Independent School District No. 717 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other

employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

- [optional]* g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and

- [optional]* h. That copies of the school district’s policy regarding the protection and privacy of school records are located at _____ *[insert location]*.

[optional]

2. Independent School District No. 717 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 717 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include

identifying information on a student's religion, race, color, social position, or nationality.

a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**

a. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. 717 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions

within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to

military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. _____
_____, MINNESOTA

Dated: _____

Chair

[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco _____
- _____ Assaultive or threatening conduct as defined in
Minn. Stat. § 13.32, Subd. 8 _____
- _____ Possession or use of weapons or look-alike weapons _____
- _____ Theft _____
- _____ Vandalism and damage to property _____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a medical statement, affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide

information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Paragraph III.A. or III.B., above, or statement of immunization set forth in Article IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of thirty (30) days to submit a statement specified in Paragraph III.A. or III.B., above, or Article IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health;
 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 3. review student health records to determine whether the required information has been provided; and
 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five (5) years after the student attains the age of majority.
- B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private postsecondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall assist in the transfer of the student's immunization file to the

post-secondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

- Legal References:** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
20 U.S.C. § 1232g (Family Educational and Privacy Rights Act)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- Resources:** MN Department of Health: School Personnel Immunization and Disease Reporting (accessed 12/15/25)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

- A. The federal Every Student Succeeds Act (ESSA) and Minnesota statutes require that public school students be assessed annually in reading, mathematics, and science. The Minnesota Comprehensive Assessment (MCA), the Minnesota Test of Academic Skills (MTAS), and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments used to meet this requirement.

The MCA and MTAS/Alt MCA are criterion-referenced assessments, which means they measure a snapshot of student learning of a fixed set of criteria: the Minnesota Academic Standards. The Minnesota K–12 Academic Standards are revised every ten (10) years, according to a schedule determined by the state legislature. When standards are updated, the statewide assessments are also updated with a new series to align to the new standards. The new assessments are administered when the new academic standards are fully implemented.

- B. The Minnesota Test of Academic Skills (MTAS) and the Alternate Minnesota Comprehensive Assessment (Alt MCA)
1. The Minnesota Test of Academic Skills (MTAS) and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments designed for, and limited to, students with the most significant cognitive disabilities. They are designed to measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

Students who receive special education services and meet the eligibility criteria may take the MTAS/Alt MCA.

2. In compliance with the transition to new Minnesota academic standards, the Minnesota Department of Education (MDE) is developing alternative assessments, the Alt MCA, to replace the MTAS, according to the following schedule:
 - a. Science Alternate MCA (2024-25 school year);
 - b. Reading Alternate MCA (2025-26 school year); and
 - c. Mathematics Alternate MCA (2027-28 school year).

III. DEFINITIONS

A. Most Significant Cognitive Disability

This term describes students whose cognitive impairments may prevent them from attaining grade-level achievement standards, even with the very best instruction. IEP teams may use the following characteristics to identify if a student has a most significant cognitive disability:

1. The student's cognitive functioning is significantly below age expectations. The IEP team can determine that a student may be significantly below the average cognitive functioning of typically developing peers by
 - a. a standardized norm-referenced measure of cognitive functioning, or
 - b. when formal cognitive assessments are inappropriate, invalid or documented in other ways, other data-based measures may be used to document functioning significantly below age expectations as referenced in the Individuals with Disabilities Education Act (IDEA).
2. The student's disability has a significant impact on their ability to function in multiple environments, including home, school and community.
3. The student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain and generalize academic and life skills to actively participate in school, work, home and community environments.

- B. Other key terms are defined in the current MDE Procedures Manual for the Minnesota Assessments (see Resources).

IV. ALTERNATIVE ASSESSMENT

A. Initial Steps

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided.
3. The IEP team must first consider the student's ability to participate in the MCA, with or without accommodations. The IEP team must document, in the IEP, the reasons why the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

If the IEP team establishes that the MCA is not an appropriate measure of the student's knowledge and skills on grade-level content standards, even when the student is provided allowable and appropriate accommodations, the IEP team may consider the administration of an alternate assessment.

4. Participation decisions will be made separately for mathematics, reading, and science. Participation decisions must be made annually and documented in a student's IEP.

B. Alternate Assessment Eligibility Requirements

1. For a student with a significant cognitive disability to be eligible for an alternative assessment, the IEP team must determine that the following are true:
 - a. the student's cognitive functioning to be significantly below age expectations;

- b. the student’s disability has a significant impact on their ability to function in multiple environments, including home, school, and community; and
 - c. the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills to actively participate in school, work, home, and community environments.
2. Alternate assessment participation decisions must not be made on the following factors:
- a. Student’s disability category as defined in Minnesota Rules, part 3525.1325-1348;
 - b. Educational environment or instructional setting;
 - c. Participation in a separate, specialized curriculum;
 - d. An expectation that the student will receive a low score on the MCA;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for participation rate calculations at the district level.

V. ALTERNATE ACCESS FOR ELs

A. ACCESS for ELs

1. All English learners in grades K–12 in public schools are required to participate annually in an English language proficiency assessment. With very few exceptions, all English learners take the ACCESS for ELs.

Minnesota students identified as English learners (ELs) require an additional assessment to determine their progress toward English language proficiency. These students take the WIDA ACCESS assessment annually. English learners who receive special education services and meet alternate assessment participation guidelines may take the WIDA Alternate ACCESS.

The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing. Some

students with significant cognitive disabilities may be eligible to take the Alternate ACCESS for ELLs instead of the ACCESS for ELL.

B. Eligibility Requirements

1. The student is identified as an English learner (EL) and is reported as EL in student enrollment data submitted in the Minnesota Automated Reporting Student System (MARSS);
2. The student must have a most significant cognitive disability;
3. The student cannot meaningfully participate in the WIDA ACCESS, even with allowable accommodations.
4. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

C. Alternate ACCESS participation decisions must not be made on the following factors:

1. The student's disability category alone;
2. The student's placement or instructional setting;
3. The student's language background, or other social, cultural, or economic factors;
4. An expectation that the student will receive a low score on the WIDA ACCESS ; and
5. A desire to simplify test administration, which may include behavioral concerns or anticipated emotional distress.

VI. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current "Procedures Manual for the Minnesota Assessments" and Guidelines for Administration of Accommodations and Linguistic Supports.

VII. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for

keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for the Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 616 (School District System Accountability)

Resources: Minnesota Department of Education (MDE): [Alternate Assessments](#) (accessed 12/31/25)
MDE: [Statewide Assessments Policies and Procedures](#) (accessed 12/31/25)
MDE: [Eligibility Requirements and Decision-Making Tool for Minnesota Alternative Assessment](#) (MTAS/Alternate MCA) (accessed 12/31/25)
MDE: [English Learner Education](#) (accessed 1/1/26)
MDE: [Minnesota's Assessments for English Learners](#) (accessed 1/1/26)
WIDA: [WIDA Alternate ACCESS Participation Decision Tree](#) (accessed 1/1/26)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENTS

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board must approve and adopt its revenue and expenditure budgets for the next school year. The budget document so adopted must be considered an expenditure-authorizing or appropriations document. No funds shall be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement must be

included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting)

Requirements)
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for

unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

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

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
 Minn. Const., art. I, § 10
 Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 506 (Student Discipline)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at

reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

The following disclaimer shall be included on all posted documents:

'Not a school sponsored event. This has been reviewed by a school administrator and is in accordance with Policy 505. _____' (signature of school administrator)

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

**508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH
INDIVIDUALIZED EDUCATION PROGRAMS**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;

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

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

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

E. No Unilateral Decisions.

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

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

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

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

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

- E. The Activities Director shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the Superintendent.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.
- G. Because students in leadership roles are role models for other students and are likely to have greater visibility than other team members, the School District holds them to a higher standard of conduct.
 - a. Captains: Upon confirmation of a first MSHSL violation, a captain will lose their captaincy for the current season OR the next season participated in following the violation. If a second MSHSL violation occurs, the student will NOT be eligible for captaincy for remainder of high school career in any activity.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

PUBLIC NOTICE

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

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as

described above.

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

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

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

INDEPENDENT SCHOOL DISTRICT NO. 717
JORDAN, MINNESOTA

Dated: _____

Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

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

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

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

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

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

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

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

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

Parent’s signature

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

EXAMPLES OF ACTIVITIES

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

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

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

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

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

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

[Limited to personal information designated as “directory information”]

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

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

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

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

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

520 STUDENT SURVEYS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

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

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. income (other than that required by law to determine eligibility for

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

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

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

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

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

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

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

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

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

Code section 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
 - (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
 - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other post-secondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.

- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be

scheduled.

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

V. NOTICE

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

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

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

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: October 8th, 2012

Revised: March 9th, 2026

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE
AND PROCESS**

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Primary:

John Buteyn
Activities Director
952-492-4399
jbuteyn@isd717.org

Jordan Public Schools
600 Sunset Drive
Jordan, MN 55352

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal

complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- L. “Supportive measures” means individualized services provided to the complainant

or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

- M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
 5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not

limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex

discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law

enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A.** Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B.** Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C.** A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX

Coordinator receiving the person's verbal or written report.

- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filling a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations

therein;

2. The respondent is no longer enrolled or employed by the school district;
or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes

the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant

and respondent to appeal and the date by which an appeal must be made.

- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and

4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

- | | |
|------------------|--|
| Model Policy 413 | Harassment and Violence |
| Model Policy 417 | Chemical Use and Abuse |
| Model Policy 418 | Drug-Free Workplace/Drug-Free School |
| Model Policy 419 | Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices |
| Model Policy 420 | Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions |

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

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

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

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

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

IV. PREVENTION STRATEGIES

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

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

cooperation, and respect for others).

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

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

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

V. STUDENT SUPPORT

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

VI. PERSONNEL

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

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

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

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

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

Student's name:

Incident(s) of violence:

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

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

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

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

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

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

A. Administration

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

B. Classroom Teacher

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

hired in place of the classroom teacher.

C. History of Violent Behavior

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

D. Incident(s) of Violence

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

E. Legitimate Educational Interest

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

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

F. School Staff Member

“School staff member” includes:

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

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

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

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

B. Recipients of Notice

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

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

C. Determination of Who Receives Notice

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

D. Form of Written Notice

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

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

E. Record of Notice

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

F. Meetings Regarding Students with a History of Violent Behavior

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

G. Law Enforcement Reports

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

V. MAINTENANCE AND TRANSFER OF RECORDS

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

VI. PARENTAL NOTICE

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

VII. TRAINING NEEDS

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

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

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

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 11, 2006

Revised: March 9th, 2026

533 WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion. Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health; and is designed to provide students with the knowledge and skills necessary to promote and protect their health.
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity/Physical Education

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television. The District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs when needed.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and quality physical education will be used as

the foundation for physical activity before, during and after school. Schools will ensure that these varied physical activity opportunities are in addition to, and not a substitute for, physical education classes. Elementary schools shall provide at least 20 minutes of active daily recess to all elementary school students each day. Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students. Recess will complement, not substitute for physical education classes.

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.
4. The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The physical education curriculum for grades K-12 will be aligned with established state physical education standards.
5. The District will supply adequate time for physical education. Elementary schools should provide 60-89 minutes per week of physical education instruction. Secondary students (middle and high school) are required to take the equivalent of one academic year of physical education. Physical education for grades K-12 are required to be taught by certified/licensed teachers who are endorsed to teach physical education. All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. Unless otherwise exempted, all students will be required to engage in the Districts physical education program.
6. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. District teachers and other school personnel **will not** use physical activity (e.g., running laps, push ups) as punishment.
7. The District will support **Active Transport** to and from school, such as walking or biking. By designating safe or preferred routes to school, promote activities such as participating in International Walk to School Week and/or Walk or Bike to school day. Secure storage facilities for bicycles at each school and use crossing guards.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutritional label or manufacturer's specifications); and to meeting the nutrition needs of school children within their calorie requirements.

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations. The district shall operate under USDA regulations for National School Lunch and/or Breakfast programs. All schools will provide breakfast through the USDA School Breakfast Program.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.
11. The school district will accommodate students with food allergies and intolerances on a case-by-case basis through individual plans.

Water

To promote hydration; free, safe, drinking water will be available to all students throughout the school day and throughout every school building. The District will make drinking water available where school meals are served during mealtimes.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition professionals. These school nutrition personnel will refer to the USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs and/or will attend training in person at various workshops or conferences.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

***USDA Healthy Party Resources for Families and Districts:
[https://healthymeals.fns.usda.gov/hsmrs/Connecticut/CT%20Healthy Celebrations.pdf](https://healthymeals.fns.usda.gov/hsmrs/Connecticut/CT%20Healthy%20Celebrations.pdf)***

- b. Classroom snacks brought by parents. The school district will provide parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

See attached sample list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas. Smart Snack nutrition standards apply to all foods and beverages sold to students through district-sponsored fundraisers, unless an exemption applies. Each school will be allowed to hold 3 exempt fundraisers per school year during which any food or beverage may be sold. It is recommended that schools

avoid participation in fundraising or corporate incentive programs that promote a message inconsistent with our goals for a healthy school community.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy, such as Smart Snack items.
2. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written or graphic statements made for promoting the sale of foods and beverage products made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. Specifically prohibits advertising such as school signs, banners, scoreboards, busses, building exteriors, and on and around school property.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy. The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplish through means similar to other ways that the district and individual schools are communicating important school information to parents.

2. The Wellness Coordinator will hold meetings four times a year for the purpose of establishing goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district. The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities and includes information about specific goals and objectives for nutrition standards for all foods, beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

ATTACHMENT A



LEADING THE WAY FOR CHILDREN'S HEALTH
HealthierGeneration.org

Healthy Snack & Beverage Ideas*

- Water
- 100% fruit juice with no added sugar
- Fat-free or low fat milk
- Fruit smoothies (made with frozen fruit with no added sugar and fat-free or low fat yogurt)
- 100% fruit juice slushes with no added sugar
- Fresh fruit – trays, salads or kabobs
- Fresh vegetables – trays, salads or kabobs
- Fat-free or low fat yogurt (alone or as dip for fruits or vegetables)
- Yogurt parfaits (fat-free or low fat yogurt, fruit and whole grain cereal or granola as topping)
- Canned fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frozen fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frosty fruits – freeze your own fruit (frozen grapes make a great summer treat!)
- Dried fruit with no added sugar
- Nut or seed butter (serve with fruit or whole grain crackers)
- Nuts or seeds
- Trail mix made of nuts or seeds and dried fruit with no added sugar
- Whole grain crackers
- Low-fat cheese (serve with fruit or whole grain crackers)
- Hummus (serve with vegetables or whole grain crackers)
- Small whole grain waffles or pancakes topped with fruit or nut or seed butter
- Whole grain pretzels (soft or crunchy)
- Low-fat or air-popped popcorn (no added butter or salt)
- Graham crackers
- Nut or seed butter and jelly sandwiches on whole grain bread
- Small whole grain bagels or English muffins with nut or seed butter or jelly
- Pizza (on whole grain crust with low fat cheese and lean protein or vegetable toppings)
- Roll-ups on whole grain tortillas (fill with a lean protein such as ham or turkey, low fat cheese, hummus, nut or seed butter and jelly or vegetables)
- Fat-free or low fat pudding
- Bean quesadillas or burritos made with whole grain tortillas with salsa
- Whole grain cereal bars
- Baked whole grain tortilla chips with salsa or bean dip
- Baked chips (small portions)

*Check ingredient statements and nutrition information to ensure items meet the USDA Smart Snacks in School nutrition standards. Ensure food allergies of any participants are known before serving any food item.

Pair foods together for an afternoon snack to power youth up for their activities, whether that is physical activity or educational activities. Combine a lean protein with a fruit or vegetable, such as sunflower seeds dried raisins. Or a low-fat dairy food and whole-grain rich choice, like string cheese and whole grain crackers. Try low-fat dairy and fruit – yogurt and strawberries. Pair a whole-grain rich food with a lean protein by spreading hummus on a whole grain tortilla. Or serve a whole-grain rich food and vegetable, such as a whole grain cereal bar and cherry tomatoes. Get creative!

For more information on healthy snacking or finding healthy snacks and beverages, contact Stephanie Joyce, National Nutrition Advisor at the Alliance for a Healthier Generation, at stephanie.joyce@healthiergeneration.org.

ATTACHMENT B

HEALTHY FUNDRAISING SOLUTIONS CONTINUED

CREATIVE FUNDRAISING IDEAS

There are many examples of creative fundraisers that support your school or afterschool program while also supporting a healthy environment for kids. Here are a few of our favorites:



GET KIDS MOVING

Host a walk-, run-, bike-, dance-, skate-a-thon or a 5K color run

Organize a Zumba, dance or yoga night

Visit an ice skating rink

Hold a jump rope or hula hoop competition

Create a team sports tournament for youth and their families

Hold a field day at school and encourage youth and families to form teams and compete



SPARK CREATIVITY

Host a talent show

Hold a yard sale or auction where youth, staff and parents donate items

Ask local businesses to donate:

- a portion of sales of healthy menu items
- products or services to an auction
- event tickets to a raffle

Sell school-branded promotional items such as t-shirts or water bottles

Organize a student art or craft fair

Hold a coin drive competition between classrooms



SUPPORT HEALTHY EATING

Hold a "Taste of Your Town" event and invite local chefs to donate healthy dishes

Sell cookbooks with healthy recipes donated from parents, students and staff

Host a healthy cooking class and ask a local chef to donate his/her time

Sell healthy snacks made by youth after school*

Create a healthy family night and invite parents to attend and enjoy a healthy meal with their children and school or program staff

Hold a youth healthy cooking competition and ask local grocery stores to donate food to keep costs down

*Foods or beverages sold as fundraisers should meet the USDA's Smart Snacks in School nutrition standards. Consider reaching out to your School Nutrition Program to set up cooperative purchasing of Smart Snacks compliant products.



JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental involvement and describe how the school district will:

- A. Involve parents in the joint development of the school district's Title I plan and the process of school review and improvement;
- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;

- D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- G. Involve parents in the activities of the schools.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which each school with a Title I program will:
 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular

meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.

B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
 4. Train and support parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. The school district and each school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parental Involvement)

Cross References:

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: March 9th, 2026

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Superintendent and/or Finance Director of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited

to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in

third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: March 9th, 2026

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property over \$5,000.00 only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes. Gifts, grants, or devise of real or personal property of \$4,999.99 or less may be accepted under the consent agenda.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

PERSONNEL ITEMS:

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

New Hire

NAME	ASSIGNMENT	LOCATION	LANE/GRADE	STEP	SALARY/HRLY RATE	EFFECTIVE DATE
Breeggemann, Amy	LTS - Cooks Helper	Elementary School	2	1	\$20.16	2/9/2026
Way, Rachel	LTS - Teacher, Grade 1	Elementary School	BA	1	\$281.52/day	2/17/2026
Crain, Melanie	Para, Special Education	Early Learning Services	2	1	\$18.97	2/27/2026
Hagen, Lydia	Para, Playground Supervisor	Elementary School	1	1	\$18.05	3/2/2026
Larson, Adam	Coach, JV Assistant Golf	High School	N/A	N/A	\$2,868.00	3/9/2026
Myskewitz, Ricky	Coach, C Baseball	High School	N/A	N/A	\$2,774.00	3/9/2026
Haller, Adam	Coach, 7th Grade Baseball	Middle School	N/A	N/A	\$2,016.00	3/9/2026

Leave of Absence

NAME	STATUS	ASSIGNMENT	LOCATION	EFFECTIVE DATE
Bedney, Brian	LOA	Building Engineer	Elementary School	3/1/2026-4/13/2026
Garcia, Shannen	LOA	Para, Special Education	Early Learning Services	3/31/2026-5/29/2026

March 2026 - Board Budget Update

JORDAN

Fund 01 Review

- Facts to know about Fund 01
 - Fund 01 is our General Fund
 - These Revenues and Expenditures are not accounted for in any other fund
 - All costs are associated with :
 - Instructional costs
 - Administrative costs
 - Transportation costs
 - Facilities costs (repairs/maintenance/utilities/insurance)

Restricted Fund Balances

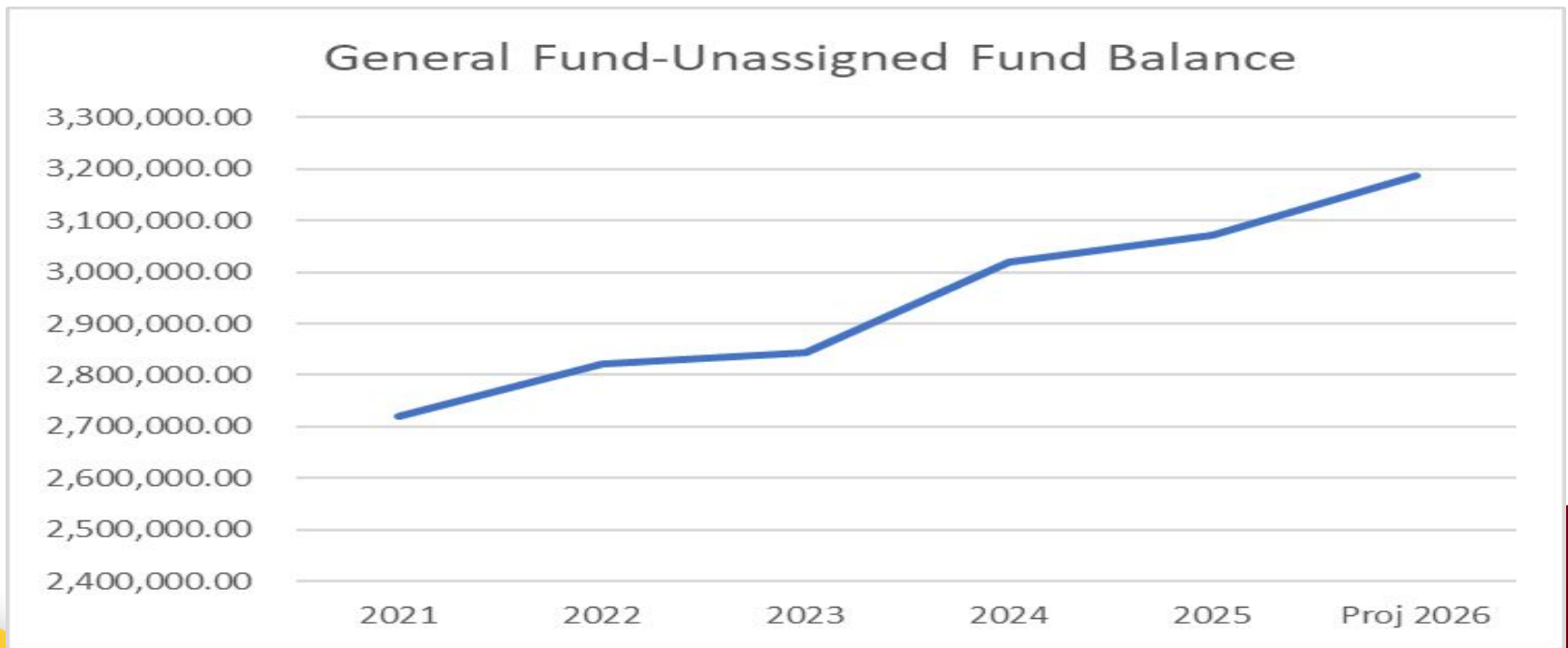
- Restricted means that the funds can only be used in specific ways.
- Examples include:
 - **Staff Development-** (State \$)
 - professional development costs for instructional staff
 - **Literacy Incentive Aid-** (State \$)
 - support-evidence based reading instr
 - **Learning & Development-** (State \$)
 - pupil/staff ratio
 - **Achievement & Integration-** (Levy \$ & State\$)
 - Achievement & Integration Prog
 - **Gifted & Talented-** (State \$)
 - Identified Gifted & Talented students
 - **Basic Skills -Compensatory Rev** (State \$)
 - Must be spent in buildings where revenue is generated

Restricted Fund Balances continued

- **English Learners-** (State \$)
 - EL Expenses
- **American Indian Education Aid** (State \$)
 - AIPAC Expenses
- **Capital-** (Levy \$ & State \$)
 - Capital purchases & related expenditures - technology & equipment
- **LTFM-** (Levy \$ & State \$)
 - upkeep and replacements costs bldgs & grounds
- **Safe Schools-** (Levy \$)
 - SRO and other costs associated with keeping schools safe & secure
- **Medical Assistance-**
 - costs associated MA billing

Unassigned Fund Balances

- Unassigned means all Revenues and Expenditures that do not belong in a Restricted Fund Balance.
- School Board Policy
 - Unassigned Fund Balance should be 12 % of Fund 01 expenditures
 - Currently at 11.83%
 - Projected Unassigned Fund Balance 06/30/2026 - 12.5%



Fund Balance

- Most districts establish a year end fund balance policy based on percentage of general fund expenditures
- Jordan's policy is 12%
 - FY2019-20 the district was at 8%
 - FY2025-2026 the district is projected to be at 12.5%
- Percentage should cover:
 - Payroll and other expected expenditures
 - Additional dollars to cover unexpected expenses

We have been balanced...

- Jordan Public Schools budget projections are reflective of increasing costs and multiple factors impacting revenue.
 - Lack of appropriate funding for mandates
 - General increase in costs of everything
 - Enrollment challenges- Flat, slow decline
 - Continuous cycle of contracts impacting salary and benefits
- Many districts are faced with the challenging and painful process of making reductions.
- Planned vs Unexpected Fund Balance Spending
 - Avoid overspend when possible
 - Make adjustments early

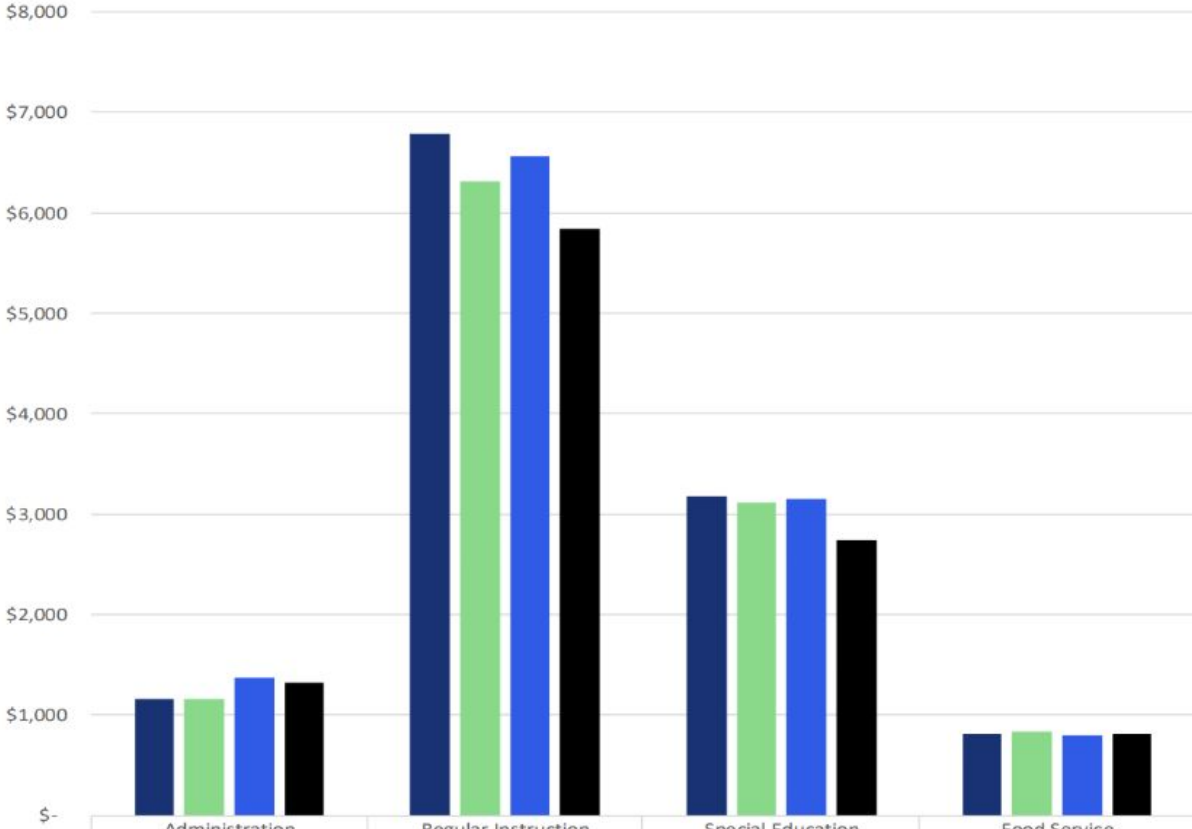
JPS Fund Balance Trend (unassigned)

- 2021 unassigned fund balance was \$2,719,616
 - 2022 unassigned fund balance was \$2,820,750
 - 2023 unassigned fund balance was \$2,844,729
 - 2024 unassigned fund balance was \$3,020,062
 - 2025 unassigned fund balance was \$3,071,660
 - 2026 unassigned fund balance proj \$3,118,554
- We are very intentional with our budget, enabling the district to maintain the Unassigned Fund Balance and get closer to alignment with 12% board policy.

Why is a Fund Balance Important?

- Districts maintain a fund balance, so they do not have to borrow money to make payroll and other monthly expenses
- Fund balance money is one-time money
- **ONCE IT IS SPENT, IT IS GONE**
- Every year that a District deficit spends on recurring expenditures (i.e. ongoing staffing positions) **it creates an unstable future long-range budget situation**

How do we compare in spending?



■ 2025	\$1,155	\$6,792	\$3,172	\$813
■ 2024	\$1,162	\$6,309	\$3,116	\$839
■ 2024 State Average	\$1,372	\$6,558	\$3,158	\$801
■ 2024 State Avg Similar Size	\$1,320	\$5,847	\$2,742	\$811



Revised Budget Update

2025-2026 School Year

JORDAN

FY2026 Revised Budget

- **Fund 01 Revenues**

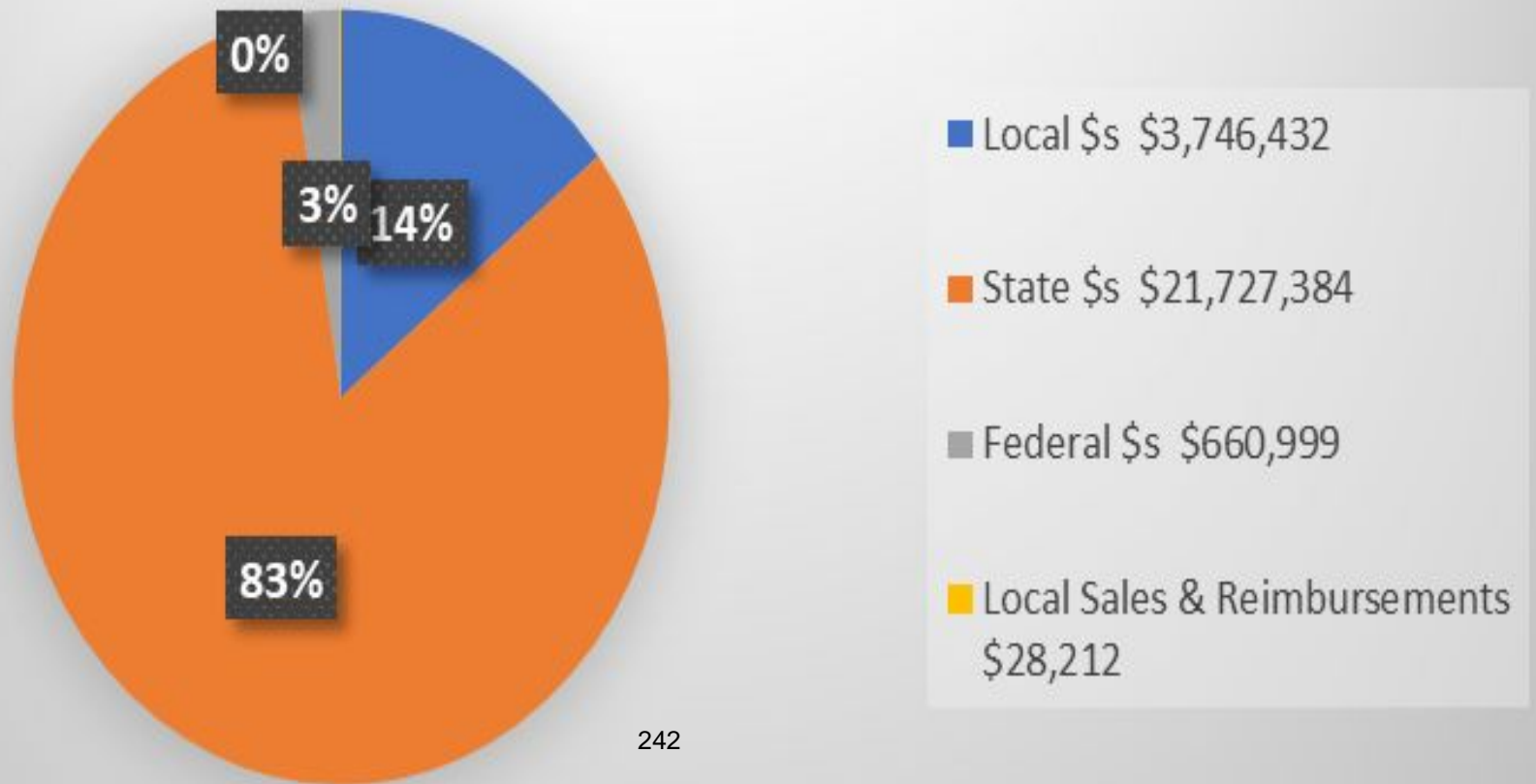
- Levy \$s and Local Sources (fees-donations-miscellaneous)
 - \$3,746,432
- State Aid
 - \$21,727,384
- Federal Sources
 - \$660,999
- Local Sales & reimbursements
 - \$28,212

- Total Projected General Fund Revenue - **\$26,163,027**

Reminder: These are projections until audited in December 2026.

General Fund Revenue Projection

FY2025-26 - \$26,163,027



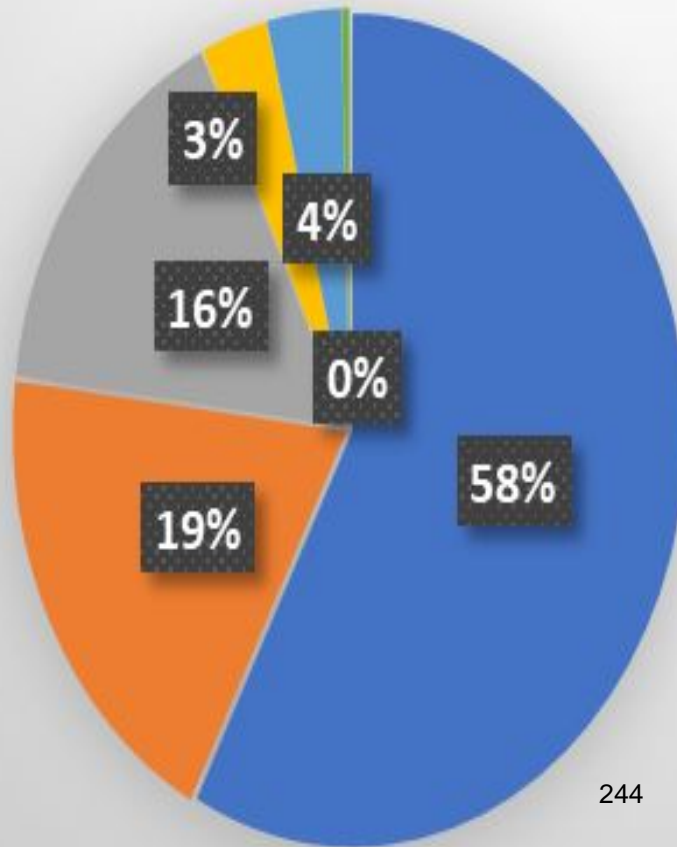
FY2026 Revised Budget

- **Fund 01 Expenditures**

- Salaries
 - \$15,128,185
- Benefits
 - \$5,023,973
- Services (fees-repairs-utilities)
 - \$4,157,339
- Supplies
 - \$847,339
- Capital expenditures (equipment)
 - \$943,607
- Other Expenditures (memberships)
 - \$94,100
- Total Projected General Fund Expenditures - **\$26,194,543**

Reminder: These are projections until audited in December 2026.

General Fund Expenditure Projection FY2025-26 - \$26,194,543



- Salaries \$15,128,185
- Benefits \$5,023,973
- Purchased Services \$4,157,339
- Supplies & Materials \$847,339
- Equipment \$943,607
- Other Financing Sources \$94,100

FY2026 Revised Budget continued

- Total projected General Fund Fund Balances at 06/30/2026
 - \$3,868,817
 - \$3,118,554 (Projected Unassigned Fund Balance)
 - \$617,010 (Restricted Fund Balance)

FY2026 Revised Budget Considerations

- Enrollment Estimates (ADMs)
 - Est VPK 2
 - ECSE 17
 - Kindergarten 96
 - Grades 1-3 399
 - Grades 4-6 397
 - Grades 7-12 897
 - Est Tuitioned Students 15
 - Total Projected 1823

2025-2026 Revised Budget

FUND 01	
2025-2026 Revenue	2025-2026 Expenditures
\$26,163,027	\$26,194,543
\$31,516	

Projected Budget Update

2026-2027 School Year

JORDAN

A Look into FY2026-2027- Projections

- Fund 01 Revenues
 - Levy \$s and Local Sources (fees-donations-miscellaneous)
 - \$3,726,587
 - State Aid
 - \$21,995,618
 - Federal Sources
 - \$660,999
 - Local Sales & reimbursements
 - \$28,747
 - Total Projected General Fund Revenue - \$26,411,951
- **Revenue increase of \$248,924**

A Look into FY2026-2027- Projections

- Fund 01 Expenditures
 - Salaries
 - \$15,350,000
 - Benefits
 - \$5,150,000
 - Services (fees-repairs-utilities)
 - \$4,218,290
 - Supplies
 - \$855,436
 - Capital expenditures (equipment)
 - \$749,651
 - Other Expenditures (memberships)
 - \$94,100
 - Total Projected General Fund Expenditures - \$26,417,477
- **Expenditures Increase of \$222,934**

A Look into FY2026-2027- Projections

- **Salary Expenditures**- increase (even if we do nothing)
- **Benefits**- increase in FICA-TRA-PERA
- **Fees-services-repairs-utilities**- hope to remain the same (there are too many unknowns at this time)
- **Supplies**- a slight reduction
- **Equipment**- hope to remain the same (there are too many unknowns at this time)
- **Legislative Requirements**- hope to remain the same (there are too many unknowns at this time with any new legislative requirements that are unfunded)

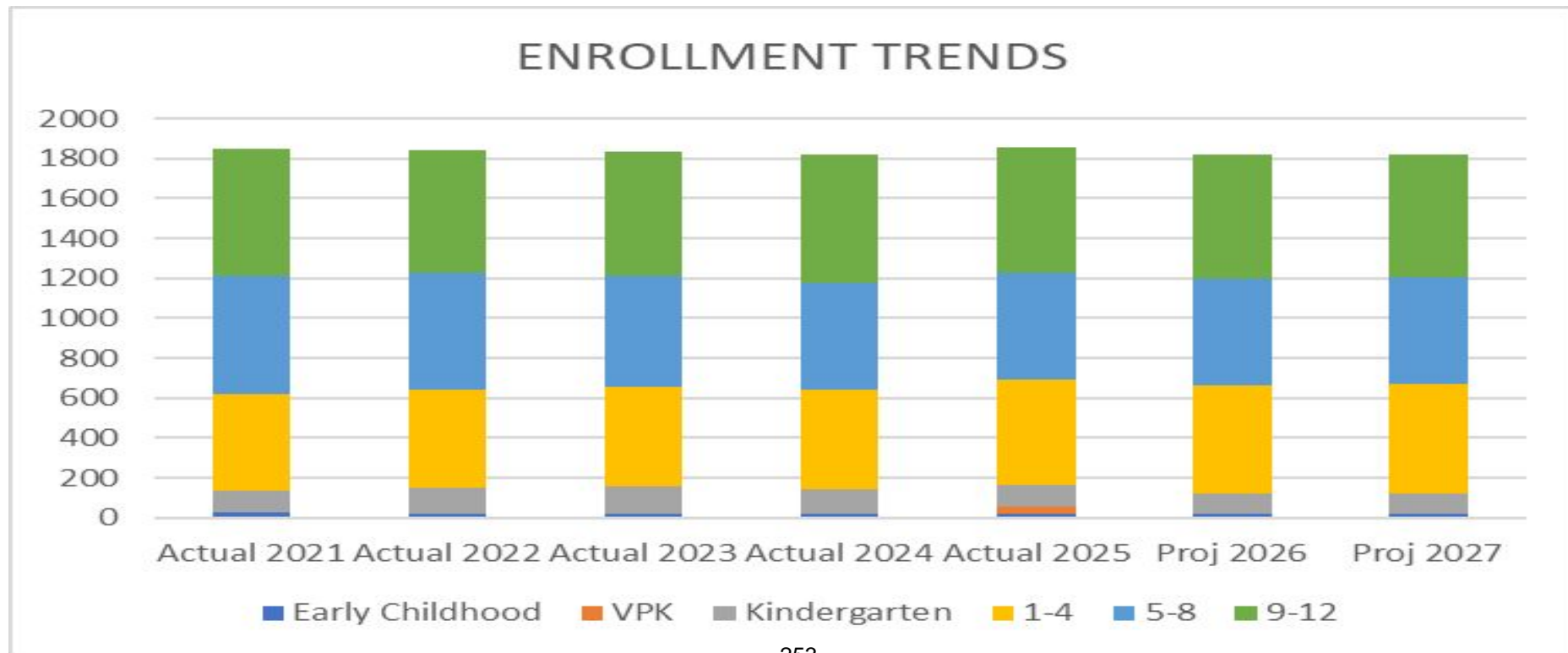
A Look into FY2026-2027- Projections

- **Projected Revenue**

- 2.69% increase in State Aid \$s on the formula per Adj ADM
 - **\$7,481/Adj ADM FY2026**
 - **\$7,682/Adj ADM FY2027**
 - **Increase to formula aid \$334,637**
- Estimated enrollment #s
 - ECSE and K-12 #s rolled grades forward
 - Est 2 VPK
 - Est ADMs - 1823 (enrollment remains stable)
- Summer unemployment not funded
 - **Loss of revenue (\$124,000)**
- Paid Family Medical Leave tax- **Loss of revenue (\$69,000)**

ENROLLMENT TRENDS

Grade	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025	Proj 2026	Proj 2027
Early Childhood	24.25	23.01	23.09	21.15	20.59	21	21
VPK	0	0	0	2.14	34.55	2	2
Kindergarten	108.86	125.66	134.95	118.05	108.46	96	100
1-4	484.45	493.92	496.62	501.33	529.78	544	547
5-8	594.78	582.86	558.37	534.7	534.23	532	532
9-12	637.55	612.95	622.37	641.37	628.87	625	621
TOTAL ADJ ADMs	1849.9	1838.4	1835.4	1818.74	1856.48	1820	1823



FY2026 Projected Budget Considerations

- **Property/Liability Insurance**
 - increased \$49,727 (will likely see increase for FY2026-2027)
- **Work Comp Insurance**
 - Decreased \$29,269 FY2025-2026)
- **Technology Software Expenses**
 - Arctic Wolf costs - \$76,801/year (Safe School \$s)
 - SentinelOne - \$9,054 (Safe School \$s)
- **SRO staffing** - \$77,407 /9 month contract (Safe School \$s)

Additional Considerations

- **Enrollment** - Increase/decrease - have remained stable, 170 seniors graduating, budgeting for 100 kindergarteners
- **Unemployment insurance** for 9mth employees - \$124,000, budget as if not funded for summer
- **PFML** - full 12 months - additional \$69,000, not counting sub costs
- **Blue Ribbon Commission**- Special Education, monitoring ADSIS grant or 5% increase in cross-subsidy
- **Compensatory Revenue Task Force** - Districts were held harmless up until FY2025-2026
- **Other cost increases** - Insurance, Utilities, snow removal, PSEO and online learning costs, Transportation Cost increases

2026-2027 Projected Budget

FUND 01	
2026-2027 Revenue	2026-2027 Expenditures
\$26,411,951	\$26,417,477
\$5,526	

Why not an Operating Levy right now?

- We have to think about what we can actually afford
- Our community has been clear regarding tax capacity at this time.
- A levy would represent only about 3-4% of our budget.
- We would be making reductions again in a couple of years.
- Additional levy dollars are one time money, or “Flat Income”
- Expenditures each year continue to increase
 - Settled Contracts
 - Flat enrollment
 - Increases in operational costs
- We cannot levy ourselves out of this if we do not continue to right size our budget.

The Budget and Staffing Process

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

Administrative and Board Retreat

- Review of the state of Jordan Public School District Programming and data
- Review of financial status of of Jordan Public School District
- Discussion of Priorities

Direction to the Administrative Team

- **Balance the budget for FY2026-2027**
 - To the degree possible, acknowledging the unknown revenue streams
 - Rightsize in areas of overspend in relation to comparable districts
- **Considerations**
 - Maintain excellent programming and student experiences
 - Alignment to class size ranges, basing annual staffing on enrollment
 - Minimize impact

Budget Process for 2026-2027

On-going Spring 2026:

- **Dual Processes** inform Administrative Recommendations
 - **Adjustments based on annual enrollment and staffing processes**
 - **Budget Adjustments as needed**
- Administrative Team reviews initial FTE needs
 - Staffing in alignment to class size ranges
 - Student registration at JMS/JHS
- Administrative work sessions to finalize draft budget, review expenditures and develop recommendations for reductions of expenditures and plan for staffing and programming
- Full Staff Update March 2026

Recommended Adjustments

- **District Level Administration (Potential Adjustment \$60,000)**
 - Potential shift in duties with attrition of staffing
- **School Level Administration (no recommended adjustments)**
 - We are in alignment with budget and comparable districts.
- **Operational Maintenance (no recommended adjustments)**
 - Potential shift in duties with attrition of staffing
 - We will monitor on-going staffing and duties for potential efficiencies.
- **Transportation (no recommended adjustments)**
 - We are in alignment with budget and comparable districts.

- **Instruction Regular ** (Adjustment \$117,000 or more)**
 - *These dollar amounts are based on our annual staffing to enrollment process.*
 - Teaching positions and 6th class pay are adjusted annually based on annual review of enrollment and staffing to class size ranges.
 - Alignment of Grades 5-7 electives
 - Reduction of 1.0 MS elective position
 - Adjustments in stipends and offerings that are annual and bi-annual.
 - Hiring processes through attrition
- **Instructional Support ** (Adjustment TBD)**
 - Possible redeployment of funds from 1.0 MS elective reduction to Instructional Support position
- **Pupil Support Services ** (Adjustment TBD)**
 - We will not fill open paraprofessional positions at this time.

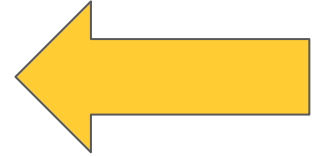
- **TOTAL ADJUSTMENTS: \$117,000- \$272,000**
- Adjustments in key expenditure areas will improve our efforts of efficiency and stabilization of our district finances.
 - Some areas may not require adjustments.
 - Some may show an adjustment due to on annual staffing based on enrollment.
- We will continue to monitor all budget areas on-going

February 23 Work Session:

- School Board reviews and discusses potential reductions

March 9 School Board Meeting:

- School Board resolutions to reduce programs and staffing, Action



March 16 Work Session and Special Meeting:

- Draft Budget and Recommended Reductions presented to School Board, Action

March 17:

- Employee Notices provided, as needed

April 9 Board Meeting:

- School Board/ Administrative team finalize any additional staffing adjustments as needed

May 2026

- Administrative Team prepares final budget

June 8 School Board Meeting:

- School Board 2026-2027 Budget

*June 30 last day for Employee notices to be finalized by Board

Supporting our Students

This is important and challenging work. We need to stay focused on the data and united in our shared goal of doing the best we can for students with the resources we have.

Thank you for your dedication, your trust in our staff, and your willingness to put in the work for our kids.

**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 March, 2026, at _____ .m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and

moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School District No. 717, Jordan adopted a resolution on February 9th, 2026, directing the administration to make recommendations for reductions in programs and positions; and

WHEREAS, said recommendations have been received and considered by the School Board.

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

That the following programs and positions, or portions thereof, be discontinued or reduced:

1. Eliminate 1.0 FTE Middle School Spanish Teacher.
2. Reduce annual staffing by \$117,000, including realignment of Grades 5-7 electives and adjustment of stipends.
3. Initiate hiring freezes through attrition with goal of reaching total budget adjustments, including above reductions, for total adjustments of reductions of \$117,000 to \$272,000.

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:

whereupon said resolution was declared duly passed and adopted.

CLERK’S CERTIFICATE

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 717, Jordan, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 717 duly called and held on the date therein indicated, so far as such minutes relate to A Resolution Discontinuing and Reducing Educational Programs And Positions, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 9th day of March, 2026.

Clerk of the School Board
Independent School District No. 717
Jordan, Minnesota

Achievement and Integration Plan

July 1, 2026 to June 30, 2029

District ISD# and Name: Jordan Public Schools 717

District Integration Status: Adjoining District (A)

Superintendent: Ranae Case Evenson

Phone: 952-492-6200

Email: revenson@isd717.org

Plan submitted by: Erin Hjelmeland

Title: Director of Teaching and Learning

Phone: 952-492-4486

Email: ehjelmeland@isd717.org

Partnering Districts

Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

1. **Shakopee Public Schools** RI - Racially Isolated
2. **Prior Lake Public Schools** A - Adjoining
3. **Jordan Public Schools A** - Adjoining
4. Enter text here. Choose district status.

Provide the name of your integration collaborative if you have one: Enter name.

Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a Racially Identifiable School (RIS), please list each of those schools below. Add additional lines as needed. You will complete one RIS plan, one per RIS, at the end of the form.

1. Enter text here.
2. Enter text here.
3. Enter text here.
4. Enter text here.
5. Enter text here.
6. Enter text here.

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

School Board Approval

We certify that we have approved this Achievement and Integration plan (Minn. Stat. § 124D.861, subd. 4).

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

Superintendent: Ranae Case Evenson

Signature:

Date Signed: March 9, 2026

School Board Chair: Deb Pauly

Signature:

Date Signed: March 9, 2026

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a **Multidistrict Collaboration Council (MDCC)** to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with Racially Identifiable Schools (RIS) are required to convene a **Community Collaboration Council (CCC)** to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2). *Record your Community Collaboration Council members on the RIS portion of this form.*

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

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide on page 8 of the [Achievement and Integration Plan Guide](#).

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

Multidistrict Collaboration Council: The Committee met in early March to review the plan and provide valuable input to the goals and strategies meant to support these goals. Committee members include: Rane Case Evenson, Jeff Vizenor (AIPAC), Ben Bakeberg, Rose Gulbranson, Melissa Barnett, Chad Williams (AIPAC), Jenna Wendorff, Stephen Damlo, Amy Peters, Leah Aamlid, Sarah Miller (AIPAC), Katie Fisher, Beth Dietel, Rebecca Williams, Sara Sievers, Amy Vizenor, Deb Pauly, Michael Vourlos, Katie Wegner, Jenny Kusske, Nadine Cherro, Alexia Poppy-Finley, Nanette Wester, Melanie Crain, Jayme Sebastian, Stephanie Clark, and Erin Hjelmeland

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

Achievement and Integration Goals

You will copy and paste the Goal, Strategy, and KIP portion of this form for each individual goal or strategy your district has.

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

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

Goal #1: Cross District Caring and Committed Conversations. Students in grades **4-12** who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school by the end of the 2029 school year.

Goal type: Integration

Goal #2: Student Achievement Groups. Students in grades 4-12 will have access to student diversity leadership groups.

Goal type: Achievement Disparity

Goal #3: Family Engagement. Increase attendance of families from underrepresented groups at school engagement events and activities by 15% over three years as measured by a self-reported district survey.

Goal type: Integration

Goal #4: Academic Support Programs Targeting the Achievement Gap. Academic Support Programs Targeting the Achievement Gap aimed to provide focused, evidence-based support to students who are underperforming and / or disengaged in order to reduce disparities in academic outcomes and ensure equitable opportunities for success.

Goal type: Achievement Disparity

Goal #1: Cross District Caring and Committed Conversations. Students in grades **4-12** who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school by the end of the 2029 school year.

Goal type: Integration

Strategies

Strategy Name and # Cross District Caring and Committed Conversations

Type of Strategy: Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.

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

- | | |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input checked="" type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input type="checkbox"/> Increases graduation rates. |
| | <input type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

The purpose of Caring and Committed Conversations is to increase real and authentic student voice around aspects happening inside and outside our schools and communities in students grades 4-12; moreover, these conversations help students build relationships with each other through smaller group discussions. These conversations are facilitated by teachers and other adults from our districts, but they are led by students.

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

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

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

Key Indicators

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percent each year. 2019 enrollment is 32 percent.</i>	42%	52%	62%
Students in grades 4-12 feel comfortable exhibiting self-confidence, self-awareness, self-management, social awareness, relationship skills, and responsible-decision making skills through actions, words, and interactions with others.	40%	60	80%
Students in grades 4-12 feel comfortable acting to bring to the forefront the “Voices” of all students to make their experiences visible and voices heard.	40%	60%	80%
Students in grades 4-12 feel comfortable promoting and supporting change including identifying and acting on opportunities for positive improvement; encouraging exploration of various approaches; demonstrating commitment to change through actions and words; and, mobilizing others to support positive change.	40%	60%	80%
Students in grades 4-12 feel comfortable taking on the role of a leaders by influencing, motivating, and guiding others in positive ways.	40%	60%	80%
Students feel that adults and peers in school care about their individual learning as well as caring about them personally.	40%	60%	80%

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

Goal #2: Student Achievement Groups. Students in grades 4-12 will have access to student diversity leadership groups.

Goal type: Achievement Disparity

Strategies

Strategy Name and # Student Achievement Groups

Type of Strategy: Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.

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

- Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- Provides school enrollment choices.

- Increases cultural fluency, competency, and interaction.
- Increases graduation rates.
- Increases access to effective and diverse teachers.

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

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

Elementary students participating in the Diversity Leadership Crew Jrs. (DLC Jrs.) form committees. The committees include: planning Harambee, tutor younger students, facilitate the use of “circles,” and create skits to teach helpful/hurtful school behaviors. The Diversity Leadership Crew (DLC) is Jordan's Middle School leadership team. This group will be responsible for organizing an international dinner with student appreciated evening activities. The DLC also organizes the lunches for the Equity Leadership Crew (ELC) Caring and Committed Conversations. The ELC involves high school students organizing a conversation process called The Caring and Committed Conversation. This conversation model elevates student voice and experience to promote building positive relationships and healthy communication skills. The participation in the ELC also promotes students to use their voice to create positive changes focusing on equity along with honoring differences, valuing diversity, and celebrating commonalities.

All leadership groups meet with the culturally responsive pedagogy specialist and other staff members dedicated to these groups at least once a week.

Location of services: Jordan Public Schools

Key Indicators

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percent each year. 2019 enrollment is 32 percent.</i>	42%	52%	62%
Student leadership groups will meet during specific times in designated locations.	100%	100%	100%
The student leadership groups will create family and community activities aimed at celebrating students at least two times per year.	100%	100%	100%
The district will retain a Culturally Responsive Pedagogy Specialist to support these leadership groups.	100%	100%	100%
The students will take part in immersion experiences including leadership opportunities, field trips, and cultural events.	100%	100%	100%

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

Goal #3: Family Engagement. Increase attendance of families from underrepresented groups at school engagement events and activities by 15% over three years as measured by a self-reported district survey.

Goal type: Integration

Strategies

Strategy Name and # Family Engagement

Type of Strategy: Family engagement initiatives to increase student achievement.

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

- | | |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input checked="" type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input checked="" type="checkbox"/> Increases graduation rates. |
| | <input type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

Jordan Public Schools is committed to fostering meaningful, inclusive engagement across all school activities so that families from underrepresented groups feel welcomed and valued. Over the next three years, the district will strengthen relationships, reduce participation barriers, and expand culturally responsive outreach for academic events, extracurricular activities, conferences, and district initiatives.

Strategies will include multilingual communication, interpretation services, flexible scheduling, and virtual participation options when appropriate. When feasible, schools will provide supports such as childcare and transportation and partner with trusted community organizations to broaden outreach. Ongoing feedback through listening sessions and a self-reported district survey will help guide improvements. Through these intentional efforts, Jordan Public Schools aims to increase attendance of families from underrepresented groups at school activities by 15% over three years.

Location of services: Jordan Public Schools

Key Indicators

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percent each year. 2019 enrollment is 32 percent.</i>	42%	52%	62%
Increase attendance of families from underrepresented groups at all school activities over three years, as measured by a self-reported district family engagement survey (using year one as the baseline).	30%	38%	45%
Increase by 15% the percentage of families from underrepresented groups who report on the district survey that they feel welcomed, valued, and informed about school activities.	30%	38%	45%
Increase the number of school activities that provide at least one accessibility support.	30%	38%	45%

Goal #4: Academic Support Programs Targeting the Achievement Gap. Academic Support Programs Targeting the Achievement Gap aimed to provide focused, evidence-based support to students who are underperforming and / or disengaged in order to reduce disparities in academic outcomes and ensure equitable opportunities for success.

Goal type: Achievement Disparity

Strategies

Strategy Name and # Academic support programs targeting the achievement gap.

Type of Strategy: Innovative and integrated pre-K-12 learning environments. * If you choose this, complete the Integrated Learning Environments section below.

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

- | | |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input checked="" type="checkbox"/> Increases cultural fluency, competency, and interaction. |
| <input type="checkbox"/> Provides school enrollment choices. | <input checked="" type="checkbox"/> Increases graduation rates. |
| | <input type="checkbox"/> Increases access to effective and diverse teachers. |

Narrative description of this strategy. Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

The district's academic support programs are designed to provide both academic and social-emotional learning (SEL) support to students. These programs intentionally integrate skill development in core academic areas with strategies that strengthen self-regulation, resilience, and positive school engagement. By addressing both academic and social-emotional needs, the district aims to better support students on their path toward long-term success and graduation.

In grades 5–12, academic support programs focus on closing achievement gaps while building the foundational skills students need for future coursework and postsecondary readiness. At the high school level, a key priority is ensuring students remain on track for graduation. Students receive targeted support based on individual academic, social, and behavioral needs to help them successfully meet graduation requirements.

Programs are led by highly trained educators and supported by culturally responsive practitioners and specialized staff to ensure instruction is inclusive, relationship-centered, and responsive to the diverse needs of students.

Location of services: Jordan Public Schools

Key Indicators

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Example: The percentage of American Indian students enrolling into concurrent enrollment classes will increase by 10 percent each year. 2019 enrollment is 32 percent.</i>	42%	52%	62%
REACH students in grades 5-8 will show individual growth as measured on the MCA tests in reading and math.	90%	90%	90%
Jordan High School will remain above 90% in the four-year graduation rate cohort model.	100%	100%	100%
Students in grades 9-12 taking part in academic support programs will show individual growth on MCA tests in grades 10 and 11.	90%	90%	90%
Students in grade 11 taking part in academic support programs will take the ACT test offered by Jordan High School when appropriate.	90%	90%	90%

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

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)).

This Achievement & Integration plan is designed to increase alignment, reduce duplication, and maximize the impact of district resources by creating a cohesive framework across student engagement, family engagement, leadership development, and academic support efforts. Rather than operating as separate initiatives, the four goals work together to support both integration and the reduction of achievement disparities.

Cross District Caring and Committed Conversations and Student Achievement Groups are aligned to streamline student leadership and voice initiatives under a coordinated structure, eliminating overlapping student groups and ensuring consistent outcomes across grade levels. Family Engagement efforts will centralize outreach strategies, communication systems, and accessibility supports across schools to avoid fragmented or redundant engagement activities. Academic Support Programs targeting the achievement gap will be aligned under shared criteria, progress monitoring systems, and evidence-based practices to prevent duplication of services and ensure resources are directed to students with the greatest need.

By intentionally coordinating staffing, programming, data collection, and evaluation across these goals, the district will improve efficiency, strengthen accountability, and ensure that funds are strategically invested in initiatives that produce measurable results for students and families.

Achievement and Integration

July 1, 2026-June 30, 2029
Executive Summary: *NEW PLAN*

JORDAN

Achievement and Integration

Overview

The purpose of the *Achievement and Integration for Minnesota (A&I)* program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

Jordan Public Schools is a part of the Minnesota River Valley Cooperative, along with Shakopee Public Schools and Prior Lake-Savage Public Schools. An aspect of the A&I three year plan must include opportunities for students from all three districts to work together on a common initiative.

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

A&I 26-29 New Plan

Each new plan is submitted by March 15 on a three year cycle.

Next school year will mark the start of **YEAR ONE** of the 2026-2029 Plan cycle.

A&I Minnesota River Valley Cooperative: Combined Goal

Shakopee, Prior Lake, and Jordan

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

- **GOAL #1: Cross District Caring and Committed Conversations.** Students in grades **4-12** who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school by the end of the 2026 school year.

A&I Jordan Goals

- **GOAL #2: Student Achievement Groups.** Students in grades 4-12 will have access to student diversity leadership groups.
 - **Goal Category:** Achievement Disparity
- **GOAL #3: Family Engagement.** Increase attendance of families from underrepresented groups at school engagement events and activities by 15% over three years as measured by a self-reported district survey.
 - **Goal Category:** Integration Goal
- **GOAL #4: Academic Support Programs Targeting the Achievement Gap.** Academic Support Programs Targeting the Achievement Gap aimed to provide focused, evidence-based support to students who are underperforming and / or disengaged in order to reduce disparities in academic outcomes and ensure equitable opportunities for success.
 - **Goal Category:** Achievement Disparity

The logo for Jordan, featuring the word "JORDAN" in a stylized, italicized font with a yellow-to-orange gradient and a dark red outline.

Specific Interventions to Support Goals

- Student leadership groups will take part in events that support growth in the measured SEL skills.
- Students will self-report their growth in the CASEL Core Competencies: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school.
- Each district in the collaborative will identify student leadership groups that will engage in leadership development and training focused on diversity and equity within schools.
- Jordan Public Schools will focus on building and maintaining student leadership groups at each building level. These groups will meet on a regular basis in designated classrooms each week.
- Students in grades K-3 will take part in Harambee. Leadership grade four students will lead Harambee.
- Highlight diverse populations each month during core instruction.
- Jordan Public Schools will hire and retain REACH teacher(s) in grades 5-12 who will provide academic support coinciding with social and emotional instruction for all students.
- Jordan Public Schools will hire and retain a SURGE instructor.
- Jordan Public Schools will utilize culturally responsive and SEL materials to support students in all REACH courses.
- Jordan Public Schools will hire and retain a .5 FTE Culturally Responsive Pedagogy specialist to embed best practices throughout the district.
- Professional Development focused on CRP will be shared at staff meetings, PLC meetings, team meetings, etc.
- Culturally Responsive Pedagogy skills are also integrated throughout the Teacher Development and Evaluation models.
- MTSS Process: CRP goals (TD & E Plan), Online JPS PD Courses, PLC Teacher & Student Questionnaires, Family Questionnaire/Google Forms, etc.

Achievement and Integration

Budget

The budget available for these goals and interventions for the 2026-2029 school year is approximately \$195,511.80 per year.

The Achievement & Integration (A&I) budget supports expenses directly aligned to the district's stated goals and strategies. Funds are allocated for staffing and salaries, instructional and program supplies, transportation, and other necessary resources that ensure effective implementation of goal-related activities. These investments are intentionally tied to advancing student achievement, strengthening integration efforts, expanding family engagement, and providing targeted academic and leadership supports.

** This is a designated funding source that may only be used for expenses directly aligned with Achievement and Integration goals and initiatives.**

Any Questions?

Achievement and Integration 2026-2029
July 1, 2026 - June 30, 2029
Executive Summary
March 9, 2026

Achievement and Integration Overview

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

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

A&I 2026-2029 Plan Goals

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

- **GOAL #1: Cross District Caring and Committed Conversations.** Students in grades 4-12 who participate in Caring and Committed Conversations will self-report an increase in comfort level from baseline data to 80% comfort reported in each of the following areas: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school by the end of the 2029 school year.
 - **Goal Category:** Integration Goal

Jordan Public Schools: Specific Goals

- **GOAL #2: Student Achievement Groups.** Students in grades 4-12 will have access to student diversity leadership groups.

- **Goal Category:** Achievement Disparity
- **GOAL #3: Family Engagement.** Increase attendance of families from underrepresented groups at school engagement events and activities by 15% over three years as measured by a self-reported district survey.
 - **Goal Category:** Integration Goal
- **GOAL #4: Academic Support Programs Targeting the Achievement Gap.** Academic Support Programs Targeting the Achievement Gap aimed to provide focused, evidence-based support to students who are underperforming and / or disengaged in order to reduce disparities in academic outcomes and ensure equitable opportunities for success.
 - **Goal Category:** Achievement Disparity

Specific Plan Interventions to Support Goals

Goal 1: Cross District Caring and Committed Conversations.

- Student leadership groups will take part in events that support growth in the measured SEL skills.
- Students will self-report their growth in the CASEL Core Competencies: self-confidence and SEL skills, elevating voice, advocacy for change, leadership skills, and connectedness to school.

Goal 2: Students in grades 4-12 will have access to student diversity leadership groups.

- Each district in the collaborative will identify student leadership groups that will engage in leadership development and training focused on diversity and equity within schools.
- Jordan Public Schools will focus on building and maintaining student leadership groups at each building level. These groups will meet on a regular basis in designated classrooms each week.
- Students in grades K-3 will take part in Harambee.
- Highlight diverse populations each month during core instruction (Black History Month, Native Heritage Month, Ramadan, etc.)-MB

Goal 3: Family Engagement.

- The district will utilize multilingual communication, interpretation services, flexible scheduling, and virtual participation options when appropriate.
- When feasible and appropriate, schools will provide support such as childcare and transportation at school events.
- Ongoing feedback through listening sessions and a self-reported district survey will help guide engagement improvements.
- Family engagement events include district-level organizations (such as District Advisory), building-level events (such as the AIPAC Banquet, Glow Night, and similar activities), and extracurricular opportunities, including athletic events and other school-sponsored activities.

Goal 4: Academic Intervention Programs Targeting the Achievement Gap.

- Jordan Public Schools will hire and retain REACH teacher(s) in grades 5-12 who will provide academic support coinciding with social and emotional instruction for all students.
- Jordan Public Schools will hire and retain a SURGE instructor.
- Jordan Public Schools will utilize culturally responsive and SEL materials to support students in all REACH courses.
- MTSS Process
 - CRP goals (TD & E Plan)
 - Online JPS PD Courses
 - PLC Teacher & Student Questionnaires
 - Family Questionnaire/Google Forms

General Support for All Goals.

- Jordan Public Schools will hire and retain a .5 FTE Culturally Responsive Pedagogy specialist to embed best practices throughout the district. The CRP specialist will focus on professional development, community development, student leadership groups, and school development to support students, staff, and families.
- Professional Development focused on CRP will be shared at staff meetings, PLC meetings, team meetings, etc.
- Culturally Responsive Pedagogy skills are also integrated throughout the Teacher Development and Evaluation models.

Achievement and Integration Budget

The budget available for these goals and interventions for the 2026-2029 school years is \$195,511.80 per year.

**PARKING LOT CONSTRUCTION
AND
COST-SHARING AGREEMENT**

This Parking Lot Construction and Cost-Sharing Agreement (“Agreement”) is entered into this ___ day of _____, 2026 by and between the City of Jordan, a Minnesota municipal corporation (“City), and Independent District No. 717, a Minnesota public corporation (“District”). The City and the District are hereinafter referred to collectively as “Parties” and individually as a “Party.”

Recitals

1. Each Party has authority to enter into intergovernmental agreements, expend funds for public purposes, and acquire or dispose of real property.
2. The District owns multiple parcels of property within the City and is authorized to construct improvements on its property.
3. The District seeks a new parking lot off Hope Avenue on the District’s High School Property (PID 221070020), with the Parties sharing the cost.
4. The District owns vacant land northwest of its Middle School property that consists of bluffs and wetland (PID 220390210) (the “Bluff Parcel”).
5. The City seeks to acquire the Bluff Parcel to facilitate expansion of its trail system and seeks to acquire an easement across the District’s Middle School property (PID 229190440) to access the Bluff Parcel.
6. The City seeks to acquire utility easements across a rural parcel owned by the District located at 500 Sunset Drive (PID 229300490) (the “South Parcel”) to facilitate future water and sanitary sewer utility installations.

Agreement

1. **Parking Lot Project.** The Parties agree to construct a new parking lot on the High School Property off Hope Avenue as depicted in the attached Exhibit A (the “Project”).
 - i. The City is responsible for the design and construction of the Project, consistent with the layout shown in Exhibit A. The City shall prepare all required plans and specifications, obtain bids or quotes as required by law, enter into contracts, obtain required bonds, oversee construction and seek to resolve any contractual disputes.

- ii. The District, as property owner, shall apply for any required permits.
- iii. The District grants the City, its employees, agents and contractors the right to enter the High School Property for purposes of constructing the Project, with all necessary access to be from Hope Avenue. Following completion, the City shall restore the grounds around the new parking lot disturbed by construction with appropriate grading and seeding.
- iv. Upon completion, the parking lot shall be owned by the District. Accordingly, the District shall be responsible for all maintenance and repair. The City makes no warranty regarding the Project beyond any warranties provided by the contractor(s).
- v. The total estimated cost of the Project is \$238,000.00. The City shall pay up to half of the estimated cost of the Project (\$119,000). In the event the cost exceeds \$238,000, the City shall pay half of the additional costs, to the extent the total costs do not exceed 105% of the estimate. All costs over the City's share shall be paid by the District. The District may pay its share via direct payment within 60 days (in whole or in part) and the remainder will be assessed to the District in accordance with the City's special assessment policies. The District expressly consents to any assessment made in connection with the Project and waives any right to appeal or object to the assessment under Minnesota Statutes chapter 429 or any other law.

2. **Additional Consideration.** In consideration for the City's work on, and payment for, the Project, the District agrees to provide the following to the City:

- i. **Conveyance of Land.** The District agrees to convey to the City the Bluff Property (legally described in Exhibit B). The District shall convey the Bluff Property by warranty deed, in a form acceptable to the City. The deed conveying the Bluff Property shall be delivered to the City and recorded with the Scott County Recorder prior to commencement of construction of the Project.
- ii. **Easement to Access the Bluff Property.** The District agrees to grant the City a trail easement across the Middle School Property to access the Bluff Property in a form similar to that attached as Exhibit C. The final easement shall be executed by the District prior to commencement of construction of the Project.
- iii. **Road Right-of-Way / Utility Easement.** The District agrees to grant the City a road right-of-way easement 66 feet in width across the South Parcel. The utilities are in connection with the City's planned construction of a new water tower within the City. The road is a future local street from Trunk Highway 21 to Hope Avenue. The utilities are future road are shown on Exhibit D. The specific location of the right-of-way easement and underlying utilities shall be

determined by the City in good faith based on engineering and operational needs.

- iv. **Assessment for Future Roadway Improvements.** The District agrees to bear the full cost of the planned roadway improvements across the South Parcel as described in section 2(iii) above. The cost will be assessed to the District in accordance with the City's special assessment policies.
3. **Independent Status.** The Parties are independent public entities. Nothing herein shall be construed to create a partnership, joint venture, agency, or other similar relationship between the Parties.
4. **Liability.** Each Party shall be responsible for its own acts and omissions. Nothing in this Agreement shall be construed to waive or limit the Parties' statutory immunities, defenses, or liability limits under Minnesota Statutes chapter 466. Each Party shall be responsible for its own insurance coverage.
5. **Amendment.** This Agreement may be amended only by written agreement approved and executed by both Parties.
6. **Termination.** This Agreement may be terminated by either Party prior to contracts being let for construction of the Project by the terminating party providing written notice to the other party via personal delivery to the main office of the other Party. Upon termination under this section, neither Party shall have any further obligations under this Agreement, and no Party shall be liable to the other for costs, expenses, or damages arising from such termination.
7. **Severability.** In the event any provision or part of this Agreement is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative.
8. **Governing Law.** This Agreement shall be interpreted in accordance with the laws in the State of Minnesota.
9. **Entire Agreement.** This Agreement contains the entire understanding and agreement of the Parties. No Party has relied on any statement, promise, inducement, or representation that is not contained in this Agreement. This Agreement supersedes and replaces any and all prior statements and agreements between the Parties. The Parties agree that this Agreement cancels, without costs or payment to either Party, all earlier agreements regarding the subject of this Agreement.

10. Authorization. Each Party represents that this Agreement has been duly authorized by its governing body and the individual signing below has authority to bind the Party.

11. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be an original, but all of which together will constitute one agreement binding on the Parties. A copy of this Agreement will have the same legal effect as an original.

[SIGNATURES ON THE FOLLOWING PAGE]

Independent District No. 717

City of Jordan

By: _____
Board Chair

By: _____
Mayor

Date: _____

Date: _____

By: _____
Clerk

By: _____
City Administrator

Date: _____

Date: _____

March 9, 2026 Board Report

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

Sharing Our Story

- Recently the Minnesota Department of Education Commissioner, Willie Jett, visited our district. He was able to visit all three buildings, tour the spaces, meet with our Principals, and even stop by a few classrooms to interact with students and staff. We were so excited to have him visit Jordan and see our amazing school community!
- We're in the middle of registration season for the 2026-2027 school year! We have so many amazing opportunities for our students that I want to make sure families know about:
 - Our Jordan High School students have the opportunity to choose from courses offering 74 college credits without ever leaving Jordan High School.
 - One amazing thing I want to note about these college credit opportunities is that these students earn these credits while still being supported by our staff. We've found that students feel more supported in their transition to college level class work while working with our staff members here on-site.
 - If families have questions about these college credit opportunities, we would encourage them to reach out to our High School office!
 - Jordan Middle School registration will take place in March, so families should be on the lookout for more information in the coming weeks!
 - Our Kindergarten Round-up Event took place in late February. This event was for incoming Kindergarten students and their families. Students were able to see the school, meet our Kindergarten teachers, and experience Jordan Elementary School before coming to Kindergarten!
 - We highly encourage families to register their Kindergarten students as soon as possible, so they can start receiving important communications ahead of next school year!
 - Our 4/5's and 3/4's preschool classes are nearly full for the 2026-2027 school year, but we are looking to add another section for the 4/5's class. If families are still wanting to register, they can sign up for our wait list for the class section time they prefer, and we will contact families as soon as we open up another section!
 - Whether it's Preschool, High School or any grade level in between, all enrollment information is available on our website at www.isd717.org and clicking on the "Enroll" tab!
- Principal Vizenor and I recently spent a day at the Capitol to meet with legislators to discuss state funding and policy decisions that impact our schools. It is so important to tell our story and to stress the importance of local

decision-making, as a one-size fits all approach is rarely efficient or effective in so many ways.

Important Dates and Upcoming Events

- Monday, March 9 - MSBA/MASA Day at the Capitol
- Monday, March 9 - Regular School Board Meeting, 5:30pm
- Thursday, March 12 - JHS Conferences and Career Connections Fair
- Monday, March 16 - Special School Board Meeting, 5:30pm
- Monday, March 16 - JMS Band Concert, 7:00pm
- Thursday, March 19 - JES Grades 3 and 4 Music Concerts, 5:00pm & 6:30pm
- Thursday, March 26 - JES Conferences (PM)
- Friday, March 27 - No School Professional Development / JES Conferences (AM)
- Monday, March 30 - Friday, April 3 - Spring Break
- Sunday, April 12 - Celebrate Jordan, 1:00-4:00pm

Enrollment Update

- As of March 1, 2026: 1804 students - EC through grade 12.



Jordan High School Board Report for March 16, 2026

Improve Student Achievement, Learning and Career and College Readiness

- Teachers have begun working more specifically on test preparation for the MCA Science, Math, Reading, and the ACT tests. Those tests will be all happening in the next month.
- We have finalized the registration process and begun the process of assigning FTE to staff. We will look to start the master schedule work at the end of March.
- Parents were invited to attend a registration information evening in February. We had around 20 families come to the virtual presentation. They were encouraged to plan purposefully for the four years that they are at JHS.

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

- We held a "Career and Community Connections" event during our conferences on March 12. This was a great event to expose our families to opportunities at JHS and in the community.
- Our PBIS staff groups are developing ways to engage students outside of the classroom to build community.
- Our music department will be heading to New York City during spring break to explore and perform. It is a great opportunity for our students to grow and engage in the world.

Improve Community Connection, Satisfaction, and Engagement

- The Jordan Dollars for Scholars Chapter will host the annual phone-a-thon on March 14. We hope to raise the most money ever for scholarships for the seniors. This is one of the best fundraisers for our students!
- Parent-teacher conferences were held on March 12 at JHS. The new format is sure to enhance the spring conferences.
- We had great concerts put on by our students and staff in the months of February and March.
- We are deep into playoffs and state tournaments/meets. We have had a number of student-athletes participate in events through Jordan and our cooperative teams.

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

- We continue to meet in Small Block and Large Block for our 9th grade students using the BARR methods. Our partnership with the BARR foundation has been a positive experience. This will be the last year of a three year grant.

- We have been using our committee meeting time to improve our building climate and staff growth. I appreciate the great collaboration of our staff.

**Jordan Middle School Board Report
March 9th, 2026**

Improve Student Achievement, Learning, and Career and College Readiness

- The MTSS team meets to review student data and adjust accordingly.
 - Staff review progress monitoring data for reading/math and adjust student support as needed.
 - Recommendations for summer school to support learning are being completed.
 - Summer school parent communications will be sent at the end of March.
- With the Reading Specialist, we reviewed data from the recent CAPTi Screener to help identify and support students showing need in Reading.

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 instruction and practice at the students' level based on Winter Fastbridge benchmarking.
 - Weekly Advisory reading time has been implemented at least once per week.

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

- PBIS committee continues to review data and share schoolwide data with staff.
- Focus has been on safe use of school-issued devices; review of phone & smart watch expectations
- The February building-wide theme was dependability, and the March theme is excellence.

Improve community connections, satisfaction, and engagement.

- Hosted the Student of the Month celebration on February 13th
- 5th and 6th-graders raised over \$3000 for the American Heart Association,
- Invite conferences were held on Feb 17th, and we had 28 kids on site to get instruction for Digital Day.
- 8th graders had the experience of downhill skiing through their physical education class.
- Students in 7th grade completed a unit on rollerblading in physical education.
- We had three JMS students compete in the Honors Band competition on February 23rd.
- The JMS choir performed on March 3rd with a Water theme. It was an amazing event with 300+ guests in attendance. Great job to our choir teacher Mr. Josh Newman (Mr. J)
- One student from JMS will compete at the state Esports tournament on March 14th.
- March 16, 2026, is the JMS band concert.
- JMS PTO will help run the Media Center's annual Scholastic Book Fair from March 16-20th.
- The Parent Teacher Organization will host an activity night for JMS students on March 19th.
- Student Council is organizing a grade-level give back to the Foodshelf March Madness will take place March 16-20.
- Week of March 16-20th Registration in science classrooms.
- Week of March 23rd - Registration with Infinite Campus in classrooms.
- March 26th will be our Student of Month, PTO Airplane toss fundraiser, and the 8th grade vs staff basketball game.



Jordan Elementary School
815 Sunset Drive
Jordan, Minnesota 55352
952-492-2336 main | 952-492-4446 fax

MELISSA BARNETT
Principal, Jordan Elementary School
mbarnett@isd717.org

Jordan Elementary School Principal Update March 16, 2026

We had a very busy month of February at JES, with March also having its fair share of upcoming events. Students and staff were excited to celebrate “I Love to Read” month in February where special guest readers came to share the joy of reading. The month ended with the PTO Read Across the School and all-school celebration where students were recognized for their reading and fundraising efforts.

We have one-hundred six Kindergarten students registered for the 2026-2027 school year! On February 26th we hosted Kindergarten Round Up and welcomed the Class of 2039 to JES. We will continue with our Countdown to Kindergarten messaging from now into the summer months to inform our new and returning families what to expect for the fall.

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

- **PRIDE in Student Achievement; PRIDE in Student and Staff Support**
 - Teachers are offering feedback for academic and SEL programming as well as ways to improve family engagement for the North Star Accountability report. In April, reps from MDE will visit our site to offer support in strengthening our MTSS process. We are also wrapping up our Title I monitoring as a school, with Amy Hafemann and I submitting our paperwork to MDE by March 11th.
 - Teachers continue to implement culturally responsive teaching practices to ensure we are meeting the diverse academic and social-emotional learning needs of our students. Plans for lessons related to Women in History month are well underway in classrooms.
 - Teachers meet weekly in PLCs to analyze data and evaluate effective teaching practices in Reading and Math. Our MTSS behavior and academic processes continue to encourage teachers to reflect on Tier I instruction and how to best support the needs of all students.

OUR MISSION

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

- Chad Williams, Jenna Wendorff and I are wrapping up teacher evaluations for the year, and have really enjoyed seeing teachers in action and providing feedback to help them grow as professionals.
- **PRIDE in a Caring and Committed Culture**
 - Our JES School Culture/PBIS Team has been offering a wide range of wellness activities for staff to participate. Reading, recipe sharing, Wednesday walking/wellness activities and March Madness events are underway and well-received and appreciated by staff.
 - We will be inviting families to engage in Spring Conferences on Thursday, March 26, and Friday, March 27. Families can choose to attend in-person conferences or connect via phone, or receive a written report of their child's progress in lieu of a meeting. We're excited to review students' academic and social-emotional goals and the progress they have made thus far this school year.
- **PRIDE in Facilities-Indoor/Outdoor Spaces**
 - We continue to teach students how to best take care of our new building by helping our custodial staff to keep the school clean. Our 4th Grade Leadership Classes love to help Mr. Brian, Ms. Cora and Mr. Dominic by cleaning Flex Areas, hallways and bathroom areas-many hands make lighter work!
- **Pride in Communications, Marketing and Outreach**
 - Our JES students and staff just completed the PTO Read-a-Thon and raised a little over \$28,000 for future field trips, classroom resources and other enrichment opportunities for students! Thanks to the PTO for all of their hard work and efforts with this event, as well as the teaching staff for promoting reading in and out of school.
 - The JEF Gala Silent Auction was a big success, and we will be having a guest teacher and principal for a day coming up in the near future. This year our Music Teacher, Ms. Foyer offered front row seats to the upcoming Music programs, which will be a great opportunity for families to not have to show up early to get good seats in the auditorium.

Executive Summary
Director of Teaching and Learning
March 2026

Improve Student Achievement, Learning, and Career and College Readiness

Professional Development - The end of quarter 3 professional development on March 27, 2026, will focus on building specific PLCs. The elementary school has conferences during this time. The middle and high school will focus on building-specific needs and PLC time for vertical alignment.

- **Summer and Fall Planning** – Planning for summer needs, additional training sessions, and back-to-school workshops is in full swing in order to allow time for teachers to plan accordingly as needed.
- **STILL AVAILABLE – Google Classroom Professional Development Learning Modules** – This [email](#) from the fall explains the modules and Google Classroom opportunities that will be available to teachers through the end of the year. Asynchronous modules in the PELSB required areas include:
 - Accommodations, Modifications, and Adaptations of the Curriculum
 - EL Best Practices
 - Culturally Responsive Pedagogy
 - Suicide Prevention
 - Mental Illness Awareness
 - PBIS
 - Reading Preparation
 - American Indian Education

Achievement and Integration --

- The new 2026-2029 Achievement and Integration Plan will be discussed at the March School Board Meeting and submitted to MDE by March 15, 2026.
- The updated budget for year two of Jordan's current Achievement and Integration Plan was revised and submitted to MDE.

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 took 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. Students in grades 9-10 took the Capti ReadBasix test in late February.
 - **Data review** – we are currently working through the Capti data to determine next steps and student needs.

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

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

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

important to note that test refusals are considered a “not proficient” score impacting the district's overall passing percentage.

- WIDA -- The ACCESS testing window opened in early January; currently the ML teachers are working to administer those tests to individual students. Additional information regarding Jordan's ACCESS testing can be found here – [Overview and Training: ACCESS Test for EL Students](#).
 - MNVA students requiring Access testing also need to be tested on-site in Jordan. The on-site testing date for Jordan MNVA students is Wednesday, March 11.

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.
 - 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 will start the training in the fall.
 - Renae Milawaski and are taking a “Bridge” course offered through CORE OL&LA in order to be able to lead the secondary SoR training for our staff.
 - That training will take place in April.

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 focused 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 was writing our new Achievement and Integration plan for the 2026-2029 school years.

MNVA (online learning option)

- Continually working with MNVA to track enrollment and work through any issues with programming, student support, etc.
- Currently Jordan has approximately 50 students attending MNVA either full-time or part-time.

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, 2025 - Meeting Norms and CACR Overview
 - November 18, 2025 - Building Project Update and A&I Progress Review
 - December 16, 2025 - Course programming and updates in all three buildings.
 - February 3, 2026 - Building Highlights
 - March 3, 2026 - A&I and Technology Updates
 - April 7, 2026

Activities Director Update 3/9/26

- **Wrestling Update** - The Scott West wrestlers season came to an exciting conclusion, with the team making the State Tournament for the first time since 2018. We went on to place sixth in Class AA. Five of our wrestlers qualified for the state tournament as individuals, and will be honored with Jordan PRIDE Awards at this meeting. Isaac Williams was the team's highest placer, finishing 3rd in the 172 pound class. Congratulations to the entire program on a great season.
- **Floor Hockey Update** - We participate in a co-op for Floor Hockey under New Prague's banner along with TCU and Belle Plaine. The team qualified for the state tournament and finished in 3rd place! We had two Jordan students on the team, 10th grader Dayle Carroll and 8th grader Charlie Rud. They are receiving Jordan PRIDE Awards for their contributions to the team.
- **Basketball Update**
 - The Jaguars had a great season overall and played some of their best basketball at the end of it. They advanced to the Section Finals in 2AAA before losing to top-seeded Marshall. This was the program's fourth consecutive section runner-up finish. Morgan Staloch, Jordan Staloch and Olivia Fynboh were all-conference players, and the team will also again be recognized as academic all-state.
 - The Hubmen finished their season as well with a loss in the Section 5AA second round to Hiawatha Collegiate Prep after having defeated Parnassus Prep in the previous round. Mitchell Schmidt was named to the all-conference team and passed the 1,000 points scored threshold mid-season.
- **Spring Sports** - Our first spring sports started today, Monday, March 9th. Softball and Track and Field were the first to get started. Baseball and both Boys and Girls Golf begin on Monday the 16th, while our Lacrosse co-ops with Southwest Christian will start on March 30th.
- **Spring Theatre Update** - Rehearsals are underway at both JMS and JHS for spring theatre productions. The JHS Theatre Department will be producing "Clue".
- **Athena Award** - Jordan High School's Athena Award winner for 2026 is Olivia Fynboh. Olivia was selected by our committee from among five worthy candidates. She is a terrific all-around athlete who has starred for Jordan over the past four years in cross country, basketball, and track & field. Among other achievements, she recently reached the 1,000 points scored threshold in the team's second-to-last game of the season. She will be honored at a luncheon on May 1st at the Earle Brown Heritage Center.



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

Director's Message:

- Spring/Summer brochure will be hitting mailboxes this month. Thanks to Andi and Elise for their work on this. We are looking forward to a fun and busy summer of programming!
- Celebrate Jordan is a month away and planning continues to go well. Hope to see you on April 12th from 1-4 pm this spring!
- Esports: Great news as we are sending 7 students to represent Jordan to the Esports State Tournament on March 14th. Good luck guys!

Minecraft 4v4

Jacob Ciavarrì
Devon Tran
Jacob Nohner
Riley Firlè
Alexander Yantes

SSBU 1v1s

Austin Olsen
Lincoln Plath

OUR MISSION

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

Preschool, ECFE and Kids Co:

Preschool:

- Registration opened last month with some of our classes already filling! We will wait to see what the waitlist brings about adding additional classes as we now have the space to do so.
- 3/4s went on their first field trip to the Shakopee Community Center. Fun was had by all! It's a great time for parents to get to connect. Students were so excited for their first big bus ride.
- 4/5s will head out later this month on their second field trip to Ney Nature Center. We are hoping for good weather!

ECFE:

- Winter session is wrapping up and it looks like our spring classes will be full!

Kids Co:

- Summer registration will open March 23.



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ELISE PICKLE
Communications Director
epickle@isd717.org

Communications and Marketing Monthly Summary

Sharing Our Story:

- We loved welcoming students and their families to our schools for our Preschool Open House, Kindergarten Parent Info Night, and Kindergarten Round Up events! Registration for next school year is ongoing and families can schedule a tour with one of our buildings or register their student on our district website: [Enroll Today!](#)
 - Jordan Middle School will welcome new families for next school year to their New Family night on Tuesday, April 7! We're working on an option to livestream this event - stay tuned for more details!
- Watch your mailboxes for the Spring/Summer Community Ed/Rec brochure! We anticipate these brochures will be in mailboxes by mid-March!

Events Attended for Photography Needs:

- JES Read Around the School
- JMS Global Day of Play
- JHS CIS Human Physiology Class
- MDE Commissioner Jett's visit to Jordan Public Schools
- JHS Choir Concert
- State Wrestling Send-off
- State Adaptive Hockey Send-off
- JHS Band Concert
- National School Breakfast Week

Ongoing (Daily/Weekly Activities) handled by Communications:

- Meeting with district leadership to determine upcoming communication needs.
- Craft district messaging.
- Create communications plans for activities and potential crisis communications scenarios, as needs arise.

OUR MISSION

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- 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

February 2026

February Highlights

- Student feedback groups held their first meetings at JES and JHS (JMS coming soon!) These meetings are a great way for managers to connect with students and hear what they are enjoying this year, as well as changes they would like to see. The groups will continue to meet every other month to gather feedback, explore ideas for future menu items and conduct taste testing!
- We are continuing to move forward with the potential purchase of a new serving line for the high school. A final design has been selected, and we are currently waiting on an electrical schedule to determine whether it will work with existing outlets or if any updates will be needed. Once we have that information, the project will move forward to the bidding process!
- I met with Ozzie to discuss potential opportunities to partner with Nutritional Services for the before school and summer MAX programs. WE have developed a great plan, and Ozzie will be approaching the Boosters to explore possible funding. Hopefully we will have more information to share soon!
- The Wellness Committee met on February 24th to discuss several upcoming items. One idea that came out of the meeting is a district-wide health challenge that will be presented to staff in April. While individual buildings will continue to plan their own wellness activities, it will be fun to introduce a friendly competition across the entire district! We also discussed the upcoming triennial assessment of the District Wellness Policy that will take place next fall, as well as goals and priorities for next school year. It was a great meeting, and I am excited for what is to come!



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KELLY RASER
Nutritional Services Director
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Upcoming projects

- It is hard to believe we are already planning for the end of the school year. We are currently finalizing menus for the remainder of the year and reviewing inventory as we begin planning for the summer meals program.
- New meals coming up: Cheese Tortellini with choice of Alfredo or Marinara Sauce, Mini Mozzarella Bites, Build Your Own Yogurt Parfait Bar, Biscuits and Gravy for lunch!, Italian Garden Salad and Chicken & Cheese Tortellini Soup!

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Board Meeting 3.9.26

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- I have been communicating with our building staff on student transitions from building to building and looking at appropriate services and programming for each student. We will be working closely with our building principals on this process to ensure consistency.
- Extended School Year (ESY) planning is happening as we speak! Dates scheduled for ESY will be **Monday through Thursday, June 8th through June 25th**. Times will be from **8:30 AM to 11:00 AM**. Primary location will be the Jordan Elementary School this summer.
- Targeted Services K-8 program will have two sessions this summer. There will be an Academic and Social Emotional Learning (SEL) session. The first session will be our academic session that will be **Monday through Thursday, June 8th through June 25th**. Times will be from **8:30 AM to 11:00 AM**. The second session will be our SEL session and that will be **Monday through Thursday, July 6th through July 23rd**. Times will be from **10:00 AM to 3:00 PM**. Location will be held at the Jordan Elementary School.
- As we are preparing for the end of the school year, we will be working on programming and services for our students for the 2026-2027 school year.

Improve Community Connection, Satisfaction, and Engagement

- Our Annual AIPAC Banquet will be on April 29th at the Jordan Elementary School.
- The Special Education Parent Advisory Council will meet one more time this school year. The plan is to have the SOAR Transition Program host the spring SEAC meeting in person with some breakout sessions for parents. The tentative date will be April 21st starting at 5:00 PM.

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 are continuing 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 are meeting to review our current federal and state special education expenditures to ensure we are on track with our budgeted dollars. Currently, the special education department is on track with the projected budget for the 26-27 school year.



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DAN LEHMAN
Facilities Director
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FACILITIES UPDATE

Director's message to the board:

Hello all, Spring is around the corner with a few days into the 60's forecasted! We have track equipment moved to the CERC to start their season, transitioning the HS multipurpose room from wrestling to batting cages. Fields are still thawing out and we still need them to dry out in order to get them prepped, right now looking like it will be two maybe three weeks out till we can do that. The coping replacement has been completed at JMS. We welcomed Cora Munsinger to our JES team as a second shift custodian. She is getting her routines down and has been a great addition to the team.

March Focus:

- Continue followup on punch list items at JES, we are getting closer to finishing them up
- Getting batting cages, discus pits, field temp fences and fields set as weather allows
- Working on our building chiller systems to get them set and ready for those warmer spring days
- Fire systems annual checks scheduled for spring break

2026 Board Committee & Liaison Assignments

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	Chrissy Olson
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, Matt Bertrang
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.