



Jordan School District #717  
 Health & Safety Meeting Agenda

Tuesday, October 13, 2020 at 6:30 PM  
 Regular Meeting  
 CERC Multi-purpose Room  
 500 Sunset Drive; Suite 3  
 Jordan, MN 55352

1.	Call to Order	
2.	Pledge of Allegiance	
3.	Roll Call	
4.	Consideration of Agenda	
5.	Public Comments	
6.	Consent Agenda	
1.	Minutes	3
2.	Monthly Finance Reports	10
3.	Donations	36
4.	New Hire - District Wide Custodian - Gary Jensen	37
5.	New Hire - HS Custodian - Jessica Rollins	39
6.	New Hire - DW Licensed School Nurse - Sheila Jenc	41
7.	New Hire - ES Special Education Paraprofessional - Alexandra Bergman	44
8.	New Hire - LTS MS Special Education Teacher - Amanda Ohmes	46
9.	New Hire - CERC Front Desk Assistant - Susan Sevcik	48
10.	New Hire - Coach, Volleyball - Tammy Stensland	50
11.	New Hire - Girls Soccer Coach - Joseph Doyle	52
12.	New Hire - MS Football Coach - Sean O'Brien	54
13.	New Hire - Kids Company - Mikaela Winters	56
14.	Resignation - Building Nurse - LuAnn Buerkle	
15.	Resignation - MS Cooks Helper - Devon Fye	
16.	Resignation - Grounds Custodian - Michael Johnson	
17.	FMLA Leave Request - Elizabeth Beckman	
7.	Action Items	
1.	Review and Act on 20-21 Communication Plan	58
2.	Review and Act on 20-21 American Indian Education Aid Application	60

3.	Review and Act on 20-21 Assurance of Compliance	75
4.	Review and Act on 20-21 World's Best Workforce Plan	77
8.	Board and Administrative Reports	
1.	Superintendent's Report	88
2.	HS Principal's Report	90
3.	MS Principal's Report	91
4.	ES Principal's Report	93
5.	Director of Teaching and Learning's Report	95
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7.	Community Education & Recreation Director's Report	102
8.	Communication, Marketing, and Event Director's Report	104
9.	Nutritional Services Director's Report	105
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11.	Technology Director's Report	107
12.	Facilities Director's Report	108
13.	Student Representative's Report	109
14.	School Board Member Reports / Committee Reports	116
9.	Adjourn Regular Meeting	



**School Board Meeting Minutes  
Non Board Approved**

Monday, September 14, 2020 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room / Google Meet  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

- Present: Deb Pauly, Tom Vogel, Sandy Burke (Remote), Connie Hennen, Rob Langheim, Ryan Dahnert and Olivia Rausch (Remote)
- Absent: Lauren Pedersen

**4. Consideration of Agenda**

- Motion to approve the agenda made by C. Hennen, Seconded R. Langheim
- Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

**5. Public Comments**

- None

**6. Consent Agenda**

6.1. Minutes

- 8/10/20 – Regular
- 8/24/20 – Workshop
- 8/24/20 - Special

6.2. Monthly Finance Reports

- Amy Hafemann prepared reports for the board to review.

6.3. Donations

- Fish Lake Sportsmen's Club – MCF Trap Team \$ 565.00
- Shannon Aukes' Family Donation JES Backpack Program \$3,500.83
- Jordan Fire Dept. CE CPR Class \$3,400.00

6.4. New Hire - Preschool Teacher - Paige Specken

6.5. New Hire - ES Teacher - Katie Fisher

6.6. New Hire - ES Paraprofessional - Alexandra Hillman

6.7. New Hire - HS Paraprofessional - Danny McDonnell

6.8. New Hire - ES Paraprofessional - Alexis Fuhrman

6.9. New Hire - ES Paraprofessional - Julianne Struck

6.10. New Hire - HS Building Nurse / Administrative Assistant - LuAnn Burkle

6.11. Resignation - HS Paraprofessional - Jana Rykhus

6.12. Resignation - ES Paraprofessional - Heather Van Heuveln

6.13. Resignation - ES Paraprofessional - Mitchell Martin

6.14. 2020-21 Snow Plow Contract

- Motion to approve the consent agenda made by R. Langheim, Seconded S. Burke
- Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

## 7. Action Items

7.1. Review and Act on Bond Ratifying Sale Resolution

- Steve Pumper from PMA presented a sale summary explaining the purpose is to achieve interest savings on outstanding debt for the district by refunding bonds. The gross savings the district's taxpayers will obtain is \$673,108.77.
- Motion to approve the resolution made by R. Langheim, Seconded S. Burke
- Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

7.2. Review and Act on Superintendent Search Plan with SCSC

- Ed Waltman & Harold Remme from SCSC presented three search options to the board. They were a fall search, a winter search, and removing the Interim title for Ranae Case Evenson. They also reviewed feedback they collected from JPS staff interviews regarding Ranae's leadership. All 18 staff members interviewed supported considering offering Ranae an additional 2 year contract. The board discussed the options and the ramifications of conducting a search.
- Motion to remove the Interim title and enter into negotiations with Ranae Case Evenson for an additional two year contract made by T. Vogel, Seconded R. Dahnert.
- Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

## 8. Board and Administrative Reports

8.1. Interim Superintendent's Report

8.2. HS Principal's Report

8.3. MS Principal's Report

8.4. ES Principal's Report

8.5. Director of Teaching and Learning's Report

8.6. Activities Director's Report

8.7. Community Education & Recreation Director's Report

8.8. Communication, Marketing, and Event Director's Report

8.9. Nutritional Services Director's Report

8.10. Special Services Director's Report

8.11. Student Representative's Report

8.12. School Board Member Reports / Committee Reports

- 8/12/20 & 8/19/20: MSBA Summer Seminar
- 8/14/20 & 9/14/20: SCALE
- 8/18/20: Local 284 Negotiations
- 8/19/20: Booster Club
- 8/21/20: Health & Safety Meeting
- 8/21/20: Board Member Candidates
- 9/3/20: AIPAC

- 9/14/20: Communications Committee
- 9/15/20: Education Foundation
- 9/15/20: SW Metro Board Meeting

9. Adjourn Regular Meeting

- Motion to adjourn at 8:07 pm made by T. Vogel, Seconded C. Hennen
- Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

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School Board Clerk

Date



**School Board Meeting Minutes  
Non Board Approved**

Monday, September 28, 2020 at 6:30 PM  
Workshop Meeting  
CERC Multi-purpose Room / Google Meet  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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**1. Building Tours**

- The school board, principals, and Community Education Director did a district wide building walkthrough. They discussed how the facilities are being used during the COVID 19 pandemic and LTFM updates that are taking place.

**2. CARES Funding Review**

- Superintendent Ranae Case Evenson discussed where funds the district received came from (CARES, ESSER, GEERS, Scott County, & HHS CARES), acceptable uses for them, and how the district has expended them. Combined, Jordan Public Schools has received \$669,769. These funds have a deadline they need to be used by. Most, if not all, will be utilized during the 20-21 school year. Examples of uses include, but are not limited to, staffing, PPE, cleaning supplies, and technology. The FY21 budget is being reviewed carefully as many expenditures and revenues are unknown or subject to change.

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

\_\_\_\_\_  
Date



**School Board Meeting Minutes  
Non Board Approved**

Monday, September 28, 2020 at 7:00 PM  
Special Meeting  
CERC Multi-purpose Room / Google Meet  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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**1. Call to Order**

- D. Pauly called the meeting to order at 6:50 pm.

**2. Pledge of Allegiance**

**3. Roll Call**

- Present: Deb Pauly, Tom Vogel, Sandy Burke (Remote), Connie Hennen, Lauren Pedersen, Rob Langheim, and Ryan Dahnert
- Absent: Olivia Rausch (Student Rep.)

**4. Consideration of Agenda**

- Motion to approve the agenda made by L. Pedersen, Seconded T. Vogel
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

**5. Consent Agenda**

- 5.1.** New Hire - ES Paraprofessional - Chania Ruehling
- 5.2.** New Hire - MS Paraprofessional - Jill Tietz
- 5.3.** New Hire - ES Paraprofessional - Adya Markham
- 5.4.** New Hire - ES Paraprofessional - Melissa Stoltz
- 5.5.** New Hire - LTS HS Social Worker - Susan Spika
- 5.6.** Resignation - District Wide Licensed School Nurse - Laura Menden
- 5.7.** Resignation - District Wide Licensed School Nurse - Nicole Langheim
- 5.8.** Resignation - ECFE Special Education Paraprofessional - Justyne Kinsella
- 5.9.** Superintendent's Contract
  - Motion to approve the consent agenda made by T. Vogel, Seconded R. Dahnert

- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

## 6. Action Items

### 6.1. Review and Act on Levy Limitation and Certification

- Amy Hafemann recommended certifying the maximum levy, which is what the district has done in the past. As of 9/28/20, the 2020 Payable 2021 Levy shows an overall decrease of 2.63% in the General Fund and 4.98% decrease in the Community Service Fund.
- Motion to approve the maximum levy amount made by T. Vogel, Seconded C. Hennen
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

### 6.2. Review and Act on Fund Balance Transfer

- Districts have been given permission by MDE to transfer funds for FY20 & FY21. Amy Hafemann recommends transferring funds from the Teacher Development & Evaluation Restricted/Reserved Fund, which has a long outstanding balance of \$30,484.56, into the Unassigned Fund Balance to be used for COVID related expenses.
- Motion to approve the funds transfer made by S. Burke, Seconded R. Langheim
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

### 6.3. Review and Act on Resolution Relating to the Dean Lakes Property Acquisition

- Ranae Case Evenson presented the property purchase proposal. All SW Metro member districts need to have their school boards approve the joint powers agreement in order for the purchase to occur. The purchase of the property will have no tax impact for the member district's taxpayers.
- Motion to approve the joint powers agreement made by C. Hennen, Seconded S. Burke
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0
- Motion to approve the resolution made by S. Burke, Seconded T. Vogel
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

## 7. Adjourn Special Meeting

- Motion to adjourn the meeting at 7:20 pm made by T. Vogel, Seconded L. Pedersen
- Roll Call: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0

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

\_\_\_\_\_  
Date

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>4110</b>								
		1000 PETALS LLC						
		0717	001		104887			
		E 01	005	640	316	366	000	
		Move Mindfully District Training-all staff					\$2,160.00	Check
	PO#: 49729	Voucher #:	112787	Invoice	Invoice No: 2864	9/18/2020		
							<b>Paid Amt: \$2,160.00</b>	
							<b>Check Amount: \$2,160.00</b>	
							<b>Vendor Total: \$2,160.00</b>	
<b>4220</b>								
		ADVANCED IMAGING SOLUTIONS						
		0717	001		104888			
		E 01	100	203	302	370	000	
		ES Lease					\$137.63	Check
		E 01	100	203	000	335	000	
		ES Maintenance					\$242.83	Check
		E 04	005	505	321	370	000	
		CE Lease					\$137.63	Check
		E 04	005	505	321	335	000	
		CE Maintenance					\$242.81	Check
		E 01	128	211	302	370	000	
		MS Lease					\$137.63	Check
		E 01	128	211	000	335	000	
		MS Maintenance					\$242.81	Check
		E 04	005	582	344	370	000	
		ELS Lease					\$137.62	Check
		E 04	005	582	344	335	000	
		ELS Maintenance					\$242.81	Check
		E 04	005	582	344	335	000	
		DO Lease					\$137.63	Check
		E 01	005	170	000	335	000	
		DO Maintenance					\$242.81	Check
		E 01	300	211	302	370	000	
		HS Lease					\$137.63	Check
		E 01	300	211	000	335	000	
		HS Maintenance					\$242.81	Check
		E 01	100	203	302	370	000	
		ES Staff Lease					\$137.62	Check
		E 01	100	203	000	335	000	
		ES Staff Maintenance					\$242.81	Check
		E 01	128	211	302	370	000	
		MS Staff Lease					\$137.62	Check
		E 01	128	211	000	335	000	
		MS Staff Maintenance					\$242.81	Check
		E 01	300	211	302	370	000	
		HS Staff Lease					\$137.62	Check
		E 01	300	211	000	335	000	
		HS Staff Maintenance					\$242.80	Check
		E 01	100	203	302	370	000	
		ES Front Desk Lease					\$137.62	Check
		E 01	100	203	000	335	000	
		ES Front Desk Maintenance					\$242.80	Check
		E 01	005	110	302	370	000	
		DO Nicky Lease					\$137.62	Check
		E 01	005	170	000	335	000	
		DO Nicky Maintenance					\$242.80	Check
	PO#: 49828	Voucher #:	112779	Invoice	Invoice No: 422598714	9/18/2020		
							<b>Paid Amt: \$4,184.77</b>	
							<b>Check Amount: \$4,184.77</b>	
<b>104909</b>								
		0717	001		104909			
		E 01	005	420	419	405	000	
		Software-Global Capture					\$407.48	Check
	PO#: 49855	Voucher #:	112826	Invoice	Invoice No: 423084532	9/25/2020		
							<b>Paid Amt: \$407.48</b>	
							<b>Check Amount: \$407.48</b>	
							<b>Vendor Total: \$4,592.25</b>	

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

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
11220		BENJAMIN BUS	0717	001	104872		Check
				E 01	128 211 303 360 277		\$1,856.77
				E 01	128 211 320 360 000	Targeted Services	\$374.99
				E 04	005 570 733 360 000	Horse Camp-Amer. Indian	\$1,085.53
				E 01	005 760 723 360 000	Kids Co	\$2,513.70
	PO#: 49847	Voucher #:		112648	Invoice	9/10/2020	
					Invoice No: July 2020		
							<b>Paid Amt: \$5,830.99</b>
							<b>Check Amount: \$5,830.99</b>
							<b>Vendor Total: \$5,830.99</b>
11747		BLUE CROSS & BLUE SHIELD	0717	001	104889		Check
				B 01	215 024	D. Swenson Oct 2020	\$239.50
	PO#: 49966	Voucher #:		112780	Invoice	9/18/2020	
					Invoice No: 200902328673		
							<b>Paid Amt: \$239.50</b>
							<b>Check Amount: \$239.50</b>
							<b>Vendor Total: \$239.50</b>
5392		BUERKLE/LUJANN	0717	001	104910		Check
				E 01	005 720 154 401 605	Nurse Scrubs-COVID	\$85.68
	PO#: 49966	Voucher #:		112827	Invoice	9/25/2020	
					Invoice No: Reimbursement		
							<b>Paid Amt: \$85.68</b>
							<b>Check Amount: \$85.68</b>
							<b>Vendor Total: \$85.68</b>
5382		CARLSON/KATHRINE	0717	001	104890		Check
				E 01	300 296 000 305 326	Girls	\$59.00
				E 01	300 294 000 305 326	Boys	\$59.00
	PO#: 49743	Voucher #:		112781	Invoice	9/18/2020	
					Invoice No: Soccer Official		
							<b>Paid Amt: \$118.00</b>
							<b>Check Amount: \$118.00</b>
							<b>Vendor Total: \$118.00</b>
26916		CDW GOVERNMENT, INC.	0717	001	104911		Check
				E 01	100 630 154 456 605	Logitech Wireless Touch Keyboard K400 Plus -	\$1,162.35
	PO#: 49743	Voucher #:		112828	Invoice	9/25/2020	
				E 01	300 630 154 456 605	Airtame 2 Wireless HDMI Adapter	\$1,487.96
	PO#: 49743	Voucher #:		112829	Invoice	9/25/2020	
					Invoice No: ZXZ1925		
							<b>Paid Amt: \$1,487.96</b>
							<b>Check Amount: \$1,487.96</b>
							<b>Vendor Total: \$2,650.31</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>29057 CENGAGE LEARNING</b>					
	0717	001	104873		
	E 01	300 211 302 406 000		Online Accounting Access Codes (Albers)	Check
		Invoice No: 71093978		9/10/2020	\$600.00
<b>PO#:</b>	49616	<b>Voucher #:</b>			<b>Paid Amt: \$600.00</b>
					<b>Check Amount: \$600.00</b>
				<b>Vendor Total:</b>	<b>\$600.00</b>
<b>10873 CENTERPOINT ENERGY</b>					
	0717	001	104855		
	E 01	005 810 000 330 203		Rental Property Service 7/28/20-8/5/20	Check
		Invoice No: 6401101963-1		9/4/2020	\$11.11
<b>PO#:</b>	49682	<b>Voucher #:</b>			<b>Paid Amt: \$11.11</b>
					<b>Check Amount: \$11.11</b>
				<b>Vendor Total:</b>	<b>\$11.11</b>
<b>25896 CENTRAL RESTAURANT PRODUCTS</b>					
	0717	001	104912		
	E 02	005 770 701 530 253		A+ Bags	Check
		Invoice No: 11532185		9/25/2020	\$655.60
	E 02	005 770 701 530 253		Cooler Cart/Blk Rug	\$458.88
	E 02	005 770 701 530 253		Freight	\$366.56
<b>PO#:</b>	49575	<b>Voucher #:</b>			<b>Paid Amt: \$1,481.04</b>
					\$34.95
					\$11.85
<b>PO#:</b>	49575	<b>Voucher #:</b>			<b>Paid Amt: \$46.80</b>
					<b>Check Amount: \$1,527.84</b>
				<b>Vendor Total:</b>	<b>\$1,527.84</b>
<b>26606 CHAMBERS, COLLEEN</b>					
	0717	001	104874		
	E 01	128 640 316 401 000		Bubble Wands	Check
		Invoice No: Reimbursement		9/10/2020	\$31.98
	E 01	128 640 316 401 000		Snacks-Walmart	\$40.09
<b>PO#:</b>	49852	<b>Voucher #:</b>			<b>Paid Amt: \$72.07</b>
					<b>Check Amount: \$72.07</b>
				<b>Vendor Total:</b>	<b>\$72.07</b>
<b>3676 CHOICE ELECTRIC</b>					
	0717	001	104914		
	E 01	100 865 370 520 000		Grade 8 Advisory Supplies-Bubble Wands	Check
		Invoice No: Reimbursement		9/25/2020	\$15.99
	E 01	100 865 370 520 000		LTFM ES Move Light Pole-Labor	\$2,352.00
	E 01	100 865 370 520 000		LTFM ES Move Light Pole-Materials	\$2,031.60
<b>PO#:</b>	49954	<b>Voucher #:</b>			<b>Paid Amt: \$15.99</b>
					<b>Check Amount: \$15.99</b>
				<b>Vendor Total:</b>	<b>\$88.06</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3676 CHOICE ELECTRIC</b>							
		0717	001		104914		
		E 01	100	865	370 520 000	LTFM ES Move Light Pole-Backhoe/Bobcat/Swe	\$470.00
		<b>PO#:</b> 49940	<b>Voucher #:</b> 112834	Invoice	<b>Invoice No:</b> 18943	9/25/2020	
							<b>Paid Amt: \$4,853.60</b>
							<b>Check Amount: \$4,853.60</b>
							<b>Vendor Total: \$4,853.60</b>
<b>10254 CITY OF JORDAN</b>							
		0717	001		104915		
		E 01	100	810	000 330 204	ES	\$1,350.11
		E 01	128	810	000 330 204	MS	\$1,698.78
		E 01	300	810	000 330 204	HS	\$1,670.88
		E 01	005	810	000 330 204	Athletic Complex	\$6,785.79
		E 04	005	505	321 330 000	ES CE	\$27.55
		E 04	005	505	321 330 550	CERC	\$507.43
		<b>PO#:</b>	<b>Voucher #:</b> 112830	Invoice	<b>Invoice No:</b> 9/9/20	9/25/2020	
							<b>Paid Amt: \$12,040.54</b>
							<b>Check Amount: \$12,040.54</b>
							<b>Vendor Total: \$12,040.54</b>
<b>2895 CLEAR, DAVE</b>							
		0717	001		104891		
		E 01	300	294	000 305 326	Boys 9/9/20	\$59.00
		E 01	300	296	000 305 326	Girls 9/17/20	\$75.00
		<b>PO#:</b>	<b>Voucher #:</b> 112782	Invoice	<b>Invoice No:</b> Soccer Official	9/18/2020	
							<b>Paid Amt: \$134.00</b>
							<b>Check Amount: \$134.00</b>
							<b>Vendor Total: \$134.00</b>
<b>2629 COMCAST</b>							
		0717	001		104892		
		E 04	005	505	321 320 550	CERC Service	\$2.25
		<b>PO#:</b>	<b>Voucher #:</b> 112783	Invoice	<b>Invoice No:</b> 8/25/20	9/18/2020	
							<b>Paid Amt: \$2.25</b>
							<b>Check Amount: \$2.25</b>
							<b>Vendor Total: \$2.25</b>
<b>1282 COMPANION CORPORATION</b>							
		0717	001		104916		
		E 01	100	620	000 405 000	JES	\$1,260.00
		E 01	300	620	000 405 000	JHS	\$1,260.00
		E 01	128	620	000 405 000	JMS	\$1,260.00
		E 01	005	630	000 405 000	Technology	\$1,260.00
		<b>PO#:</b> 49730	<b>Voucher #:</b> 112835	Invoice	<b>Invoice No:</b> 116954	9/25/2020	
							<b>Paid Amt: \$5,040.00</b>
							<b>Check Amount: \$5,040.00</b>
							<b>Vendor Total: \$5,040.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>2405</b>							
CONCRETE CUTTING & CORING, INC							
		0717	001		104907		
		E 01	128	810	000 350 274	Anycut CG-MS In House Concrete Repair Mater	Check
							\$332.52
		<b>PO#:</b> 49984	<b>Voucher #:</b> 112824	Invoice	<b>Invoice No:</b> 14968	9/25/2020	
							<b>Paid Amt:</b> \$332.52
							<b>Check Amount:</b> \$332.52
							<b>Vendor Total:</b> \$332.52
<b>5372</b>							
DAVIS/FORSTER							
		0717	001		104856		
		E 01	300	296	000 305 326	Girls	Check
							\$59.00
		E 01	300	294	000 305 326	Boys	Check
							\$59.00
		<b>PO#:</b>	<b>Voucher #:</b> 112621	Invoice	<b>Invoice No:</b> Soccer Official	9/4/2020	
							<b>Paid Amt:</b> \$118.00
							<b>Check Amount:</b> \$118.00
							<b>Vendor Total:</b> \$118.00
<b>28892</b>							
EDUCATORS BENEFIT CONSULTANTS							
		0717	001		104917		
		E 01	005	110	000 311 000	403b Admin Fee Sept 2020	Check
							\$233.54
		<b>PO#:</b> 4	<b>Voucher #:</b> 112837	Invoice	<b>Invoice No:</b> 15698	9/25/2020	
							<b>Paid Amt:</b> \$233.54
							<b>Check Amount:</b> \$233.54
							<b>Vendor Total:</b> \$233.54
<b>1232</b>							
FRONTLINE TECHNOLOGIES GROUP LLC							
		0717	001		104857		
		E 01	005	110	000 305 000	FY21 Applicant Tracking	Check
							\$2,201.85
		<b>PO#:</b> 49409	<b>Voucher #:</b> 112622	Invoice	<b>Invoice No:</b> INVUS122508	9/4/2020	
							<b>Paid Amt:</b> \$2,201.85
							<b>Check Amount:</b> \$2,201.85
							<b>Vendor Total:</b> \$2,201.85
<b>5391</b>							
GESSWEIN JR/ARTHUR DAVID							
		0717	001		104918		
		E 04	005	505	321 305 515	Scott West Fishing Boat Driver FY21	Check
							\$104.00
		<b>PO#:</b> 49972	<b>Voucher #:</b> 112839	Invoice	<b>Invoice No:</b> Boat Driver	9/25/2020	
							<b>Paid Amt:</b> \$104.00
							<b>Check Amount:</b> \$104.00
							<b>Vendor Total:</b> \$104.00
<b>26897</b>							
GULBRANSON, ROSE							
		0717	001		104919		
		E 01	128	050	000 401 000	Wood Canoe Paddle	Check
							\$18.99
		<b>PO#:</b> 49739	<b>Voucher #:</b> 112838	Invoice	<b>Invoice No:</b> Reimbursement	9/25/2020	
							<b>Paid Amt:</b> \$18.99
							<b>Check Amount:</b> \$18.99
							<b>Vendor Total:</b> \$18.99

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>26681 HARTMAN, TAMI</b>								
		0717	001	001	104858			
		E 01	100	810	000	401	000	
		Shoes-Custodians Clothing Allowance					\$139.95	Check
	PO#: 49523	Voucher #:	112623	Invoice	Invoice No:	Reimbursement	9/4/2020	
							<b>Paid Amt: \$139.95</b>	
							<b>Check Amount: \$139.95</b>	
							<b>Vendor Total: \$139.95</b>	
<b>24254 HOLIDAY CREDIT OFFICE</b>								
		0717	001	001	104859			
		E 04	005	505	321	440	507	
		CE Driver's Ed					\$258.32	Check
		E 04	005	505	321	440	507	
		Tractor/Mower/Pickup					\$425.42	Check
	PO#:	Voucher #:	112624	Invoice	Invoice No:	8/11/20	9/4/2020	
							<b>Paid Amt: \$683.74</b>	
							<b>Check Amount: \$683.74</b>	
							<b>Vendor Total: \$683.74</b>	
<b>27699 HOLZER, KELLY</b>								
		0717	001	001	104860			
		E 01	300	211	000	401	217	
		Mosaic Mural Supplies-Jordan Ed Grant					\$109.00	Check
	PO#: 49829	Voucher #:	112627	Invoice	Invoice No:	Reimbursement	9/4/2020	
							<b>Paid Amt: \$109.00</b>	
							<b>Check Amount: \$109.00</b>	
							<b>Vendor Total: \$109.00</b>	
<b>26998 HULL, NORMAN</b>								
		0717	001	001	104861			
		E 01	128	810	000	401	000	
		Custodial Clothing Allowance-Shoes/Pants					\$150.00	Check
	PO#: 49810	Voucher #:	112625	Invoice	Invoice No:	Reimbursement	9/4/2020	
							<b>Paid Amt: \$150.00</b>	
							<b>Check Amount: \$150.00</b>	
							<b>Vendor Total: \$150.00</b>	
<b>5380 HYER/LILY</b>								
		0717	001	001	104893			
		E 04	005	505	321	305	515	
		Youth Track & Field Camp Helper					\$40.00	Check
	PO#: 49876	Voucher #:	112785	Invoice	Invoice No:	Track & Field Helper	9/18/2020	
							<b>Paid Amt: \$40.00</b>	
							<b>Check Amount: \$40.00</b>	
							<b>Vendor Total: \$40.00</b>	
<b>4628 ILLUMINATE EDUCATION, INC</b>								
		0717	001	001	104875			
		E 01	128	211	000	461	000	
		FastBridge Assessments K-8					\$4,593.75	Check
		E 01	100	203	000	461	000	
		FastBridge Assessments K-4					\$4,593.75	Check
	PO#: 49630	Voucher #:	112649	Invoice	Invoice No:	INV0000050744	9/10/2020	
							<b>Paid Amt: \$9,187.50</b>	
							<b>Check Amount: \$9,187.50</b>	
							<b>Vendor Total: \$9,187.50</b>	

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>5353</b>								
INCUBATE TO INOVATE, LLC								
		0717	001		104894		Check	
		E 01	005	640	316	305	000	\$4,500.00
		E 01	005	640	316	401	000	\$5,005.00
		PO#: 49680		Voucher #:	112786	Invoice No:	1103	
						9/18/2020		
							Paid Amt:	\$9,505.00
							Check Amount:	\$9,505.00
							Vendor Total:	\$9,505.00
<b>10561</b>								
INTERMEDIATE DISTRICT #287								
		0717	001		104869		Check	
		E 01	998	211	000	390	000	\$4,233.58
		PO#: 49768		Voucher #:	112645	Invoice No:	0002000682	
						9/10/2020		
							Paid Amt:	\$4,233.58
							Check Amount:	\$4,233.58
							Vendor Total:	\$4,233.58
<b>23290</b>								
INTERMEDIATE DISTRICT #917								
		0717	001		104852		Check	
		E 01	998	211	000	390	000	\$217.77
		PO#: 49942		Voucher #:	112825	Invoice No:	0002000857	
						9/25/2020		
							Paid Amt:	\$217.77
							Check Amount:	\$217.77
							Vendor Total:	\$217.77
<b>4664</b>								
IXL LEARNING								
		0717	001		104920		Check	
		E 01	100	203	302	406	000	\$9,300.00
		E 01	300	211	302	406	000	\$960.00
		PO#: 49654		Voucher #:	112840	Invoice No:	S382410	
						9/25/2020		
							Paid Amt:	\$10,260.00
							Check Amount:	\$10,260.00
							Vendor Total:	\$10,260.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>27791</b>							
JACQUES DRAIN CLEANING							
		0717	001		104876		
		E 02	128	770	701 350 000	MS Food Serv-Grease Line Cleaning 9/2/20	Check
						\$550.00	
		<b>PO#:</b> 49861	<b>Voucher #:</b>	112662	Invoice	Invoice No: 9/4/20	
							<b>Paid Amt: \$550.00</b>
							<b>Check Amount: \$550.00</b>
							<b>Vendor Total: \$550.00</b>
<b>01365</b>							
JOHNSON, KYLE							
		0717	001		104862		
		E 01	100	203	000 430 234	Baskets-Classroom Supplies FY21	Check
						\$25.00	
		<b>PO#:</b> 49814	<b>Voucher #:</b>	112628	Invoice	Invoice No: Reimbursement 9/4/2020	
							<b>Paid Amt: \$25.00</b>
							<b>Check Amount: \$25.00</b>
							<b>Vendor Total: \$25.00</b>
<b>24970</b>							
JORDAN ACE HARDWARE							
		0717	001		104895		
		E 01	100	810	000 350 274	ES In House Repairs	Check
						\$65.51	
		E 01	300	810	000 350 274	HS In House Repairs	
						\$29.56	
		E 01	005	810	000 350 274	District In House Repairs	
						\$17.98	
		E 01	005	810	000 401 000	Maintenance Supplies	
						\$63.87	
		<b>PO#:</b> 49912	<b>Voucher #:</b>	112844	Invoice	Invoice No: Reimbursement 9/25/2020	
							<b>Paid Amt: \$29.15</b>
							<b>Check Amount: \$29.15</b>
							<b>Vendor Total: \$54.15</b>
<b>29171</b>							
JORDAN AREA FOOD SHELF							
		0717	001		104922		
		E 18	128	298	301 899 000	MN Valley Electric Donation-MS Backpack	Check
						\$1,000.00	
		<b>PO#:</b> 49937	<b>Voucher #:</b>	112842	Invoice	Invoice No: Donation 9/25/2020	
							<b>Paid Amt: \$1,000.00</b>
		<b>PO#:</b> 49934	<b>Voucher #:</b>	112843	Invoice	Invoice No: Donation 9/25/2020	
							<b>Paid Amt: \$45.00</b>
							<b>Check Amount: \$45.00</b>
							<b>Vendor Total: \$1,045.00</b>
<b>1920</b>							
JORDAN DOLLARS FOR SCHOLARS							
		0717	001		104923		
		R 01	300	211	000 096 276	August 2020 Vanco Proceeds	Check
						\$40.00	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>1920</b>							
JORDAN DOLLARS FOR SCHOLARS							
		0717	001	104923			
		R 01	300	211	000	096	276
							Fees
		PO#: 49904	Voucher #:	112841	Invoice	9/25/2020	Invoice No: Aug 2020
							Paid Amt: \$38.07
							Check Amount: \$38.07
							Vendor Total: \$38.07
<b>4667</b>							
KESSLER, DEB							
		0717	001	104924			
		E 02	300	770	701	401	000
							Cooks Clothing Allowance FY21-Shoes/Pants
		PO#: 49943	Voucher #:	112845	Invoice	9/25/2020	Invoice No: Reimbursement
							Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00
<b>4931</b>							
KIDSCREATE STUDIO							
		0717	001	104896			
		E 04	005	505	321	305	503
							LOL Surprise Dolls July 2020 7 students
		PO#: 49885	Voucher #:	112789	Invoice	9/18/2020	Invoice No: 15645
							Paid Amt: \$441.00
							Check Amount: \$441.00
							Vendor Total: \$441.00
<b>5374</b>							
KIM/IN-JAE							
		0717	001	104877			
		E 01	300	296	000	305	326
							Girls
		E 01	300	294	000	305	326
							Boys
		PO#: 49927	Voucher #:	112650	Invoice	9/10/2020	Invoice No: Soccer Official
							Paid Amt: \$136.00
							Check Amount: \$136.00
							Vendor Total: \$136.00
<b>4171</b>							
KRAMLINGER PIANO SERVICE							
		0717	001	104925			
		E 01	300	259	000	350	000
							3 Piano tunings and 1 Repair
		PO#: 49927	Voucher #:	112846	Invoice	9/25/2020	Invoice No: 9/1/20
							Paid Amt: \$605.00
							Check Amount: \$605.00
							Vendor Total: \$605.00
<b>27558</b>							
LEE'S REFRIGERATION							
		0717	001	104897			
		E 02	300	770	701	530	000
							HS Food Service Compressor Repair
		E 02	300	770	701	530	000
							HS Food Service Compressor Repair-404A
		E 02	300	770	701	530	000
							-HS Food Service Compressor RepairService Ti
		E 02	300	770	701	530	000
							-HS Food Service Compressor RepairMileage
		PO#: 49867	Voucher #:	112790	Invoice	9/18/2020	Invoice No: 34213
							Paid Amt: \$2,040.00
							Check Amount: \$2,040.00



# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
25631		MASSP	0717	001	104928		Check	
				E 01 300 050 000 820 000		Division Dues	\$20.00	
	PO#: 49894	Voucher #:	112849	Invoice	Invoice No: 202530241539	9/25/2020	Paid Amt: \$865.00 Check Amount: \$865.00	
							Vendor Total:	\$865.00
28878		MEDICARE BLUE RX	0717	001	104929		Check	
				B 01 215 024		Oct 2020 D. Swenson	\$167.50	
	PO#: 49894	Voucher #:	112848	Invoice	Invoice No: 202530241539	9/25/2020	Paid Amt: \$167.50 Check Amount: \$167.50	
							Vendor Total:	\$167.50
10827		MESPA	0717	001	104864		Check	
				E 01 100 050 000 820 000		MESPA DUES FOR MELISSA - INVOICE 1069	\$934.00	
	PO#: 49533	Voucher #:	112629	Invoice	Invoice No: 10690	9/4/2020	Paid Amt: \$934.00 Check Amount: \$934.00	
							Vendor Total:	\$934.00
3930		MINNSPRA	0717	001	104930		Check	
				E 01 005 107 000 820 400		Membership K. Pass FY21	\$95.00	
	PO#: 49941	Voucher #:	112651	Invoice	Invoice No: 8673	9/25/2020	Paid Amt: \$95.00 Check Amount: \$95.00	
							Vendor Total:	\$95.00
27756		NESBITT, LINDA	0717	001	104878		Check	
				E 01 005 810 174 401 605		Spray Bottles-COVID	\$78.72	
	PO#: 49872	Voucher #:	112660	Invoice	Invoice No: Reimbursement	9/10/2020	Paid Amt: \$78.72 Check Amount: \$78.72	
							Vendor Total:	\$78.72
4422		NWAOFUNE, PETER	0717	001	104879		Check	
				E 01 300 296 000 305 326		Girls	\$68.00	
				E 01 300 294 000 305 326		Boys	\$68.00	
	PO#: 49894	Voucher #:	112651	Invoice	Invoice No: Soccer Official	9/10/2020	Paid Amt: \$136.00 Check Amount: \$136.00	
							Vendor Total:	\$136.00

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4422 NWAOFUNE, PETER</b>							
		0717	001		104899		
		E 01	300	294	000 305 326	Boys Soccer Official 9/14/20	Check
							\$59.00
<b>PO#:</b>		<b>Voucher #:</b>			<b>Invoice No:</b>	Soccer Official	<b>Paid Amt: \$59.00</b>
							<b>Check Amount: \$59.00</b>
							<b>Vendor Total: \$195.00</b>
<b>5389 OLSON, AMANDA</b>							
		0717	001		104931		
		B 02	230	000		Liam Bergan-Lunch Account Refund	Check
							\$29.70
<b>PO#:</b>	49951	<b>Voucher #:</b>			<b>Invoice No:</b>	Refund	<b>Paid Amt: \$29.70</b>
							<b>Check Amount: \$29.70</b>
							<b>Vendor Total: \$29.70</b>
<b>28856 PASS, KATHERINE</b>							
		0717	001		104932		
		E 01	005	020	000 401 000	Summer Admin Retreat Food	Check
							\$81.70
<b>PO#:</b>	49956	<b>Voucher #:</b>			<b>Invoice No:</b>	Reimbursement	<b>Paid Amt: \$81.70</b>
							<b>Check Amount: \$81.70</b>
							<b>Vendor Total: \$81.70</b>
<b>27447 PLAINVIEW MILK PRODUCTS COOP</b>							
		0717	001		104933		
		E 02	300	770	701 495 000	HS-Aug 2020 Milk Billing	Check
							\$173.54
		E 02	128	770	701 495 000	MS-Aug 2020 Milk Billing	\$165.05
		E 02	100	770	701 495 000	ES-Aug 2020 Milk Billing	\$188.40
<b>PO#:</b>	49971	<b>Voucher #:</b>			<b>Invoice No:</b>	Aug 2020	<b>Paid Amt: \$526.99</b>
							<b>Check Amount: \$526.99</b>
							<b>Vendor Total: \$526.99</b>
<b>11072 RADERMACHER FOODS INC.</b>							
		0717	001		104900		
		E 01	300	292	000 401 314	Cross Country Supplies	Check
							\$7.17
		E 01	100	203	000 401 000	ES Supplies	\$4.78
		E 02	300	770	701 401 000	HS Food Service	\$28.75
		E 01	300	212	000 430 000	HS Art	\$20.49
		E 01	300	260	000 430 000	HS Science	\$46.96
		E 01	300	050	000 401 000	HS Supplies	\$4.79
		E 01	005	020	000 401 000	Staff Lunch/New Staff	\$2,439.51
		E 01	128	050	000 401 000	MS Supplies	\$4.79

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>11072 RADERMACHER FOODS INC.</b>								
		0717	001	104900				
		E 01	005	640	316	401	000	
		Staff Flex Wrkshp						\$31.33
		<b>PO#:</b>	<b>Voucher #:</b>	<b>112793</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>Acct#26200</b>	
						<b>9/18/2020</b>		
							<b>Paid Amt: \$2,588.57</b>	
							<b>Check Amount: \$2,588.57</b>	
							<b>Vendor Total: \$2,588.57</b>	
<b>5162 RASER, KELLY</b>								
		0717	001	104880				
		E 02	005	770	701	401	000	
		Milk Bins for Classrooms						\$30.00
		<b>PO#:</b>	<b>49844</b>	<b>Voucher #:</b>	<b>112652</b>	<b>Invoice</b>	<b>Reimbursement</b>	
						<b>9/10/2020</b>		
							<b>Paid Amt: \$30.00</b>	
							<b>Check Amount: \$30.00</b>	
							<b>Vendor Total: \$30.00</b>	
<b>5083 RING THE BELL FITNESS LLC</b>								
		0717	001	104901				
		E 04	005	508	321	305	000	
		Ring the Bell Session 6						\$143.55
		<b>PO#:</b>	<b>49914</b>	<b>Voucher #:</b>	<b>112794</b>	<b>Invoice</b>	<b>No: 9/9/20</b>	
						<b>9/18/2020</b>		
							<b>Paid Amt: \$143.55</b>	
							<b>Check Amount: \$143.55</b>	
							<b>Vendor Total: \$143.55</b>	
<b>5370 SAILER'S GREENHOUSE</b>								
		0717	STUD	1859				
		E 27	300	298	301	401	963	
		Mum Sale for Peru Trip						\$2,300.00
		E 27	300	298	301	401	963	
		Mum Sale for Peru Trip						(\$2,300.00)
		R 27	300	298	301	619	963	
		Spanish Act-cost of mums-fundraiser						\$2,300.00
		<b>PO#:</b>	<b>49830</b>	<b>Voucher #:</b>	<b>112774</b>	<b>Invoice</b>	<b>No: Mum Sale</b>	
						<b>9/14/2020</b>		
							<b>Paid Amt: \$2,300.00</b>	
							<b>Check Amount: \$2,300.00</b>	
							<b>Vendor Total: \$2,300.00</b>	
<b>2622 SCHOOL NUTRITION ASSOCIATION</b>								
		0717	001	104934				
		E 02	005	770	701	820	000	
		Level 4 Certificate A. Schaaq FY21						\$17.00
		<b>PO#:</b>	<b>49703</b>	<b>Voucher #:</b>	<b>112855</b>	<b>Invoice</b>	<b>No: 525858</b>	
						<b>9/25/2020</b>		
							<b>Paid Amt: \$17.00</b>	
							<b>Check Amount: \$17.00</b>	
							<b>Vendor Total: \$17.00</b>	
<b>27516 SCHOOLS FOR EQUITY IN EDUCATIO</b>								
		0717	001	104865				
		E 01	005	010	000	820	000	
		2020-21 Membership Fee						\$2,986.00
		<b>PO#:</b>	<b>49822</b>	<b>Voucher #:</b>	<b>112632</b>	<b>Invoice</b>	<b>No: 7/1/20</b>	
						<b>9/4/2020</b>		
							<b>Paid Amt: \$2,986.00</b>	
							<b>Check Amount: \$2,986.00</b>	
							<b>Vendor Total: \$2,986.00</b>	

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
27328		SCOTT COUNTY	0717	001	104853		Check
				E 01 005 730 000	379 000	2nd Quarter 2020 Non-Billable Therapist Time	\$1,809.25
	PO#: 49815	Voucher #:	112618	Invoice	Invoice No: 22394-6	9/4/2020	
							<b>Paid Amt: \$1,809.25</b>
							<b>Check Amount: \$1,809.25</b>
							<b>Vendor Total: \$1,809.25</b>
4954		SCREENCASTIFY	0717	001	104902		Check
				E 01 005 630 154	406 605	COVID-District Licensure	\$4,500.00
	PO#: 49712	Voucher #:	112795	Invoice	Invoice No: SC-282292	9/18/2020	
							<b>Paid Amt: \$4,500.00</b>
							<b>Check Amount: \$4,500.00</b>
							<b>Vendor Total: \$4,500.00</b>
4688		SHARKEY, AMY	0717	001	104935		Check
				E 02 100 770 701	401 000	Pants/Shoes-Cooks Clothing Allowance FY21	\$81.22
	PO#: 49967	Voucher #:	112858	Invoice	Invoice No: Reimbursement	9/25/2020	
							<b>Paid Amt: \$81.22</b>
							<b>Check Amount: \$81.22</b>
							<b>Vendor Total: \$81.22</b>
3529		SOCCER SHOTS	0717	001	104881		Check
				E 04 005 505 321	305 515	Summer 2020 Mini 11 students	\$968.00
				E 04 005 505 321	305 515	Summer 2020 Classic 10 students	\$880.00
				E 04 005 505 321	305 515	Summer 2020 Premier 12 students	\$1,056.00
	PO#: 49803	Voucher #:	112654	Invoice	Invoice No: J2020.27.08	9/10/2020	
							<b>Paid Amt: \$2,904.00</b>
							<b>Check Amount: \$2,904.00</b>
							<b>Vendor Total: \$2,904.00</b>
27758		SOLLER, LINDA	0717	001	104936		Check
				E 02 300 770 701	401 000	Shoes/Pants	\$128.78
				E 02 005 770 701	366 000	Classes/HACCP/Food Safety Basics	\$100.00
	PO#: 49970	Voucher #:	112857	Invoice	Invoice No: Reimbursement	9/25/2020	
							<b>Paid Amt: \$228.78</b>
							<b>Check Amount: \$228.78</b>
							<b>Vendor Total: \$228.78</b>
16835		SOUTH CENTRAL SERVICE COOP.	0717	001	104882		Check
				E 01 005 865 352	305 000	H&S Management	\$1,287.91

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>16835 SOUTH CENTRAL SERVICE COOP.</b>						
	0717	001	104882			
	E 01	005	865 358 305 000	Asbestos Management	Check	\$541.57
<b>PO#:</b>	49758	<b>Voucher #:</b>	112653 Invoice	9/10/2020		
			<b>Invoice No:</b> 19840		<b>Paid Amt:</b>	<b>\$1,829.48</b>
					<b>Check Amount:</b>	<b>\$1,829.48</b>
					<b>Vendor Total:</b>	<b>\$1,829.48</b>
<b>10214 SOUTHWEST METRO INTERMEDIATE DISTRICT</b>						
	0717	001	104854		Check	
	E 01	998	420 740 366 000	Mileage J. Sinha		\$25.18
	E 01	998	406 740 396 000	Adj Salary BVI		\$133.66
	E 01	998	405 740 396 000	Adj Salary DHH		(\$102.54)
	E 01	998	420 740 396 000	Adj Salary Motor		\$360.94
	E 01	998	401 740 396 000	Adj Salary Speech		(\$31.49)
	E 01	998	420 740 396 000	Adj Salary Supervisor		(\$274.11)
	E 01	998	406 740 366 000	Mileage BVI		\$231.95
	E 01	998	406 740 433 000	Supplies BVI		\$72.20
	E 01	998	405 740 366 000	Mileage DHH		\$570.83
	E 01	998	405 740 433 000	Supplies DHH		\$144.41
	E 01	998	420 740 366 000	Mileage Motor		\$180.73
	E 01	998	420 740 433 000	Supplies Motor		\$146.06
	E 01	998	401 740 366 000	Mileage Speech		\$30.45
	E 01	998	401 740 366 000	Supplies Speech		\$1,002.64
<b>PO#:</b>	49806	<b>Voucher #:</b>	112619 Invoice	9/4/2020		
			<b>Invoice No:</b> 2642		<b>Paid Amt:</b>	<b>\$2,490.91</b>
					<b>Check Amount:</b>	<b>\$2,490.91</b>
					<b>Vendor Total:</b>	<b>\$2,490.91</b>
<b>25711 STAR GROUP, LLC/NAPA AUTO PARTS</b>						
	0717	001	104883		Check	
	E 01	005	810 000 350 200	Toro Maintenance Items-Air Filters		\$89.98
	E 01	005	810 000 350 200	Toro Maintenance Items-Grease Cart		\$14.97
	E 01	005	810 000 350 200	Toro Maintenance Items-10W40 Oil		\$19.96
<b>PO#:</b>	49871	<b>Voucher #:</b>	112661 Invoice	9/10/2020		
			<b>Invoice No:</b> 775361		<b>Paid Amt:</b>	<b>\$124.91</b>
					<b>Check Amount:</b>	<b>\$124.91</b>
					<b>Vendor Total:</b>	<b>\$124.91</b>
<b>10903 STAR TRIBUNE</b>						
	0717	001	104937		Check	
	E 01	300	620 000 489 000	Daily Paper 3 per day		\$282.15
<b>PO#:</b>	49827	<b>Voucher #:</b>	112856 Invoice	9/25/2020		
			<b>Invoice No:</b> AB8EDBT1		<b>Paid Amt:</b>	<b>\$282.15</b>
					<b>Check Amount:</b>	<b>\$282.15</b>
					<b>Vendor Total:</b>	<b>\$282.15</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>26416</b>							
		STEMIG, CHERIE		0717	001	104866	
		E	01	100	203	000	430
		Grade 3 Instructional Supplies-Clip Boards/BB E					\$18.00
		PO#: 49776		Voucher #:	112631	Invoice	9/4/2020
							Invoice No: Reimbursement
							Paid Amt: \$18.00
							Check Amount: \$18.00
							Vendor Total: \$18.00
<b>4922</b>							
		T MOBILE		0717	001	104884	
		E	01	005	630	154	320
		Hot Spot Service 7/21/20-8/20/20-COVID					\$1,890.00
		PO#: 49811		Voucher #:	112656	Invoice	9/10/2020
							Invoice No: 963842030
							Paid Amt: \$1,890.00
							Check Amount: \$1,890.00
							Vendor Total: \$1,890.00
<b>22020</b>							
		TEACHERS DISCOVERY		0717	001	104885	
		E	01	300	230	000	430
		1E2073 Hispanic Artist Spanish Stickers					\$5.00
		E	01	300	230	000	430
		1E2074 Passport Stamp Spanish Stickers					\$5.00
		E	01	300	230	000	430
		1E2067 Smile Spanish Stickers					\$5.00
		E	01	300	230	000	430
		Freight					\$6.99
		PO#: 49418		Voucher #:	112655	Invoice	9/10/2020
							Invoice No: 160070
							Paid Amt: \$21.99
							Check Amount: \$21.99
							Vendor Total: \$21.99
<b>4700</b>							
		TEACHERS ON CALL		0717	001	104938	
		E	01	300	400	000	394
		S. Sievers 9/2/20					\$174.15
		PO#: 49860		Voucher #:	112859	Invoice	9/25/2020
							Invoice No: 117556
							Paid Amt: \$174.15
							Check Amount: \$174.15
							Vendor Total: \$174.15
<b>5386</b>							
		THRUNE/JENNIFER		0717	001	104939	
		R	04	000	505	321	050
		3rd-4th Grade VB Clinic Refund					\$59.00
		PO#: 49913		Voucher #:	112860	Invoice	9/25/2020
							Invoice No: Refund
							Paid Amt: \$59.00
							Check Amount: \$59.00
							Vendor Total: \$59.00
<b>5381</b>							
		TOLLAKSON/DAKOTA		0717	001	104903	
		E	01	300	294	000	305
		Boys Soccer Official 9/17/20					\$75.00
		PO#: 49880		Voucher #:	112784	Invoice	9/18/2020
							Invoice No: Soccer Official
							Paid Amt: \$75.00
							Check Amount: \$75.00
							Vendor Total: \$75.00

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:	Vendor Total:
<b>5381 TOLLAKSON/DAKOTA</b>								
	0717	001	104940					
	E 01	300 296 000 305 326		Girls Soccer Official 9/14/20	Check	\$59.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>112836</b>	<b>Invoice</b>	<b>No: Soccer Official</b>			<b>\$59.00</b>	<b>\$59.00</b>
				<b>9/25/2020</b>				<b>\$134.00</b>
<b>Vendor Total: \$134.00</b>								
<b>3238 VU, HIEP</b>								
	0717	001	104867					
	E 01	300 296 000 305 326		Girls	Check	\$68.00		
	E 01	300 294 000 305 326		Boys		\$68.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>112626</b>	<b>Invoice</b>	<b>No: Soccer Official</b>			<b>\$136.00</b>	<b>\$136.00</b>
				<b>9/4/2020</b>				
<b>Vendor Total: \$136.00</b>								
<b>27930 WAGNER PRESS &amp; GRAPHICS</b>								
	0717	001	104941					
	E 01	300 296 000 305 326		Girls	Check	\$68.00		
	E 01	300 294 000 305 326		Boys		\$68.00		
						\$167.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>112862</b>	<b>Invoice</b>	<b>No: Soccer Official</b>			<b>\$167.00</b>	<b>\$167.00</b>
				<b>9/25/2020</b>				
<b>Vendor Total: \$390.00</b>								
<b>4624 WAYNE DAUWALTER PLUMBING</b>								
	0717	001	104942					
	E 01	100 865 381 530 000		LTFM JES Drinking Fountain 8/17/20	Check	\$1,475.61		
<b>PO#:</b>	<b>Voucher #:</b>	<b>112861</b>	<b>Invoice</b>	<b>No: 6090</b>			<b>\$1,475.61</b>	<b>\$1,475.61</b>
				<b>9/25/2020</b>				<b>\$1,475.61</b>
<b>Vendor Total: \$1,475.61</b>								

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
5351		WRIGHT COUNTY CONFERENCE						
		0717	001		104905			
		E 01	300	292	000	820	300	
		WC Conference Dues					\$2,300.00	Check
	PO#: 49835	Voucher #:	112797	Invoice	Invoice No:	Conference Dues FY21	9/18/2020	Paid Amt: \$2,300.00
								Check Amount: \$2,300.00
								Vendor Total: \$2,300.00
18746		XCEL ENERGY						
		0717	001		104868			
		E 01	005	810	000	330	201	
		Rental House Service 7/27/20 to 8/10/20					\$52.80	Check
	PO#: 49683	Voucher #:	112633	Invoice	Invoice No:	696274463	9/4/2020	Paid Amt: \$52.80
								Check Amount: \$52.80
								Vendor Total: \$52.80
5377		ZWART/BENJAMIN						
		0717	001		104906			
		E 01	300	296	000	305	326	
		Girls					\$68.00	Check
		E 01	300	294	000	305	326	
		Boys					\$68.00	Check
	PO# 27	Voucher #:	112798	Invoice	Invoice No:	Soccer Official	9/18/2020	Paid Amt: \$136.00
								Check Amount: \$136.00
								Vendor Total: \$136.00
								Report Total: \$120,531.79



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

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

October 5, 2020

Board of Education Meeting

### **Finance Report**

October financial reports show activity that has been completed thru September, 2020.

The Detailed Payment Register by Vendor gives the detailed activity of all vendors that have been paid in the month of September. This report now also includes payments that have been made from the Student Activity Accounts that are now under "Board Control". The month of September shows payments totaling \$2,300 from the student activity fund. This report does not include the vendors that are paid for Payroll Taxes.

The Detailed Payment Register by Check No gives the detailed activity of the Payroll Taxes that have been paid in the month of September.

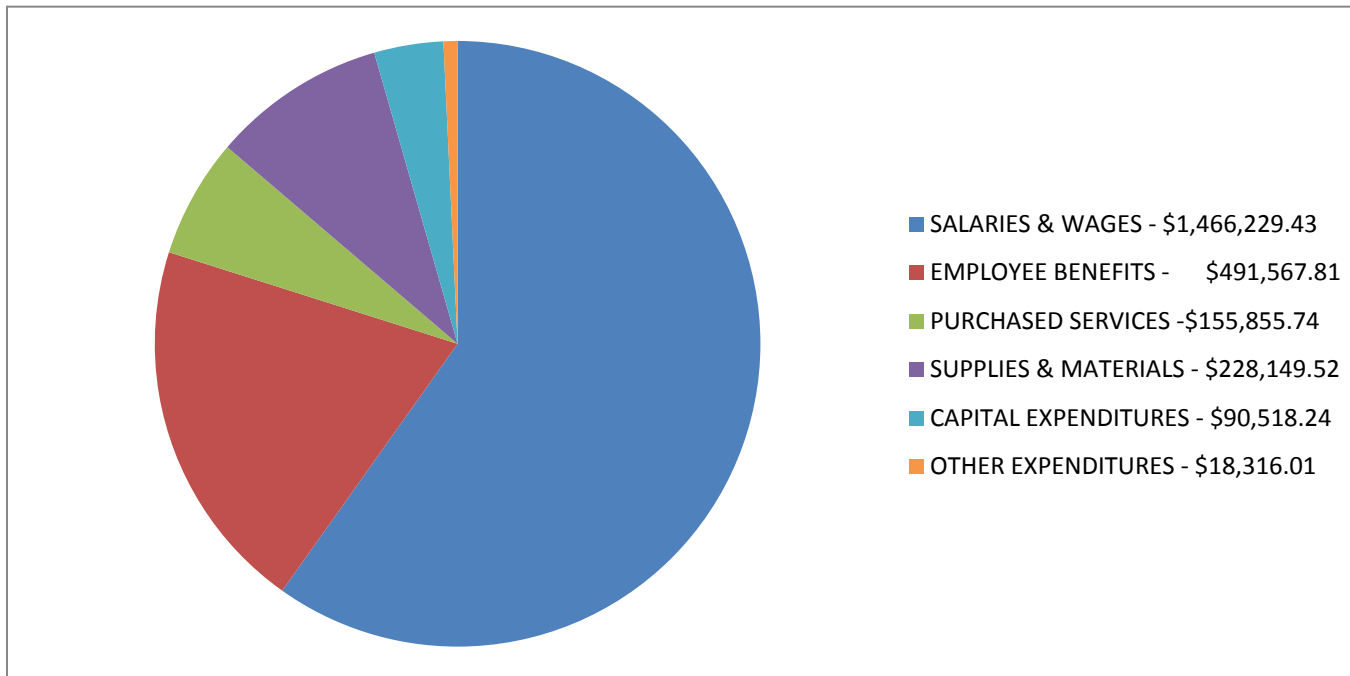
The pie chart shows the expenses by object codes in the General Fund that were paid thru September, 2020. This chart is as current as can be at this time.

The month of September has been busy in the District Office. I am in full swing of audit work at this time. This year our auditors will not be on sight; all paperwork needed will be uploaded to Eide Bailey's secure client portal.



## FUND 01 - EXP GUIDELINE BY OBJECT

OCTOBER, 2020



TOTAL EXPENDITURES – FUND 01 - THRU SEPTEMBER, 2020 - \$2,450,666.75

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24385	AFLAC	0717	001			
			B 01	215 060	American Family/Flex Cancer	Wire
PO#:	Voucher #:		112801	Invoice	9/30/2020	Paid Amt: \$61.90
PO#:	Voucher #:		112865	Invoice	9/30/2020	Paid Amt: \$61.90
						<b>Check Amount: \$123.80</b>
						<b>Vendor Total: \$123.80</b>
11747	BLUE CROSS & BLUE SHIELD	0717	001			
			B 01	215 020	Health Ins	Wire
			B 01	215 024	Retiree Health Ins	\$75,910.24
			B 01	215 020	Health Ins-adj to premium	\$7,336.10
						(\$19,099.35)
PO#:	Voucher #:		112802	Invoice	9/30/2020	Paid Amt: \$64,146.99
PO#:	Voucher #:		112866	Invoice	9/30/2020	Paid Amt: \$84,797.89
PO#:	Voucher #:		112878	Invoice	9/30/2020	Paid Amt: \$415.75
						<b>Check Amount: \$149,360.63</b>
						<b>Vendor Total: \$149,360.63</b>
28892	EDUCATORS BENEFIT CONSULTANTS	0717	001			
			B 01	215 056	American Express	Wire
PO#:	Voucher #:		112800	Invoice	9/15/2020	Paid Amt: \$2,557.29
PO#:	Voucher #:		112804	Invoice	9/15/2020	Paid Amt: \$2,382.34
PO#:	Voucher #:		112805	Invoice	9/15/2020	Paid Amt: \$537.52
PO#:	Voucher #:		112807	Invoice	9/15/2020	Paid Amt: \$145.84
PO#:	Voucher #:		112808	Invoice	9/15/2020	Paid Amt: \$280.96
PO#:	Voucher #:		112809	Invoice	9/15/2020	Paid Amt: \$134.31
PO#:	Voucher #:		112810	Invoice	9/15/2020	Paid Amt: \$500.02
PO#:	Voucher #:		112811	Invoice	9/15/2020	Paid Amt: \$531.86
			B 01	215 069	Orchard Trust/Great West	\$130.00
			B 01	215 078	Horace Mann	\$4,539.99
						<b>Check Amount: \$4,539.99</b>
						<b>Vendor Total: \$4,539.99</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Invoice No	Invoice Date	Pmt/Void Date	Pmt Type	Amount
28892		EDUCATORS BENEFIT CONSULTANTS								
		0717		001						
				B 01	215 068	ING/Aetna			Wire	
PO#:		Voucher #:		112812	Invoice	Invoice No: S2021050	9/15/2020	9/15/2020	Paid Amt:	\$5,381.61
PO#:		Voucher #:		B 01	215 077	Modern Woodmen			Paid Amt:	\$334.02
PO#:		Voucher #:		112816	Invoice	Invoice No: S2021050	9/15/2020	9/15/2020	Paid Amt:	\$1,255.13
PO#:		Voucher #:		B 01	215 057	Thrivent Financial			Paid Amt:	\$716.81
PO#:		Voucher #:		112821	Invoice	Invoice No: S2021050	9/15/2020	9/15/2020	Paid Amt:	\$716.81
PO#:		Voucher #:		B 01	215 067	Valic			Paid Amt:	\$716.81
PO#:		Voucher #:		112823	Invoice	Invoice No: S2021050	9/15/2020	9/15/2020	Paid Amt:	\$716.81
									Check Amount:	\$19,427.70
		0717		001					Wire	
PO#:		Voucher #:		B 01	215 056	American Express			Paid Amt:	\$2,557.29
PO#:		Voucher #:		112864	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$2,557.29
PO#:		Voucher #:		B 01	215 055	Equitable Life			Paid Amt:	\$2,460.10
PO#:		Voucher #:		112868	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$537.52
PO#:		Voucher #:		B 01	215 050	ECONOMIC SERVICES			Paid Amt:	\$537.52
PO#:		Voucher #:		112869	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$317.51
PO#:		Voucher #:		B 01	215 053	Fidelity Investment			Paid Amt:	\$280.96
PO#:		Voucher #:		B 01	215 068	ING/Aetna			Paid Amt:	\$134.31
PO#:		Voucher #:		112871	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$500.02
PO#:		Voucher #:		B 01	215 068	ING/Aetna			Paid Amt:	\$134.31
PO#:		Voucher #:		B 01	215 080	First Investors Corporation			Paid Amt:	\$500.02
PO#:		Voucher #:		112872	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$634.33
PO#:		Voucher #:		B 01	215 064	Franklin Templeton			Paid Amt:	\$531.86
PO#:		Voucher #:		112873	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$531.86
PO#:		Voucher #:		B 01	215 069	Orchard Trust/Great West			Paid Amt:	\$130.00
PO#:		Voucher #:		112874	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$130.00
PO#:		Voucher #:		B 01	215 078	Horace Mann			Paid Amt:	\$5,003.45
PO#:		Voucher #:		112875	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$5,003.45
PO#:		Voucher #:		B 01	215 068	ING/Aetna			Paid Amt:	\$5,902.15
PO#:		Voucher #:		112876	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$5,902.15
PO#:		Voucher #:		B 01	215 077	Modern Woodmen			Paid Amt:	\$334.02
PO#:		Voucher #:		112881	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$334.02
PO#:		Voucher #:		B 01	215 061	New York Life			Paid Amt:	\$291.67
PO#:		Voucher #:		112883	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$291.67
PO#:		Voucher #:		B 01	215 057	Thrivent Financial			Paid Amt:	\$1,255.13
PO#:		Voucher #:		112888	Invoice	Invoice No: S2021060	9/30/2020	9/30/2020	Paid Amt:	\$1,255.13

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>28892</b>					
EDUCATORS BENEFIT CONSULTANTS					
	0717	001			
		B 01	215 067		
		Valic			
PO#:	Voucher #:	112890	Invoice	9/30/2020	Wire
			Invoice No: S2021060		\$1,050.15
					Paid Amt: \$1,050.15
					Check Amount: \$21,286.14
Vendor Total:					\$40,713.84
<b>22350</b>					
FRANSDEN BANK AND TRUST					
	0717	001			
		B 01	215 003		
		Fed Tax			
PO#:	Voucher #:	112806	Invoice	9/15/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112813	Invoice	9/15/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112818	Invoice	9/15/2020	Wire
		FICA			
			Invoice No: S2021050		\$64,053.96
					Paid Amt: \$64,053.96
					Check Amount: \$122,287.62
<b>112815</b>					
FRANSDEN BANK AND TRUST					
	0717	001			
		B 01	215 002		
		State Tax			
PO#:	Voucher #:	112815	Invoice	9/15/2020	Wire
			Invoice No: S2021050		\$20,622.95
					Paid Amt: \$20,622.95
					Check Amount: \$20,622.95
<b>112870</b>					
FRANSDEN BANK AND TRUST					
	0717	001			
		B 01	215 003		
		Fed Tax			
PO#:	Voucher #:	112870	Invoice	9/30/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112877	Invoice	9/30/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112884	Invoice	9/30/2020	Wire
		B 01	215 003		
		Fed Tax			
PO#:	Voucher #:	112891	Invoice	9/30/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112892	Invoice	9/30/2020	Wire
		B 01	215 010		
		FICA			
PO#:	Voucher #:	112894	Invoice	9/30/2020	Wire
		FICA			
			Invoice No: S202106S0		\$63.24
					Paid Amt: \$63.24
					Check Amount: \$132,845.78
<b>112880</b>					
FRANSDEN BANK AND TRUST					
	0717	001			
		B 01	215 002		
		State Tax			
PO#:	Voucher #:	112880	Invoice	9/30/2020	Wire
			Invoice No: S2021060		\$22,198.94
					Paid Amt: \$22,198.94
					Check Amount: \$22,198.94

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>22350</b>							
FRANSEN BANK AND TRUST							
		0717	001	B	01 215 002	State Tax	Wire
		Voucher #:	112893	Invoice	Invoice No: S202106S0	9/30/2020	
							Paid Amt: \$20.00
							Check Amount: \$20.00
<b>Vendor Total:</b>							<b>\$297,975.29</b>
<b>24948</b>							
MN CHILD SUPPORT PYMT CENTER							
		0717	001	B	01 215 029	Child Support	Wire
		Voucher #:	112814	Invoice	Invoice No: S2021050	9/15/2020	
							Paid Amt: \$776.93
							Check Amount: \$776.93
<b>Vendor Total:</b>							<b>\$776.93</b>
<b>23795</b>							
NATIONAL INSURANCE SERVICES							
		0717	001	B	01 215 036	Accident	Check
		Voucher #:	112799	Invoice	Invoice No: S2021050	9/30/2020	
							Paid Amt: \$1.50
							Check Amount: \$1.50
							Paid Amt: \$25.21
							Check Amount: \$1,061.08
							Paid Amt: \$1,874.05
							Check Amount: \$1,874.05
							Paid Amt: \$1.50
							Check Amount: \$0.20
							Paid Amt: \$25.21
							Check Amount: \$1,062.28
							Paid Amt: \$48.00
							Check Amount: \$1,880.11
							Paid Amt: (\$94.99)
							Check Amount: (\$8.82)
							Paid Amt: (\$219.56)
							Check Amount: (\$219.56)
							Paid Amt: \$2,960.34
							Check Amount: \$2,960.34
							Paid Amt: \$1.70
							Check Amount: \$1.70
<b>Vendor Total:</b>							<b>\$1,555.83</b>
<b>22350</b>							
FRANSEN BANK AND TRUST							
		0717	001	B	01 215 035	Retiree Life Ins	Wire
		Voucher #:	112882	Invoice	Invoice No: S2021060	9/30/2020	
							Paid Amt: \$2,692.23
							Check Amount: \$5,655.77
<b>Vendor Total:</b>							<b>\$5,655.77</b>

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>24384</b>					
NCPERS MINNESOTA					
	0717	001	104944		
		B 01	215 032		
				PERA Life	
<b>PO#:</b>	<b>Voucher #:</b>	<b>112886</b>	<b>Invoice</b>	<b>9/30/2020</b>	<b>Check</b>
					\$32.00
					<b>Paid Amt: \$32.00</b>
					<b>Check Amount: \$32.00</b>
					<b>Vendor Total: \$32.00</b>
<b>21993</b>					
PUBLIC EMPLOYEES RETIREMENT ASSN					
	0717	001			
		B 01	215 014		
				PERA	
<b>PO#:</b>	<b>Voucher #:</b>	<b>112819</b>	<b>Invoice</b>	<b>9/15/2020</b>	<b>Wire</b>
					\$13,775.35
					<b>Paid Amt: \$13,775.35</b>
					<b>Check Amount: \$13,775.35</b>
					<b>Vendor Total: \$13,775.35</b>
<b>26971</b>					
Select/MII Life					
	0717	001			
		B 01	215 028		
				Flex - Employee Contributions	
		B 01	215 028		
				Flex - Employee Contributions	
		B 01	215 092		
				FY2019-Flex Dep Care	
		B 01	215 093		
				FY2019-Flex-Med Care	
		B 01	215 091		
				FY2020-Flex Med Care	
		B 01	215 092		
				FY2021-Flex Dep Care Adj to actual	
		B 01	215 093		
				FY2021-Flex Med Care adj to claims	
					\$3,148.34
					(\$3,148.34)
					\$2,291.74
					\$747.23
					\$142.02
					(\$3,750.12)
					\$2,207.58
					<b>Paid Amt: \$1,638.45</b>
					<b>Check Amount: \$20,869.56</b>
					<b>Vendor Total: \$34,644.91</b>
	0717	001			
		B 01	215 028		
				Flex - Employee Contributions	
		B 01	215 028		
				Flex - Employee Contributions	
		B 01	215 092		
				FY2019-Flex Dep Care	
		B 01	215 093		
				FY2019-Flex-Med Care	
		B 01	215 028		
				Flex - Employee Contributions	
					\$2,898.34
					\$2,291.74
					\$747.23
					(\$2,898.34)
					<b>Paid Amt: \$3,038.97</b>
					<b>Check Amount: \$4,677.42</b>
					<b>Vendor Total: \$4,677.42</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
26971	Select/MII Life				
	0717	001			
		B 01	215 093		Wire
					(\$747.23)
<b>PO#:</b>	<b>Voucher #:</b>	<b>112820</b>	<b>Invoice</b>	<b>9/30/2020</b>	<b>Paid Amt: \$2,898.34</b>
					<b>Check Amount: \$2,898.34</b>
<hr/>					
	0717	001			Wire
		B 01	215 028		\$3,148.34
		B 01	215 092		\$2,291.74
		B 01	215 092		(\$2,291.74)
		B 01	215 093		\$747.23
		B 01	215 093		(\$747.23)
<b>PO#:</b>	<b>Voucher #:</b>	<b>112887</b>	<b>Invoice</b>	<b>9/30/2020</b>	<b>Paid Amt: \$3,148.34</b>
					<b>Check Amount: \$3,148.34</b>
<hr/>					
<b>Vendor Total: \$10,724.10</b>					
<hr/>					
21994	TEACHERS RETIREMENT ASSN				
	0717	001			
		B 01	215 018		Wire
					\$70,918.16
<b>PO#:</b>	<b>Voucher #:</b>	<b>112822</b>	<b>Invoice</b>	<b>9/15/2020</b>	<b>Paid Amt: \$70,918.16</b>
					<b>Check Amount: \$70,918.16</b>
<hr/>					
	0717	001			Wire
		B 01	215 018		\$71,555.54
<b>PO#:</b>	<b>Voucher #:</b>	<b>112889</b>	<b>Invoice</b>	<b>9/30/2020</b>	<b>Paid Amt: \$71,555.54</b>
		B 01	215 018		\$41.42
<b>PO#:</b>	<b>Voucher #:</b>	<b>112896</b>	<b>Invoice</b>	<b>9/30/2020</b>	<b>Paid Amt: \$41.42</b>
					<b>Check Amount: \$71,596.96</b>
<hr/>					
<b>Vendor Total: \$142,515.12</b>					
<hr/>					
<b>Report Total: \$683,301.29</b>					





**2020-2021 CUSTODIAL  
NOTICE OF ASSIGNMENT**

**DATE: 10/07/2020**

**NAME: GARY JENSEN**

**EMPLOYEE #3722**


**LOCATION: DISTRICT WIDE**

**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days
Custodian, Grounds	8	260 <i>(Including 11 Paid Holidays)</i>

Regular Hourly Rate	Step	Differential Pay				Total Hourly Rate
		Building Engineer	1 <sup>st</sup> Class Boilers	2 <sup>nd</sup> Class Boilers	Shift	
\$17.77	6	\$0.00	\$0.00	\$0.00	\$0.00	\$17.77

  
 \_\_\_\_\_  
 Employee Signature

10/8/2020  
 \_\_\_\_\_  
 Date



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Gary Jensen	<b>Date Offer Accepted:</b>	9/25/2020
<b>Job Title:</b>	Custodian	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Full-time
<b>Hiring Supervisor:</b>	Tim Bisek	<b>Location:</b>	District Wide

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Mike Johnson	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Prior Lake High School	Prior Lake MN	High school diploma	High school diploma 1978	1975 -1978

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Jensen custom wood products	Subcontractor builder	Reading blueprints and installing products in homes	2015 -2020

<b><u>Beginning Contract Date:</u></b>	9/29/2020	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Has worked in multiple jobs that have needed mechanical aptitude as well as cleaning tasks.



**2020-2021 CUSTODIAL  
NOTICE OF ASSIGNMENT**

**DATE: 10/08/2020**

**NAME: JESSICA ROLLINS**

**EMPLOYEE #3723**

**LOCATION: ELEMENTARY SCHOOL**

**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days
Custodian	8	260 <i>(Including 11 Paid Holidays)</i>

Regular Hourly Rate	Step	Differential Pay				Total Hourly Rate
		Building Engineer	1 <sup>st</sup> Class Boilers	2 <sup>nd</sup> Class Boilers	Shift	
\$17.26	4	\$0.00	\$0.00	\$0.00	\$0.40	\$17.66

  
Employee Signature

10/8/20  
Date



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Jessica Rollins	<b>Date Offer Accepted:</b>	9/28/2020
<b>Job Title:</b>	Custodian	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Full-time
<b>Hiring Supervisor:</b>	Tim Bisek	<b>Location:</b>	Elementary School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Keith Carlson	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Shakopee High school	Shakopee MN	High school diploma	High school diploma 2013	2010 -2013

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Commercial Driver's License			expires 2013

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Koch Transportation Inc	Special Education Driver	Bring students to and from school	2018 - present

<b><u>Beginning Contract Date:</u></b>	10/12/2020	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Drive students to and from school on a set schedule.



INDEPENDENT SCHOOL DISTRICT #717  
NEW TEACHER CONTRACT

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

**1. Basic Services:**

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

**2. Duration:**

This contract covers the time period of **10/26/2020** through **6/4/2021** Dates of assignment are approximate and may change due to licensure requirements and potential assignment changes.

**3. Duty Year:**

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

**4. Additional Assignments:**

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

**5. Salary:**

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

FTE: 1.0

Lane: BA

Step: 15

Days/Year: 186

Base Salary: \$62,732

Employee Signature: Sheila Jenc

Board Chair Signature of Receipt: \_\_\_\_\_

Board Clerk Signature of Receipt: \_\_\_\_\_



**Extra-Curricular Assignment  
2020-2021**

To: Doyle, Joe

You have been assigned the following extra-curricular assignment:

Assignment: C-Squad Girls Soccer

Group: 5

Year Started: 2020

Experience: 0 years


Location: JHS

Stipend Paid: \$2,263.00

Longevity: \$0.00

**Total Stipend to be paid: \$2,263.00**

*In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. If MSHSL cancels the season due to COVID payroll payments will be stopped immediately.*

Employee Signature:  Date: 8-24-2020

Activities Director Signature:  Date: 9-15-20



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Sheila Jenc	<b>Date Offer Accepted:</b>	10/8/2020
<b>Job Title:</b>	Licensed School Nurse	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Full-time
<b>Hiring Supervisor:</b>	Chad Williams	<b>Location:</b>	District Wide

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Nicole Langheim and Laura Menden	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
University of South Dakota	South Dakota	Nursing	5/2006	9/2004-5/2006
Western Governors University	Utah	Nursing	7/2019	10/2018-7/2019

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
School Nurse	PELSB/Dept. of Health	Pending	

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Prairie Lakes Healthcare System	Registered Nurse	Surgical services, recovery and education, anesthesia, coordination of care, and direct care to patients	1/2005-11/2019
Huron School District	School Nurse	Provide care to students in various ways medically, input data, etc.	2/2014--6/2016
Home Healthcare Inc.	Registered Nurse	Initial client assessments, oversee admissions, coordinate healthcare services, administer nursing cares	11/2019-current

<b><u>Beginning Contract Date:</u></b>	10/26/2020	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Sheila has been a school nurse for about 2 years and an RN for 15 years in various positions. Sheila comes to use with 15+ years experience in nursing.



**2020-2021 PARAPROFESSIONAL**  
**NOTICE OF ASSIGNMENT**

**DATE: 9/25/2020**

**NAME: ALEXANDRA BERGMAN**

**EMPLOYEE ID: 3719**

**LOCATION: ELEMENTARY SCHOOL**

**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days
<i>Para, Special Education</i>	6.5	180 <i>(Including 5 Paid Holidays)</i>

Schedule	Grade	Step	Hourly Rate	Longevity	CEU Stipend	Total Hourly Rate
A	1	1	\$14.69	\$0.00	\$0.00	\$14.69

  
 \_\_\_\_\_  
 Employee Signature



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Alexandra Bergman	<b>Date Offer Accepted:</b>	9/24/2020
<b>Job Title:</b>	Para, Special Education	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Part-time
<b>Hiring Supervisor:</b>	Jenna Wendorff	<b>Location:</b>	ELS

**PERSONNEL ACTION**

<b>New Hire</b>	X	<b>Replacement For</b>	Justyne Kinsella	<b>Change</b>		<b>Additional Assignment</b>	
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**EDUCATION INFORMATION**

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan High School	Jordan	--	--	--

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
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**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Oak Terrace	Care Manager	Taking care of residents, medications	4/20-now

<b><u>Beginning Contract Date:</u></b>	9/28/2020	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Experience working in patient care.



**INDEPENDENT SCHOOL DISTRICT #717  
NEW TEACHER CONTRACT**

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

**1. Basic Services:**

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

**2. Duration:**

This contract covers the time period of **10/17/2020** through **1/8/2021**. Dates of assignment are approximate and may change due to licensure requirements and potential assignment changes.

**3. Duty Year:**

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

**4. Additional Assignments:**

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

**5. Salary:**

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

**FTE:** 1.0

**Lane:** BA

**Step:** 1

**Days/Year:** 186

**Base Salary:** \$244.43/day

**Employee Signature:** \_\_\_\_\_

**Board Chair Signature of Receipt:** \_\_\_\_\_

**Board Clerk Signature of Receipt:** \_\_\_\_\_



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Amanda Ohmes	<b>Date Offer Accepted:</b>	9/10/2020
<b>Job Title:</b>	LTS - Teacher, Special Education	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Temporary
<b>Hiring Supervisor:</b>	Chad Williams	<b>Location:</b>	Middle School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Anna Pederson	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
William Penn University	Oskaloosa, IA	EEd	5/04	9/2002-5/2004

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>
Academic and Behavior Strategist	PELSB	6/2020	6/2024

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
SouthWest Metro Intermediate School District	SpEd Teacher	Provide academic and behavior support for students in a federal setting IV program	9/2019-6/2020
Jordan High School	SpEd Teacher	Provide academic and life skills support for students in grade 9-12.	

<b><u>Beginning Contract Date:</u></b>	10/19/2020	<b><u>Ending Contract Date:</u></b>	1/11/2021
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Note: Amanda will be filling in for Anna Pederson while on a leave of absence.

**Brief Description of Previous Experience:** Amanda has worked in sped for the past 5 years supporting students academic, social/emotional, and functional skills in grades K-12.



**2020-2021 FRONT DESK ASSISTANT**  
**NOTICE OF ASSIGNMENT**

**DATE: 10/05/2020**

**NAME: SUSAN SEVCIK**

**EMPLOYEE ID: 3724**

**LOCATION: COMMUNITY ED AND REC CENTER**

**FROM: DISTRICT OFFICE**

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*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Grade	Step	Hourly Rate
Front Desk Assistant	Varies	2	1	\$13.47

- *You are paid for the contract year over 24 pay periods from September through the end of August.*
- *To calculate your pay per check, divide your annual salary by 24.*
- *Please compare this information to your first pay check.*

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*Employee Signature*

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*Date*



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Susan Sevcik	<b>Date Offer Accepted:</b>	9/24/2020
<b>Job Title:</b>	Front Desk Assistant	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Part-time
<b>Hiring Supervisor:</b>	Andi Nold	<b>Location:</b>	CERC

### PERSONNEL ACTION

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

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

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Minneapolis Vocational School	Minneapolis, MN	Nursing	Licensed Practical Nurse	09/1970 - 06/1972

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date

### RELEVANT EXPERIENCE

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

Name of Employer	Title	Nature of Duties	Dates Employed
Fairview Southdale Hospital	Health Unit Coordinator	Manage switchboard, ensure staff and patients would follow scheduled surgeries and procedures for the day. Helped direct and answer questions from incoming patients, family and staff.	07-2001 - 09/2020

<b>Beginning Contract Date:</b>	9/30/2020	<b>Ending Contract Date:</b>	
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**Brief Description of Previous Experience:** Customer service in hospital setting



**Extra-Curricular Assignment  
2020-2021**

To: Stensland, Tammy

You have been assigned the following extra-curricular assignment:

Assignment: B-Squad Volleball

Group: 3

Year Started: 2020

Longevity: 0 years

Location: JHS

Stipend Paid: \$2,983.00

Longevity: \$0.00

**Total Stipend to be paid: \$2,983.00**

*In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. Payments will begin with the 9/30/2020 payroll and will end with the 11/30/2020 payroll. If MSHSL cancels the season due to COVID payroll payments will be stopped immediately.*

Employee Signature: Tammy Stensland Date: 9/28/20

Activities Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Tammy Stensland	<b>Date Offer Accepted:</b>	9/23/2020
<b>Job Title:</b>	Coach, Volleyball	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Seasonal
<b>Hiring Supervisor:</b>	Joe Perkl	<b>Location:</b>	District Wide

**PERSONNEL ACTION**

<b>New Hire</b>	X	<b>Replacement For</b>	Megan Geis	<b>Change</b>		<b>Additional Assignment</b>	
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**EDUCATION INFORMATION**

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

<b><u>Beginning Contract Date:</u></b>	9/28/2020	<b><u>Ending Contract Date:</u></b>	12/4/2020
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**Brief Description of Previous Experience:** district employee w/ experience



**Extra-Curricular Assignment  
2020-2021**

To: Doyle, Joe

You have been assigned the following extra-curricular assignment:

Assignment: C-Squad Girls Soccer

Group: 5

Year Started: 2020

Experience: 0 years


Location: JHS

Stipend Paid: \$2,263.00

Longevity: \$0.00

**Total Stipend to be paid: \$2,263.00**

*In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. If MSHSL cancels the season due to COVID payroll payments will be stopped immediately.*

Employee Signature:  Date: 8-24-2020

Activities Director Signature:  Date: 9-15-20



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Joseph Doyle	<b>Date Offer Accepted:</b>	8/12/2020
<b>Job Title:</b>	Coach, C-Squad Girl's Soccer	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Seasonal
<b>Hiring Supervisor:</b>	Joe Perkl	<b>Location:</b>	District Wide

**PERSONNEL ACTION**

<b>New Hire</b>	X	<b>Replacement For</b>		<b>Change</b>		<b>Additional Assignment</b>	
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**EDUCATION INFORMATION**

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

<b><u>Beginning Contract Date:</u></b>	8/17/2020	<b><u>Ending Contract Date:</u></b>	10/16/2020
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**Note:** Numbers allow this level

**Brief Description of Previous Experience:** Has prior coaching experience.



**Extra-Curricular Assignment  
2020-2021**

To: O'Brien, Sean

You have been assigned the following extra-curricular assignment:

Assignment: 8<sup>th</sup> Grade Football

Group: 6

Year Started: 2020

Experience: 0 years

Location: JHS

Stipend Paid: \$2,156.00

Longevity: \$0.00

**Total Stipend to be paid: \$2,156.00**

*In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. Payments will begin with the 9/30/2020 payroll and will end with the 11/30/2020 payroll. If MSHSL cancels the season due to COVID payroll payments will be stopped immediately.*

Employee Signature: Sean O'Brien Date: 9/29/2020

Activities Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Sean O'Brien	<b>Date Offer Accepted:</b>	9/25/2020
<b>Job Title:</b>	Coach, Football	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Seasonal
<b>Hiring Supervisor:</b>	Joe Perkl	<b>Location:</b>	Middle School

**PERSONNEL ACTION**

<b>New Hire</b>	X	<b>Replacement For</b>	Mitch Kelly	<b>Change</b>		<b>Additional Assignment</b>	
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**EDUCATION INFORMATION**

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>

**Brief Description of Previous Experience:** St. Peter MS Football coach / district teacher



**2020-2021 KIDS COMPAYN**  
**NOTICE OF ASSIGNMENT**

**DATE: 10/7/2020**

**NAME: MIKAELA WINTERS**

**EMPLOYEE ID: 3721**

**LOCATION: KIDS COMPANY**

**FROM: DISTRICT OFFICE**

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*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

<b>Position</b>	<b>Hrs/Day</b>	<b>Grade</b>	<b>Step</b>	<b>Hourly Rate</b>
<i>HS Group Leader</i>	<i>Varies</i>	<i>2</i>	<i>1</i>	<i>\$13.47</i>

- You are paid your hourly rate based on the number of hours logged in Veritime.
- Please compare this information to your first pay check.

Employee Signature



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Mikaela Winters	<b>Date Offer Accepted:</b>	9/1/2020
<b>Job Title:</b>	Kid Company - Casual Employee	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Part-time
<b>Hiring Supervisor:</b>	Jenna Wendorff	<b>Location:</b>	Elementary School

**PERSONNEL ACTION**

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

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>
Jordan High School	Jordan, MN		HS Diploma	2016-2020

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

**RELEVANT EXPERIENCE**

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Radermacher's Fresh Market	Cashier	Cashier duties	6/2019-current

<b><u>Beginning Contract Date:</u></b>	10/1/2020	<b><u>Ending Contract Date:</u></b>	
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**Brief Description of Previous Experience:** Has experience working as a cashier at Radermacher's Fresh Market.



## **Communication Plan 2020-21**

*The goal of the Communication Plan is to promote community, staff and parental interaction (along with the Board) to ensure that all people have accurate and complete information about issues regarding our school district.*

### **School Board Communications with Staff and/or Public**

- The Meet & Confer committee will meet on 10/21/20, 1/20/21, and 4/28/21 at 3:30pm.
- Board members will participate in an act of service volunteering at three or more events throughout the year. Principals, Director of Communications and the Superintendent will share opportunities with Board Members. (Welcoming students, greeting and directing families or other acts at community and staff events as needed.) This provides an opportunity to interact with staff and our community.
- Board members will attend staff breakfasts on dates representing the first and last days of the school year. (8/24/20 optional lunch due to Covid) and 6/4/21 pending
- Board members will attend graduation on 5/29/21 at 8:00pm in order to promote positive community relations.
- The Board will welcome student Athletic and Activity groups to give a 5-10 minute presentation or to attend to be recognized by the board.
- A Candidate's Forum will be held in the fall of a Board election year.
- The Truth in Taxation Meeting will be held on 12/14/20.
- School Board Committees will provide reports to the full Board at Regular Meetings. These reports will be based on which committees met during that particular month and will be listed on the agenda. A list of all committees and their members will be provided on the agenda.

### **Leadership Team Communications with Staff and/or Board**

- The Superintendent will provide the Board with a weekly campus update via email, monthly Board meeting updates and on-going updates through text, phone conversations or personal visits.
- The Administrative Team will provide progress reports regarding the District's Strategic Plan and other important updates through Administrator Reports submitted for Regular Board Meetings.
- Administrative Team presence at board meetings is only required if they are presenting an Action Item. Please see below bullets for times when the Administrative Team will be present at Board Meetings.

- January:
  - Kindergarten Registration Update
  - MS/HS Registration Update (Principals)
  - Board and Administrative Retreat (Admin Team)
- March:
  - Budget Workshop (Admin Team)
- July/August:
  - Handbook Approval (Principals)
- Other action items and important topics as needed
- Principals will also provide weekly newsletters, including building events, and email them as a PDF to staff, Board members, and the Superintendent.

### **District Communications with Staff and/or Board**

- The District Office will send notification of the release of the Board Agenda via Boardbook, and the preliminary, unapproved minutes from each Board meeting to all board members and district employees immediately after they are word processed and proofed by the Superintendent, Board Chair, and Board Clerk.
- The Superintendent will communicate with staff and community regularly through a variety of venues.

### **District Communications to Public**

- Posters that list the District's Strategic Roadmap will be displayed in each of the District buildings so parents, staff, students and anyone who enters the building are aware of the goals we have set.
- The District will continue to build a positive relationship with the newspaper staff. The District will provide community information and updates throughout the year.
- The District Office will send an email to the Jordan City Administrator with a link to the Board Meeting Agendas when the Board Packets are released.
- The District will market itself in social media, the District website, through the Jordan Journalist, and via the Jordan Independent.
- The District will work cooperatively with the Jordan Booster Club and Jordan Education Foundation to provide guidance, vision, and support.

Jordan Staff and Board Members will follow these communication guidelines to the extent possible based on health and safety, scheduling and any unknown considerations.

## American Indian Education Aid Application Overview

### Directions for Use

The American Indian Education Aid application is provided as a Word document. This allows users to type their information, program narratives, and budgets directly into the template. The template will expand as needed to accommodate typed information.

### Required Items

#### 1. The American Indian Education Aid Application

The application is comprised of the three sections:

- A. Applicant Information: This section contains district or school information as well as administrative and program leadership contact information.
- B. The American Indian Education Aid Program Plan: This section contains a table for each distinct goal area. Each goal area used should contain a complete narrative and budget.
- C. Certification Statement: This section requires the signatures of the superintendent or charter/tribal school director, program leadership, and the American Indian Parent Advisory Committee chair. Digital or typed signatures are accepted on this statement.

#### 2. The American Indian Parent Advisory Committee Roster

The American Indian Parent Advisory Committee roster is available as a separate download on the American Indian Education Aid subpage, and is a fillable PDF. Applications that are submitted without a roster are considered incomplete and will be returned to the sender.

**Due Date:** October 1. If you are unable to meet the October 1 deadline, please reach out to Guthrie Capossela: [Guthrie.Capossela@state.mn.us](mailto:Guthrie.Capossela@state.mn.us).

### Submission

Submit required items to the Office of American Indian Education: [mde.indian-education@state.mn.us](mailto:mde.indian-education@state.mn.us).

## American Indian Education Aid Application

### A. Applicant Information

#### District, Charter School, or Tribal School:

##### *Superintendent or Charter/Tribal School Director*

Name: Ranae Case Evenson

Email: [revenson@isd717.org](mailto:revenson@isd717.org)

Phone: 952-492-4226

##### *Director of American Indian Education*

Name: Sarah Miller

Email: [smiller@isd717.org](mailto:smiller@isd717.org)

Phone: 952-492-4305

##### *American Indian Parent Advisory Committee Chair*

Name: Ann Hiegel

Email: [annhiegel@gmail.com](mailto:annhiegel@gmail.com)

Phone: 952-261-4479

**Application Submitted By:** Chad Williams, Sarah Miller and Ann Hiegel

**Date of Submission:**

## B. American Indian Education Aid Program Plan

Goal Area 1	All American Indian Children Are Ready for School
<b>2020-21 District Goal</b>	During the 20-21 school year the Jordan District and AIPAC Council will provide outreach to ALL identified students and their families from the American Indian Program Coordinator and provide professional development for 100% of our Early Childhood Staff for up to 5 hours to ensure resources are implemented with fidelity in our early childhood program by January 21, 2021.
<b>In-person Learning</b>	
Strategy	American Indian Program Coordinator will provide professional development in person to the Early Childhood Program Staff to ensure purchased resources are implemented with fidelity. The American Indian Program Coordinator will provide outreach to families through Google Meet, Zoom, or by phone to ensure support is provided to our families and students.
Measure of Success	<p>The American Indian Program Coordinator will document contact with families and report the success of outreach to our identified families</p> <p>The American Indian Program Coordinator will provide the outline and agenda for professional develop/training for Early Childhood Staff by January 21, 2021.</p>
Itemized Budget	<p>Cost of American Indian Program Coordinator Hours – <b>18 hours</b></p> <p>Cost of American Indian Program Coordinator <b>\$492.30</b></p>
Budget Total	<b>\$492.30</b>
<b>Hybrid Learning</b>	
Strategy	The Jordan Public School Hybrid Model for Early Childhood Programming has not changed with days students are in attendance. The district’s Hybrid Model is by 50% capacity. Therefore, the American Indian Program Coordinator will provide professional development in person to the Early Childhood Program Staff to ensure purchased resources are implemented with fidelity. The American Indian Program Coordinator will provide outreach to families through Google Meet, Zoom, or by phone to ensure support is provided to our families and students.
Measure of Success	<p>The American Indian Program Coordinator will document contact with families and report the success of outreach to our identified families</p> <p>The American Indian Program Coordinator will provide the outline and agenda for professional develop/training for Early</p>

Goal Area 1	All American Indian Children Are Ready for School
	Childhood Staff by January 21, 2021.
Itemized Budget	Cost of American Indian Program Coordinator Hours – <b>18 hours</b> Cost of American Indian Program Coordinator <b>\$492.30</b>
Budget Total	<b>\$492.30</b>
<b>Distance Learning</b>	
Strategy	American Indian Program Coordinator will provide virtual/online professional development in person to the Early Childhood Program Staff to ensure purchased resources are implemented with fidelity. The American Indian Program Coordinator will provide outreach to families through Google Meet, Zoom, or by phone to ensure support is provided to our families and students.
Measure of Success	The American Indian Program Coordinator will document contact with families and report the success of outreach to our identified families  The American Indian Program Coordinator will provide the outline and agenda for professional develop/training for Early Childhood Staff by January 21, 2021.
Itemized Budget	Cost of American Indian Program Coordinator Hours – <b>18 hours</b> Cost of American Indian Program Coordinator <b>\$492.30</b>
Budget Total	<b>\$492.30</b>

Goal Area 2	All American Indian Third-Graders Achieve Grade Level Literacy
<b>2020-21 District Goal</b>	The goal for the 2020-2021 school year is that 80% identified American Indian students 1 <sup>st</sup> through 3 <sup>rd</sup> grade will maintain or increase their overall progress in reading skills by using their fall and spring FAST Bridge assessment scores in 2020-2021 in reading and meet their grade level literacy expectations by June, 2021.
<b>In-person Learning</b>	

Goal Area 2	All American Indian Third-Graders Achieve Grade Level Literacy
Strategy	<p>The Jordan School District will use culturally responsive techniques and strategies to help increase literacy test scores. The Jordan School District will help utilize our American Indian Program Coordinator and district culturally responsive team and the district equity specialist to ensure classroom teachers are utilizing culturally responsive techniques and strategies for our identified American Indian students. The district American Indian Program Coordinator will meet with teachers and students in small groups with our identified 1<sup>st</sup> through 3<sup>rd</sup> grade American Indian students to provide culturally sensitive activities to help increase confidence in literacy skills. The American Indian Program Coordinator will utilize purchased materials (books/trunks) and other activities to increase academics needs of students.</p>
Measure of Success	<p>District and AIPAC Council will review EduClimber to review two FAST test scores to determine if students maintain or increase their overall progress in reading skills.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>
Itemized Budget	<p>\$: American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b></p> <p>\$: Cost for American Indian Program Coordinator: <b>\$2,953.80</b></p>
Budget Total	<b>\$2,953.80</b>
<b>Hybrid Learning</b>	
Strategy	<p>The Jordan Public School Hybrid Model for Elementary K-4 Programming has not changed with days students are in attendance. The district’s Hybrid Model is by 50% capacity at our elementary School. The Jordan School District will use culturally responsive techniques and strategies to help increase literacy test scores. The Jordan School District will help utilize our American Indian Program Coordinator and district culturally responsive team and the district equity specialist to ensure classroom teachers are utilizing culturally responsive techniques and strategies for our identified American Indian students. The district American Indian Program Coordinator will meet with teachers and students in small groups with our identified 1<sup>st</sup> through 3<sup>rd</sup> grade American Indian students to provide culturally sensitive activities to help increase confidence in literacy skills. The American Indian Program Coordinator will utilize purchased materials (books/trunks) and other activities to increase academics needs of students.</p>
Measure of Success	<p>District and AIPAC Council will review EduClimber to review two FAST test scores to determine if students maintain or increase their overall progress in reading skills.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>

Goal Area 2	All American Indian Third-Graders Achieve Grade Level Literacy
Itemized Budget	\$: American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b> \$: Cost for American Indian Program Coordinator: <b>\$2,953.80</b>
Budget Total	<b>\$2,953.80</b>
<b>Distance Learning</b>	
Strategy	<p>While on distance learning, ALL students will have access to a chromebook while at home. The district will also provide wifi hot spots for families that do not have internet access. The Jordan School District will use culturally responsive techniques and strategies to help increase literacy test scores. While on distance learning, the Jordan School District will help utilize our American Indian Program Coordinator and district culturally responsive team and the district equity specialist to ensure classroom teachers are utilizing culturally responsive techniques and strategies for our identified American Indian students. The American Indian Program Coordinator will work with staff and families to provide equity to access materials as needed. The district American Indian Program Coordinator will meet with teachers and students in small groups, through zoom or google meet, with our identified 1<sup>st</sup> through 3<sup>rd</sup> grade American Indian students to provide culturally sensitive activities to help increase confidence in literacy skills. The American Indian Program Coordinator will utilize purchased materials (books/trunks) and other activities to increase academics needs of students.</p>
Measure of Success	<p>The district and AIPAC Council will review EduClimber to review two FAST test scores (if available) or through classroom teacher progress to determine if students maintain or increase their overall progress in reading skills.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>
Itemized Budget	\$: American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b> \$: Cost for American Indian Program Coordinator: <b>\$2,953.80</b>
Budget Total	<b>\$2,953.80</b>

Goal Area 3	All Achievement Gaps Closed for American Indian Students
<b>2020-21 District Goal</b>	#1 - During the 20-21 school year, the Jordan School District with the AIPAC council increase the social and emotional learning through cultural activities and trainings to decrease the achievement gap in reading and math. Due the COVID-19

Goal Area 3	All Achievement Gaps Closed for American Indian Students
	<p>Pandemic and not having adequate assessment data along with the district changing our local assessment data from NWEA to FAST Bridge, our goal is to maintain our current status with no achievement gap from fall testing data to spring testing data by using our FAST Bridge assessment tool.</p> <p>#2 - During the 20-21 school year the Jordan School District and AIPAC council will provide district staff with culturally responsive teacher trainings, program development, and time for curriculum writing so our identified American Indian students will become well rounded and meet their unique educational needs. The goal is to provide our identified American Indian families/students four culturally relevant events.</p>
In-person Learning	
Strategy	<p>#1 - The Jordan School District along with the AIPAC council will increase and review detailed local assessment test scores, review trend data and make decisions on services being provided to our identified American Indian students through targeted after school services. The district and AIPAC council will provide instructional resources for identified American Indian students in grades K-12 and participating in cultural activities throughout the 20-21 school year. The AIPAC will provide identified American Indian students with culturally appropriate activities to help engage in learning. Activities included are: banquet for identified American Indian students to provide awards/recognition with participation in district activities, cultural events through the diverse leadership group, Native American Horse Camp and other activities throughout the 20-21 school year. The projected students to participate in the Native American Horse Camp will be 8 students in grades 5-12 and projected American Indian Awards/Recognition banquet of 30 or more families in attendance. All activities will be determined on district procedures related to the COVID-19 Pandemic and the guidance of MDH and MDE.</p> <p>#2 - The Jordan School District and AIPAC council will provide support for staff through our district American Indian education support staff and AIPAC Program Coordinator. The district will provide different cultural responsible trainings and time for staff to work on ensuring curricular resources are bring utilized in the classroom. The AIPAC council will work with the Jordan School District to provide support for after school services to meet students educational needs and provide transportation to allow access to the after school program.</p>
Measure of Success	<p>As grade level dictates projected local assessment test scores (FAST Bridge) for 2020-2021 school year to compare identified American Indian students with Jordan School District population.</p> <p>District and AIPAC Council will review EduClimber to review fall, winter and spring test scores to see if students meet projected growth goal or if the student has an achievement gap in comparison to district average.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>
Itemized Budget	<p><b>\$7,000:</b> Culturally related events (Horse Camp)</p>

Goal Area 3	All Achievement Gaps Closed for American Indian Students
	<p><b>\$150:</b> Food Student Activity</p> <p><b>\$4,000:</b> Culturally related family engagement events (Banquet, Family Engagement Activities, etc.)</p> <p><b>\$4,000:</b> After School Academic Support Coaching</p> <p><b>\$2,018.50:</b> Transportation Costs</p> <p><b>\$300:</b> Graduation Eagle Feather Beading</p> <p><b>\$1,120:</b> Staff Curriculum Writing</p> <p><b>\$2,953.80</b> Cost for American Indian Program Coordinator:            American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b></p>
Budget Total	<b>\$21,542.30</b>
Hybrid Learning	
Strategy	<p>The Jordan Public School Hybrid Model for Elementary K-4 Programming has not changed with days students are in attendance. The district’s Hybrid Model is by 50% capacity at our elementary School.</p> <p>#1 - The Jordan School District along with the AIPAC council will increase and review detailed local assessment test scores, review trend data and make decisions on services being provided to our identified American Indian students through targeted after school services. The district and AIPAC council will provide instructional resources for identified American Indian students in grades K-12 and participating in cultural activities throughout the 20-21 school year. The AIPAC will provide identified American Indian students with culturally appropriate activities to help engage in learning. Activities included are: banquet for identified American Indian students to provide awards/recognition with participation in district activities, cultural events through the diverse leadership group, Native American Horse Camp and other activities throughout the 20-21 school year. The projected students to participate in the Native American Horse Camp will be 8 students in grades 5-12 and projected American Indian Awards/Recognition banquet of 30 or more families in attendance. All activities will be determined on district procedures related to the COVID-19 Pandemic and the guidance of MDH and MDE.</p> <p>#2 - The Jordan School District and AIPAC council will provide support for staff through our district American Indian education support staff and AIPAC Program Coordinator. The district will provide different cultural responsible trainings and time for staff to work on ensuring curricular resources are bring utilized in the classroom. The AIPAC council will work with the Jordan School District to provide support for after school services to meet students educational needs and provide transportation to allow access to the after school program.</p>

Goal Area 3	All Achievement Gaps Closed for American Indian Students
Measure of Success	<p>As grade level dictates projected local assessment test scores (FAST Bridge) for 2020-2021 school year to compare identified American Indian students with Jordan School District population.</p> <p>District and AIPAC Council will review EduClimber to review fall, winter and spring test scores to see if students meet projected growth goal or if the student has an achievement gap in comparison to district average.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>
Itemized Budget	<p><b>\$7,000:</b> Culturally related events (Horse Camp)</p> <p><b>\$150:</b> Food Student Activity</p> <p><b>\$4,000:</b> Culturally related family engagement events (Banquet, Family Engagement Activities, etc.)</p> <p><b>\$4,000:</b> After School Academic Support Coaching</p> <p><b>\$2,018.50:</b> Transportation Costs</p> <p><b>\$300:</b> Graduation Eagle Feather Beading</p> <p><b>\$1,120:</b> Staff Curriculum Writing</p> <p><b>\$2,953.80</b> Cost for American Indian Program Coordinator:            American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b></p>
Budget Total	<b>\$21,542.30</b>
Distance Learning	
Strategy	<p>While on distance learning, ALL students will have access to a chromebook while at home. The district will also provide wifi hot spots for families that do not have internet access.</p> <p>#1 - The Jordan School District along with the AIPAC council will increase and review detailed local assessment test scores, review trend data and make decisions on services being provided to our identified American Indian students through targeted after school services. The district and AIPAC council will provide instructional resources for identified American Indian students in grades K-12 and participating in cultural activities throughout the 20-21 school year. The AIPAC will provide identified American Indian students with culturally appropriate activities to help engage in learning. Activities included are: banquet for identified American Indian students to provide awards/recognition with participation in district activities, cultural events through the diverse leadership group, Native American Horse Camp and other activities throughout the 20-21 school year. The projected students to participate in the Native American Horse Camp will be 8</p>

Goal Area 3	All Achievement Gaps Closed for American Indian Students
	<p>students in grades 5-12 and projected American Indian Awards/Recognition banquet of 30 or more families in attendance. All activities will be determined on district procedures related to the COVID-19 Pandemic and the guidance of MDH and MDE. While on distance learning, the Jordan District will continue to provide all activities outlined in this goal.</p> <p>#2 – The Jordan School District and AIPAC council will provide support for staff through our district American Indian education support staff and AIPAC Program Coordinator. The district will provide different cultural responsible trainings and time for staff to work on ensuring curricular resources are bring utilized in the classroom. The AIPAC council will work with the Jordan School District to provide support for after school services to meet students educational needs and provide transportation to allow access to the after school program.</p>
Measure of Success	<p>As grade level dictates projected local assessment test scores (FAST Bridge) for 2020-2021 school year to compare identified American Indian students with Jordan School District population.</p> <p>District and AIPAC Council will review EduClimber to review fall, winter and spring test scores to see if students meet projected growth goal or if the student has an achievement gap in comparison to district average.</p> <p>American Indian Program Coordinator will report and oversee district culturally sensitive activities and materials for identified American Indian students.</p>
Itemized Budget	<p><b>\$7,000:</b> Culturally Related Activities (Horse Camp)</p> <p><b>\$4,000:</b> Professional Development</p> <p><b>\$4,000:</b> After School Academic Support Coaching (via zoom)</p> <p><b>\$2,168.50:</b> Transportation Costs</p> <p><b>\$300:</b> Graduation Eagle Feather Beading</p> <p><b>\$1,120:</b> Staff Curriculum Writing</p> <p><b>\$2,953.80</b> Cost for American Indian Program Coordinator:</p> <p>American Indian Program Coordinator working hours at Jordan Elementary School – <b>108 hours</b></p>
Budget Total	<b>\$21,542.30</b>

Goal Area 4	All American Indian Students Achieve Career and College Readiness
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Goal Area 4	All American Indian Students Achieve Career and College Readiness
<b>2020-21 District Goal</b>	During the 2020-2021 school year, 100% of American Indian students in the Jordan School District will reach benchmark on the Pre-ACT and ACT college readiness assessments. The identified American Indian students in grades 9-12 may take/re-take the ACT exam, ACT prep courses, visit colleges they are interested in attending, and prepare students for post-secondary and career options. The Jordan School District will create and provide post-secondary folders that will help students become career and post-secondary ready prior to their graduation from JHS by June 2021.
<b>In-person Learning</b>	
Strategy	The Jordan School District will continue to encourage career readiness and post-secondary college visits for 18 American Indian students in grades 9-12. This will be done through supporting students who elect to take/re-take the ACT exam, ACT prep courses, and/or visit colleges they are interested in attending. Students will work with the equity specialist and be provided a resource folder that provides information on post-secondary and career options.
Measure of Success	<p>American Indian Program Coordinator will <b>meet monthly</b> by documenting meeting times with students and their school counselor and report this to the AIPAC Council.</p> <p>Students are provided a year by year checklist to ensure needs are being met for career and college readiness. American Indian Program Coordinator will report to AIPAC Council on student engagement at JHS.</p>
Itemized Budget	<p>Due to the need of preparing students for career options and post-secondary programs, the Jordan School District and AIPAC council will allocate funds to support access to college visits and other means to support career and post-secondary readiness. <b>Total Cost = \$7,800</b></p> <p><b>\$7,800:</b> Student college visits, college fairs, conferences, and created post-secondary folders</p>
Budget Total	<b>\$7,800.00</b>
<b>Hybrid Learning</b>	
Strategy	At the Jodan High School, the current Hybrid Model is ABABC model by last name. While on the Hybrid Model, the Jordan School District will continue to encourage career readiness and post-secondary college visits for 18 American Indian students in grades 9-12. This will be done through supporting students who elect to take/re-take the ACT exam, ACT prep courses, and/or visit colleges they are interested in attending. Students will work with the equity specialist and be provided a resource folder that provides information on post-secondary and career options.
Measure of Success	American Indian Program Coordinator will <b>meet monthly</b> by documenting meeting times with students and their school counselor and report this to the AIPAC Council.

Goal Area 4	All American Indian Students Achieve Career and College Readiness
	Students are provided a year by year checklist to ensure needs are being met for career and college reainess. American Indian Program Coordinator will report to AIPAC Council on student engagement at JHS.
Itemized Budget	Due to the need of preparing students for career options and post-secondary programs, the Jordan School District and AIPAC council will allocate funds to support access to college visits and other means to support career and post-secondary readiness. <b>Total Cost = \$7,800</b> <b>\$7,800:</b> Student college visits, college fairs, conferences, and created post-secondary folders
Budget Total	<b>\$7,800.00</b>
<b>Distance Learning</b>	
Strategy	While on the Distance Learning Model, the Jordan School District will continue to encourage career readiness and post-secondary college visits for 18 American Indian students in grades 9-12. This will be done through supporting students who elect to take/re-take the ACT exam, ACT prep courses, and/or visit colleges they are interested in attending. Students will meet virtually and work with the American Indian Program Coordinator and be provided a resource folder that provides information on post-secondary and career options.
Measure of Success	American Indian Program Coordinator will <b>meet monthly</b> by documenting meeting times with students and their school counselor and report this to the AIPAC Council. Students are provided a year by year checklist to ensure needs are being met for career and college reainess. American Indian Program Coordinator will report to AIPAC Council on student engagement at JHS.
Itemized Budget	Due to the need of preparing students for career options and post-secondary programs, the Jordan School District and AIPAC council will allocate funds to support access to college visits and other means to support career and post-secondary readiness. <b>Total Cost = \$7,800</b> <b>\$7,800:</b> Student college visits, college fairs, conferences, and created post-secondary folders
Budget Total	<b>\$7,800.00</b>

Goal Area 5	All American Indian Students Graduate from High School
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Goal Area 5	All American Indian Students Graduate from High School
<b>2020-21 District Goal</b>	The Jordan School District will have 100% of American Indian students to graduate on time and participate in monthly meetings with the Jordan Public Schools American Indian Program Coordinator to ensure identified American Indian students are on track to graduate by June, 2021.
<b>In-person Learning</b>	
Strategy	The Jordan School District will continue to work with American Indian Program Coordinator to develop relationships between students, parents and staff. The America Indian Program Coordinator will help students to recognize and value their high school education to proceed to a post-secondary education or workforce.
Measure of Success	American Indian Program Coordinator will share monthly her agenda(s) and attendance roster of participating students to reach 100% graduation rate of Jordan seniors.
Itemized Budget	<p><b>\$1,531.60</b> Cost for American Indian Program Coordinator:</p> <p>American Indian Program Coordinator working hours at Jordan High School – <b>56 hours</b></p> <p>Due to the need of preparing students for post-secondary programs and workforce, the Jordan School District and AIPAC council will allocate funds to support access materials to support post-secondary readiness.</p>
Budget Total	<b>\$1,531.60</b>
<b>Hybrid Learning</b>	
Strategy	At the Jordan High School, the current Hybrid Model is ABABC model by last name. The Jordan School District will continue to work with American Indian Program Coordinator to develop relationships between students, parents and staff. The America Indian Program Coordinator will help students to recognize and value their high school education to proceed to a post-secondary education or workforce.
Measure of Success	American Indian Program Coordinator will share monthly her agenda(s) and attendance roster of participating students to reach 100% graduation rate of Jordan seniors.
Itemized Budget	<p><b>\$1,531.60</b> Cost for American Indian Program Coordinator:</p> <p>American Indian Program Coordinator working hours at Jordan High School – <b>56 hours</b></p> <p>Due to the need of preparing students for post-secondary programs and workforce, the Jordan School District and AIPAC council will allocate funds to support access materials to support post-secondary readiness.</p>

Goal Area 5	All American Indian Students Graduate from High School
Budget Total	<b>\$1,531.60</b>
<b>Distance Learning</b>	
Strategy	While on Distance Learning Model, the Jordan School District will continue to work with American Indian Program Coordinator to develop relationships between students, parents and staff. These meetings will be held virtually through zoom or Google Meet. The America Indian Program Coordinator will help students to recognize and value their high school education to proceed to a post-secondary education or workforce. While on distance learning, the district will provide staff training to meet needs of all students through culturally sensitive topics to meet the distircts overall plan.
Measure of Success	American Indian Program Coordinator will share monthly her agenda(s) and attendance roster of participating students to reach 100% graduation rate of Jordan seniors.
Itemized Budget	<p><b>\$1,531.60</b> Cost for American Indian Program Coordinator:</p> <p>American Indian Program Coordinator working hours at Jordan High School – <b>56 hours</b></p> <p>Due to the need of preparing students for post-secondary programs and workforce, the Jordan School District and AIPAC council will allocate funds to support access materials to support post-secondary readiness.</p>
Budget Total	<b>\$1,531.60</b>

**FY21 Estimated Budget Total: \$34,320**

**C. Certification Statement**

By typing your name below you, the undersigned, hereby certify that the American Indian Education Aid program plan was developed in full collaboration with the district or school’s American Indian Parent Advisory Committee, pursuant to [Minnesota Statutes, section 124D.78](#), and you attest that all goals, strategies and budgets were discussed in detail and agreed upon by all parties.

Superintendent or Charter/Tribal Director: Ranae Case Evenson

Director of American Indian Education: Chad Williams/Sarah Miller

American Indian Parent Advisory Committee Chair: Ann Hiegel



Contact Us  
Virginia Davis

E-mail:  
mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

Address:  
1500 Highway 36 West, Roseville, MN 55113

# Assurance of Compliance

## 0717-01 Jordan Public School District

### INFORMATION NEEDED TO EVIDENCE COMPLIANCE- School Year: 20-21

\* - indicates required fields.

#### Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Ranae Case Evenson	Joe Perkl	Chad Williams
Telephone Number*	952-492-4226	952-492-4399	952-492-4230
Fax Number*	952-492-4445	952-492-4425	952-492-4445
E-Mail Address*	revenson@isd717.org	jperkl@isd717.org	cwilliams@isd717.org

#### Mandated Reporter Training

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

#### Date of Verification

10/06/2020

#### Document Submittal Verification

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	10/06/2020	Select file: <input type="button" value="Choose File"/> No file chosen

#### District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), in installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

#### Federal Laws:

Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits

discrimination on the basis of age (over 40 years).

- Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

- The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age.
- Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity, school desegregation, and prohibition of discriminatory practices.

**By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you provided is accurate, and that you have the authority to submit this assurance on behalf of the district.**

**NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.**



# JORDAN PUBLIC SCHOOLS

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

## District Strategic Planning Process

The mission of Jordan Public Schools is to inspire a caring community to ignite learning, innovation, and success for all.

The **vision** of Jordan Public Schools will:

- Help students attain high academic achievement
- Provide a safe, collaborative and innovative culture and environment in which to learn and work
- Provide opportunities and support to students to maximize potential
- Be fiscally responsible and maintain quality facilities
- Engage with all stakeholders in an intentional and effective manner

The **core values** of the Jordan Public Schools are:

- **Excellence:** Setting a high bar for learning, behavior, commitment and service
- **Integrity:** Doing the right things at all times with honesty, trust and respect
- **Innovation:** Finding courageous ways to excel through research and action
- **Collaboration:** Working in partnership for shared goals
- **Respect:** Showing pride in who we are and celebrating our differences

**Purpose:** Jordan Public Schools' strategic plan and the state's World's Best Workforce statute focus the district's continuous improvement efforts on instruction and achievement for all students.

## World's Best Workforce 2020-2021

**Purpose:** Under Minnesota Statutes, section 120B.11, school boards are to adopt a long-term, comprehensive strategic plan to support and improve teaching and learning based on the guidelines of the World's Best Workforce.

**The World's Best Workforce legislation includes six areas for schools and districts to address:**

- Having clearly defined goals,
- A process for assessing student progress
- A system to review staff effectiveness
- Quality instruction and curriculum
- Effective educational practices
- A budget aligned to learning

**Based on input from the district’s DATA Team, Advisory Council, Administrative Team, and the Strategic Plan, the created continuous improvement goals focus on the following five areas outlined through World’s Best Workforce:**

- All children are ready for school.
- All third-graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school

**Continuous Improvement Goals  
AND  
Best Practices Strategies with Action Steps**

The World's Best Workforce Goals were created through coordination with various district stakeholders including administrators, teachers, parents, and community members.

Across Jordan Public Schools in all subject areas and grade levels, a variety of strategies and processes are in place in order to ensure instructional staff and administrators are focusing on proven best-practice strategies to ensure all students are kindergarten ready, all students can read by grade three, reduction of the achievement gap between all students groups, ensure students are career and college ready, and that students graduate from high school.

**Jordan Elementary School**

<b>All Children are Ready for School</b>	
<b>Goal:</b>	At least 51% of all kindergarten students will score at or near proficiency for Kindergarten Readiness skills in math and reading based on FastBridge Spring 2021 data.
<b>Action Steps:</b>  <i>What will the district do to accomplish this goal?</i>	<ul style="list-style-type: none"> <li>• Continue focus on P-K vertical alignment</li> <li>• Reinforce Kindergarten Readiness programming</li> <li>• Continue kindergarten “Kick Start to Kindergarten” programming that matches student needs with teaching and learning styles</li> </ul>

	<ul style="list-style-type: none"> <li>• Continue to develop birth to kindergarten opportunities allowing for parents to participate in student learning.</li> <li>• Continue screenings to assess incoming kindergarten readiness</li> </ul>
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## Jordan Elementary School

<b>All Third-Graders can Read at Grade Level</b>	
<b>Goal:</b>	At least 60% of all third grade students will meet or exceed proficiency on the reading MCAs in the Spring of 2021.
<b>Action Steps:</b>  <i>What will the district do to accomplish this goal?</i>	<ul style="list-style-type: none"> <li>• Continue implementing strong MTSS Tier I, Tier II, and Tier III Instructional and Intervention Focus</li> <li>• Continue K-12 curriculum alignment and development</li> <li>• Reinforce Standards Based Instruction staff development initiatives</li> <li>• Continue implementing Culturally Responsive Teaching Strategies throughout the district</li> </ul>

## Jordan School District

<b>All Racial and Economic Achievement Gaps Between Students are Closed.</b>	
<b>Goal:</b>	<p>Reading: The district will decrease the average achievement gap between FRP and not FRP by 10% based on Spring 2020 MCA testing.</p> <p>Math: The district will decrease the average achievement gap between FRP and not FRP by 10% based on Spring 2020 MCA testing.</p>
<b>Action Steps:</b>  <i>What will the district do to accomplish this goal?</i>	<p>Reading: Current gap (2018) is FRP 45.4% proficient and Not FRP 72.5% proficient = 26.8% Achievement Gap</p> <p>Math: Current gap (2018) is FRP 39.7% proficient and Not FRP 67.4% proficient = 27.7% Achievement Gap.</p> <p>Action Steps:</p> <ul style="list-style-type: none"> <li>• Continue to strengthen K-12 Multi-Tiered Systems of Support (MTSS)</li> <li>• Continue district-wide focus on student engagement through inquiry and project based learning</li> <li>• Reinforce K-12 focus on Culturally Responsive Teaching</li> <li>• Reinforce K-12 Standards Based Instruction staff development focus</li> </ul>

## Jordan High School

All Students are Ready for Career and College	
<b>Goal:</b>	At least 90% students will create a Personalized Learning Plan by the end of their 10th grade year.
<b>Action Steps:</b> <i>What will the district do to accomplish this goal?</i>	<ul style="list-style-type: none"> <li>• Strengthen Freshman Focus programming geared toward future planning and postsecondary readiness</li> <li>• Strengthen Ramp Up to Readiness programming during advisory time 9-12 to include ACT preparation curriculum</li> <li>• Expand career and postsecondary focused learning experience</li> <li>• Train staff on Personalized Learning Plans</li> <li>• Students will be exposed to the PreACT, ASVAB and Freshman Academy for continued career planning and guidance</li> <li>• Communication to families regarding career and college readiness</li> </ul>

## Jordan High School

All Students Graduate from High School	
<b>Goal:</b>	Jordan High School will remain above 92% in the four-year graduation rate cohort model for the 2020-2021 school year based on the state AYP report.
<b>Action Steps:</b> <i>What will the district do to accomplish this goal?</i>	<ul style="list-style-type: none"> <li>• Implement Personalized Learning Plans 7-12 to focus on graduation progress and goal planning.</li> <li>• Strengthen MTSS / RTI / SAIL intervention work with struggling learners</li> <li>• Reinforce high-quality Standards Based Instruction</li> <li>• Continue to focus on implementing high quality course offerings and authentic learning opportunities (Summit Academy)</li> <li>• Continue champion student program</li> <li>• Continue to offer credit recovery through extended programming</li> </ul>

## Instruction and Curriculum Review Process

Jordan Public Schools uses its curriculum and program review system to not only review curriculum and program areas but to also provide continuous improvement for teaching and learning in the district. As a part of the review process, the district will gather input from a variety of stakeholders including the staff, administration, school board, and the community while making programming decisions. The process is flexible, enabling the district to respond to the many rapidly changing areas in education such as alignment with standards, technology, and new or innovative ideas related to 21st century learning.

**The review process is divided into two cycles:**

- As Needed Formal Program Review Cycle
- An implementation and Continuous Improvement Cycle

<b>The Program Review Cycle has Three Phases</b>		
<b>Program Evaluation</b>	<b>Program Design</b>	<b>Implementation Plan and Purchase</b>
This phase helps stakeholders understand how instruction and curriculum compares with current research-based practices and expectations.	This phase focuses on K-12 alignment with district curriculum outcomes and Minnesota state standards, student assessments, and instructional strategies.	This phase encompasses material recommendations for the district to purchase and develop an implementation plan.

**Implementation and Continuous Improvement**

- The implementation and continuous improvement cycle is an ongoing process of evaluating how well a program is being implemented and determining whether the program is meeting intended outcomes.

**Installation > Early Implementation > Sustainability**

## Professional Development and Effective Educational Practices

The overarching district focus and goal of professional development is to support and improve instruction for all students.

**Purpose:** Continue offering targeted and personalized professional development supporting strategic goals and commitments.

**District Focus Areas of Professional Development:**

- Strengthen curriculum alignment focusing on a 21st century curriculum with standards based instruction.
- Improve instruction for all students focused on authentic, project based learning practices.
- Expand Culturally Responsive Teaching practices to focus on all aspects of CRT in the district.
- Strengthen support for the social and emotional development of students.

**Framework for Staff Development**  
2020-2021

<b>Framework for Staff Development</b>	<i>IGNITE AND REIMAGINE</i>	
	"It is no longer enough to know things. It is more important to stay curious about finding out things." Milton Chen	
	<i>WHY</i>	The constituents of Jordan Public Schools require innovative skills, and the education system needs to evolve in order to meet the demands of the 21st Century workplace. Jordan Public Schools will respond by creating an Inquiry focus with an emphasis on exploratory and elective based learning pathways.
	<i>WHAT</i>	A 21st Century curriculum focused on standards based instruction.
	<i>HOW</i>	<b>Teaching strategies based on best practice.</b>
<i>STRUCTURE</i>	K-12 Academy Pathways based in Experiential Learning ( <i>developing</i> ).	

**2020-2021 Professional Development IMPLEMENTATION:**

- Teachers will implement teaching strategies to support inquiry and project based learning.
- Teachers will implement strategies that support virtual and onsite learning for all students.
- Student support and counseling staff will implement mindfulness strategies across the district to support social and emotional learning for all students and staff.

**Professional Development Advisory Committees:**

All committees are led by Erin Hjelmeland, Director of Teaching and Learning

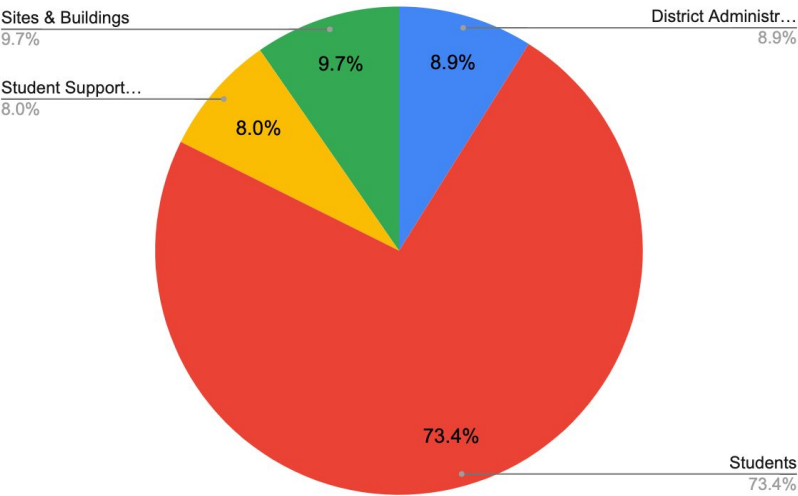
- District Professional Development Committee: This group meets quarterly to focus on overarching professional development goals and long term planning.

- Building Professional Development Committees: Each building runs its own professional development committee. These building committees meet weekly to support building specific goals, manage the building professional development budget, and oversee in-house training opportunities and professional development opportunities.

## Budget Aligned to Learning

In Jordan Public Schools, funds are primarily aligned to learning and student support, which is evidence of the district’s commitment to using resources where it matters most. The following is a representation of the 2020-2021 proposed categorical budget allocation broken down by the percent of the annual budget.

**District Costs by Program**



**CHART LEGEND**

- District Administration and Support 8.9%
- Students 73.4%
- Student Support Services 8%
- Facilities and Operations 9.7%

The **students** section incorporates costs for regular education, special education, career and technical education, instructional technology and media services. **Student support** includes programs like guidance counseling, health services, psychologists and mental health services, social workers, and student transportation. **District support and administration** encompasses district and school administrators and other district operational personnel. **Facilities operation and maintenance** also incorporates capital and long-term facilities maintenance budgeting.

## Teacher Equity and Staff Effectiveness

The World’s Best Workforce legislation focuses on ensuring all students have equitable access to excellent teachers. Districts must confirm a process is in place to examine the equitable

distribution of teachers and strategies to ensure low-income students, students of color, and American Indian students are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers.

The Minnesota Department of Education defines these categories as follows:

- An **ineffective teacher** is defined as a teacher who is not meeting professional teaching standards as defined in local teacher development and evaluation (TDE) systems.
- An **inexperienced teacher** is defined as a licensed teacher who has taught for three or fewer years.
- An **out of field teacher** is defined as a licensed teacher who is providing instruction in an area which he or she is not licensed.

In the fall of 2020-2021 school year, 11% of the district's teaching staff was considered inexperienced, 1% of the teaching staff was teaching out of field, and 71% of the teaching staff held advanced degrees based on hiring and employment data. Furthermore, there were no teachers on performance plans due to not meeting professional teaching standards as defined by the Jordan Public Schools Teacher Evaluation and Growth Model. Consequently, the district did not find any gaps in relation to equitable access for low-income students, students of color, or American Indian students.

The district administrative team reviews teacher placement each spring / summer prior to the start of the school year. The discussion to increase the diversity of the teaching staff is an ongoing issue. Consequently, the district recently added an equity specialist to specifically focus on CRT and ethnic diversity in the district. This position serves as a role model for ethnic diversity in the district and cultivates community outreach with diverse families.

### **Strategies to increase and retain teachers of color in the district:**

As is the case across Minnesota School Districts, this issue is tied to labor market challenges out of the district's control.

- Various recruiting sources are used in the district to garner diverse and high-quality applicants.
- In 2017 the American Indian Parent Advisory Council (AIPAC) was created to ensure that American Indian students are receiving culturally relevant and equitable educational opportunities. A continuous goal of this council is to work to increase diversity of our teaching staff; this council helps guide those discussions. Moreover, through the Curriculum and Technology Advisory Council, the topic of increasing diversity in our teaching staff has been a concentration to help increase the district's teachers of color to reflect a changing study population.

## **Jordan Public Schools Teacher Evaluation Process**

Jordan Public Schools uses a Teacher Evaluation Process that supports teachers in becoming highly effective in working with all groups of students. All non-tenured teachers are evaluated

by licensed administrators at least three times throughout the year. In addition, a mentor program is in place to support our newest teachers in their instructional practices.

**Purposes of the Jordan Public Schools Teacher Professional Growth and Evaluation:**

- To improve the quality of learning experience for students.
- To facilitate communications and cooperation between staff and administrators.
- To provide specific assistance and feedback for staff to promote professional growth.
- To provide a continuous written record of professional staff performance and service as an acknowledgement of effective job performance.
- To aid the teacher in gaining insights as to strengths and weaknesses and to provide a vehicle for continued improvement in job performance.
- To provide a basis for the principal/supervisor to recommend continuing contract status or as a basis for placement on the Teacher Assistance Track.

The district believes that professional growth is an on-going process not limited to the third year observation. Continuing dialogue with your principal and colleagues through activities such as peer coaching, peer reviews, administrative walkthroughs, and PLCs all contribute to the professional learning community that supports you in this process. The ultimate responsibility for the success of your professional growth plan, however, depends on you.

**Annual Report and Annual Public Meeting**

Jordan Public Schools continues to focus on expanding and strengthening connections with community and families to support students. As a part of this focus, the district has established the Curriculum and Technology Advisory Council. The council makes recommendations to the school board regarding curriculum and program improvements.

The Curriculum and Technology Advisory Council will provide community participation in:

- Reviewing the school district instruction, technology integration and curriculum plans, with emphasis on implementing the Minnesota Academic Standards
- Identifying annual instruction, technology integration, and curriculum improvement goals for recommendation to the school board
- Making recommendations regarding the evaluation process that will be used to measure school district progress towards its goals
- Making recommendations regarding the development of the “World’s Best Workforce Plan” and the “Technology Integration Plan”

**Curriculum and Technology Advisory Council Members**

**Jordan Administration and Staff**

Ranae Case Evenson <ul style="list-style-type: none"> <li>• Superintendent</li> </ul>	Jenna Wendorff <ul style="list-style-type: none"> <li>• Director of Early Learning Services</li> </ul>
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Jeff Vizenor <ul style="list-style-type: none"> <li>High School Principal</li> </ul>	Stephen Damlo <ul style="list-style-type: none"> <li>Director of Technology</li> </ul>
Ben Bakeberg <ul style="list-style-type: none"> <li>Middle School Principal</li> </ul>	Erin Hjelmeland <ul style="list-style-type: none"> <li>Director of Teaching and Learning</li> </ul>
Melissa Barnett <ul style="list-style-type: none"> <li>Elementary School Principal</li> </ul>	Amy Peters <ul style="list-style-type: none"> <li>High School Teacher</li> </ul>
Chad Williams <ul style="list-style-type: none"> <li>Director of Special Services</li> </ul>	Maggie Holbeck <ul style="list-style-type: none"> <li>Elementary School Teacher</li> </ul>
Kendra Olson <ul style="list-style-type: none"> <li>Middle School Teacher</li> </ul>	Katie Fisher <ul style="list-style-type: none"> <li>Elementary School Teacher</li> </ul>

**School Board Members / Community Members / Parent Members**

Connie Hennen	Sandy Burke	Lauren Pederson	Deb Pauly
Amy Vizenor	Randall Thompson	Jeff Carlson	Mike Franklin
Michael Vourlos	Sara Cook	Serena Pelowski	Eric Pass

**Summary**

The World's Best Workforce legislation aligns with Jordan's vision for all student's growth, learning, and innovation leading to success in the classroom and life. World's Best Workforce provides a template for the district to report it's goals, strategies, and results.

This report was submitted to the School Board and Presented at the regular board meeting on Tuesday, October 13, 2020.

Submitted By: \_\_\_\_\_  
*Erin Hjelmeland, Director of Teaching and Learning*

\_\_\_\_\_  
*Deb Pauly, School Board Chairperson*

\_\_\_\_\_  
*Ranae Case Evenson, Superintendent*



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## A LOOK BACK AT LAST YEAR

### Previous Year's WBWF Results: 2019-2020

<b>GOAL and Strategic Area</b>		<b>Result</b>
<b>All Children are Reading for School</b>	<b>Goal:</b> At least 51% of all kindergarten students will score at or near proficiency for Kindergarten Readiness skills in math and reading based on DIBELS 8 Spring 2020 data.	<b>Not Evaluated Due to COVID</b>
<b>All Third-Graders can Read at Grade Level</b>	<b>Goal:</b> At least 65% of all third grade students will meet or exceed proficiency on the reading MCAs in the Spring of 2020.	<b>Not Evaluated Due to COVID</b>
<b>All Racial and Economic Achievement Gaps Between Students are Closed.</b>	<b>Goal:</b> Reading: The district will decrease the average achievement gap between FRP and not FRP by 10% based on Spring MCA testing.  Math: The district will decrease the average achievement gap between FRP and not FRP by 10% based on Spring MCA testing.	<b>Not Evaluated Due to COVID</b>
<b>All Students are Ready for Career and College</b>	<b>Goal:</b> At least 40% of students in Grade 10 will score at or above proficiency (a score of 22) on the Pre Act assessment in the Fall of 2019.	<b>The district did NOT achieve this goal.</b>  <b>29% of students received a score of 22 or above on the Pre ACT assessment.</b>
<b>All Students Graduate from High School</b>	<b>Goal:</b> Jordan High School will remain above 90% in the four-year graduation rate cohort model for the 2019-2020 school year based on the state AYP report.	<b>Goal Achieved</b>  <b>The 2019-2020 graduation rate was 98%.</b>

## October 13, 2020 Board Report

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

### Hybrid Model Update

- Our staff and students are working hard!
- We continue to meet with our teacher leaders to support and collaborate with them to make the best possible learning environments for kids, and to ensure our staff have the resources and support they need as well.
- We are so appreciative of the support for our staff and students from the community and board.

### Needlepoint Bipolar Ionization Update:

- NAC has completed the installation of the Ionization Units on all of our sites.
- This is such a good thing for our district facilities and we look forward to cleaner air molecules and positive impacts in relation to our healthy environments.
- Here are a couple of notes on needlepoint bipolar ionization:
  - Needlepoint bipolar ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions.
  - These ions travel through the air continuously seeking out and attaching to particles.
  - This sets in motion a continuous pattern of particle combination.
  - As these particles become larger, they are eliminated from the air more rapidly.
  - Additionally, positive and negative ions have microbicidal effects on pathogens, ultimately reducing the infectivity of the virus.
- All this results to:
  - Reduction of Pathogens
  - Reduced Particles
  - Neutralization of Odors

### Football and Volleyball Update

- With the start of Volleyball and Football late this fall, there have been many opportunities for communication and planning. We have great appreciation that our athletes have the opportunity to participate!
- There has been much conversation in relation to the Guidelines school districts must follow in relation to athletics within the Minnesota State High School League.
- As a school district we are directed to follow the MSHSL Guidelines as well as the Minnesota Department of Education and Minnesota Department of Health Guidelines as they pertain to schools. It is important that as a district we make every effort to follow those guidelines as we are at risk of being fined, potentially having funds withheld by the Department of Education or risk our athletes not being able to participate.
- On Thursday, October 8th, school districts received updated guidance in relation to indoor spectators. We have communicated updates to our school community.
  - **Capacity Requirements**
    - Each team/group at an indoor event is allowed up to a total allocation of two spectators per participant.

- Spectators must be separated by at least 6 feet between households/spectator groups and event spaces can't exceed 25% of total capacity.
  - For indoor events where 12 feet can't be maintained between participants and spectators, participants must be included in the total capacity count.
  - If spectators and participants can be clearly separated by at least 12 feet, then participants do not need to be included in the total capacity count. No venue may exceed a capacity of 250 spectators.
  - In some situations, small venues may only allow for an allocation of one spectator or less per participant, depending on the size of the venue. Spectators are only allowed at official competitions or events. If the participants are young children who may need adult support to dress, use the restroom, or otherwise participate in a practice or rehearsal, each participant may have one support person attend. If a participant has a medical need for additional adult support then that support person is allowed at practices or rehearsals.
  - School districts and charter schools must require advanced reservations and/or ticketing (e.g. online, app-based, email, will-call). Walk-ins, impromptu purchases or admittance will not be allowed.
  - Names, phone number, and/or email must be collected as part of the reservation so that quick notification can be done if an individual develops COVID-19.
  - Schools must schedule arrival times for longer than their typical duration to minimize the congregation of spectators waiting. They must establish staggered admission-times, entry-times and durations to minimize overlap and congregating of spectators at choke-points (e.g. access points, security check-points, admission areas, concession areas).
  - District or charter school owned or leased facilities that are only used for non-instructional athletics or activities must follow the Stay Safe guidance and COVID-19 Sports Guidance for Youth and Adults.
- Many thanks to our Athletic Director, Joe Perkl and our district team for all of your efforts to adapt planning to the new guidance in such a short time!

#### **Best of Luck!**

- We wish all of our Fall athletes in Tennis, Soccer and Cross-Country all the best as they compete at their Section Tournaments! Good luck to our Football and Volleyball athletes as you begin your seasons! You make us proud with your hard work and Jordan Pride!!!

#### **November Board Meeting Dates**

- Our November 9th Regular Board Meeting will shift to November 12th due to election regulations around canvassing dates.

#### **Enrollment Update**

- As of October 1, 2020 our EC-12 monthly enrollment was 1837 students. This is 37 students less than end of year enrollment of 1874 for 19-20.
- We continue to monitor enrollment and will provide ongoing updates to the board.



**High School Board Notes  
October 12, 2020**

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

- We have set a goal that each student has a teacher that connects with them. We have used some of our grade level time to review students and foster those relationships.
- We have hosted two informal meetings with staff to check in and see what is working and what we can do to help. There have been many positives, but it has been hard for teachers to balance JVA and in person classes.
- The counseling department will be holding a college financial aid (FAFSA) session in October. Information has been shared out with senior parents.

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

- Students have responded well to being recognized for PRIDE behaviors. We are working hard to get the PBIS program rolling again in this hybrid environment.
- Teachers are working in grade levels to identify students and programs that will improve student connectedness.
- We continue to work with students and families about the importance of social distance and wearing masks properly. We are doing well with this, but it still could be better.

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

- Homecoming Week is still in progress. .
  - We are combining unity week activities with typical homecoming dress up days. .
  - We will not be hosting a dance or parade, which is sad for everyone involved at JHS.
  - We are looking to move forward with a homecoming royalty and plan to have a virtual coronation.
- October is Kindness Month. We will be having different activities and events throughout the month to celebrate our students being kind to each other.
- Invitation Conferences will be held on October 12. Grade Level Teams will create a list of students who would benefit from a conference and parents. We are looking at those conferences being over the phone or via zoom.

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

- Teachers will have all submitted personal professional goals or One Word ideas and I will be reviewing all of them in October.
- We have tracked the number of students that are attending on Friday Flex days. Here is what I put in my News and Notes on Friday 10/3/2020:
  - Friday flex day recap--It was another great day of students coming in for extensions and interventions. Awesome job! Here is a run down on the numbers:
    - **250 students attended large class meetings**
    - **55 students completed work before intervention**
    - **102 students attended at least one hour of intervention with a teacher**

**Jordan Middle School Board Report  
October 13<sup>th</sup>, 2020**

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

- Finalized [JMS hybrid learning model schedule](#).
- Planned, staffed, scheduled, and developed instructional plan for Jordan Virtual Academy (JVA).
  - JVA plans continue to adjust based on the needs of JVA students.
- Brainstorming and planning continues for multiple contingency plans for possible model shifts.
- Student Support Services (Counseling, Social Worker, School Psychologist) provide ongoing mental health training for students and staff as a follow up to professional development provided by 1000 Petals.

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

- MTSS team meets weekly to review at risk students and progress on building goals.
  - [JMS Building Goals 2020-2021](#)
- Staff offered feedback on grading guidance for students, staff, and families. Much of this guidance is driven by MDE.
- JMS continue to focus on effective Tier 1 instructional strategies across all content areas regardless of model of school in the fall.
  - Culturally responsive teaching methods continue to be modeled to equip staff to reach all learners at all tiers of instruction.
  - PBIS committee continues planning and implementation of best practice approaches to address student needs.
  - MTSS committee continues to plan for identifying and intervening with struggling students.
- Academic and behavioral intervention staff are pushing into classroom sections to support students in core instruction.

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

- Holding on-going meetings with grade level teams to collaborate and brainstorm solutions to issues for students and staff.
- Carrying out and modifying [contingency plans for substitute teachers](#) for normal and hybrid model.
- We continue to update the [2020-2021 School Opening Ongoing](#) document to address routine items for staff.
- Staff continue to enforce and remind students of health protocols outlined in the health and safety guidance.
  - This takes ongoing reminders for middle school students.
  - The bell schedule for the 2020-2021 school year has been adjusted to allow for social distancing if needed in the fall of 2020.

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

- Ongoing communication to families around instructional models.

- Support of families in the transition to Google Classroom as the learning management system at Jordan Schools.
- Invitation conference structure modified to meet the needs of hybrid learning model.
  - Families received the following [communication](#) regarding invitation conferences.
  - Staff received the following [communication](#) on the invitation hybrid conference model.
  - Survey of students will be conducted on flexible learning day to gather feedback and student perspective on hybrid learning at Jordan Middle School.

### **COVID Resources/Links/Videos**

- [Hybrid Learning-Typical Day Schedule with FAQ](#)
- [JMS Back to School Video Overview](#)
- [Grade 5 Video Overview](#)
- [Grade 6 Video Overview](#)
- [Grade 7 Video Overview](#)
- [Grade 8 Video Overview](#)
- **Schedules**
  - [In-Person Learning](#)
  - [Complete Hybrid Model](#)
  - [Complete Distance Learning](#)
  - [Jordan Virtual Academy](#)
  - [Academic Roadmap](#)
  - [Health and Safety Roadmap](#)
  - [Return to Learn-Orientation Week](#)
  - [Health and Safety Protocols](#)
  - [Jordan Virtual Academy](#)
  - [COVID 19 Tech Help](#)
  - [COVID 19 Mindfulness](#)
  - [COVID 19 Family Resources](#)
  - [Take-Home Meals](#)
- **Past Planning Guidance**
  - [COVID Distance Learning Guidelines](#)
  - [Distance Learning Instructional Matrix](#)
  - [Distance Learning Teacher Resources](#)

## Jordan Elementary School Principal Update October 13, 2020

Our staff continues to offer the best teaching and learning environment in this unique set of circumstances. I couldn't be prouder of their efforts, perseverance and commitment to students and families. Our One Word for the school year is *Flexible*, and we are all truly living it each day.

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

### **Improve student achievement, learning and career and college readiness**

- Continue to focus on standards-based instruction and project-based learning
  - Teachers have been offered another opportunity to work with the consultants from *Innovate to Incubate* to deepen their knowledge of inquiry-based learning.
- Instructional Coach/CRT Specialist Sarh Miller is co-teaching READO in classrooms to introduce Google Classroom courses related to literacy, and reading diverse texts that enhance the instruction of MN ELA standards.
- Teachers continue to implement culturally responsive teaching practices to ensure we are meeting the diverse academic and social-emotional learning needs of our students.
- Many teachers are embedding outdoor learning into their day, not only to allow for students to take a break from wearing masks, but also to provide authentic learning opportunities in, and related to, the environment.
- Teacher observations will begin in October for non-tenured teaching staff. I'm excited to see the amazing work they are doing in the classroom.

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

- JES students have completed benchmark assessments in Reading and Math (FASTBridge, and other curriculum based measurements). Teachers will be meeting for our fall data retreat on October 9th to review data and discuss the next steps in supporting students' academic needs.
- Our MTSS Academic and Behavior Teams have met to discuss our work and commitment to improving our process and procedures to best support teaching and learning this school year, and as we move into the future. We are currently working on collecting student data that will be discussed in our MTSS meetings and shared with families to determine the next steps to increase student success in academics and social-emotional learning.

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

- Staff have had the opportunity to participate in weekly face-to-face and/or virtual Q and A sessions on COVID-related items as well as any other building issues. Feedback is shared in real time or further discussed in our Building Advisory leadership team meeting.
- Thanks to our JES union reps, Greg Dietel and Laura Theis, in taking extra time to meet with teachers and administrators to further our work of building a strong school culture.

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

- Continue to communicate bi-weekly with families on changes in school procedures and school updates using email in Infinite Campus or by sending YouTube/Screencastify videos.
- Will be offering virtual or phone conference options to families for fall conferences to ensure everyone's health and well-being in order to continue in our current hybrid instructional model.
- Partnering with JES PTO on upcoming school events, determining fundraising opportunities, and ways to best support the classroom, staff and students while following COVID guidelines.
- We continue to be creative with ways to have students connect with our local community. We were fortunate to have the Jordan Fire Dept. offer our students free videos to watch for fire prevention month in lieu of traveling to the firehouse due to COVID regulations.
- Students and staff had a wonderful time celebrating JES Spirit Week and the start of our Kindness month. The week started off with Kindness in Chalk, with fun dress-up days offered throughout the week. We are all looking forward to celebrating Unity Day on Oct. 21st by wearing orange and shirts with a kindness message.

**Executive Summary**  
**Director of Teaching and Learning**  
**October 2020**

**PRIMARY FOCUS = JVA, Professional Development, FAST Implementation**

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

**• World's Best Workforce**

- This legislation mandates that all districts must have an approved strategic plan that supports teaching and learning in five goal areas:
  - All children are ready for school.
  - All third-graders can read at grade level.
  - All racial and economic achievement gaps between students are closed.
  - All students are ready for career and college.
  - All students graduate from high school.
- **2020-2021 World's Best Workforce Plan**
  - This plan was also reviewed at the October 5, 2020 Curriculum and Technology Advisory Council.
- Districts must also report progress on past World's Best Workforce plans to MDE. However, since many of the goals are based on spring MCA data, this year's progress reporting will look a bit different. I am waiting on guidance from MDE regarding how to proceed with reporting MCA related progress.

**• Jordan Virtual Academy**

- Enrollment transfers between JVA and on-site instruction were constant, which has greater impacts throughout the district. To mitigate these challenges and help support all student learning, we are asking families to make a semester long commitment to either on-site instruction or Jordan Virtual Academy.
  - Worked with Kat on creating **this communication** to help lessen this issue.
- The communication has alleviated some of the transfers; however, according to MDE anyone can opt in and out of on-site instruction at any time. Consequently, families can still request transfers.

- **Professional Development Plan**

- The goal of this year's staff development planning is to keep the schedule fluid in order to meet the changing needs coinciding with the various learning environments throughout the year. However, within that fluid framework, tailoring training to supporting specific needs is also a priority.
- Feedback -- a Google Form was sent to all staff with two purposes:
  - Receive feedback from the back-to-school workshop week along with Return to Learn orientation week.
  - Plan this year's professional development opportunities based on teacher need.

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

- **FASTBridge Learning**

- Throughout the 2020-2021 school year, FastBridge Learning will be implemented in grades K-8. This assessment and progress monitoring system is taking the place of NWEA (MAP) Testing.
  - This change was made in the Fall of 2019 due to budget cuts coinciding with the reduced testing time and package of assessment and progress monitoring tools FAST supplies. Moreover, FastBridge supports current MTSS practices in the district.
- Students in grades 2-8 were given the aReading and aMath tests in order to provide a baseline achievement record for students.
  - Staff will then use this information to tailor instruction to specific learning needs.
  - The district will use this material to gauge specific curriculum and supports needed to help foster instruction.
  - The next round of testing will take place this winter. This data will be able to show growth from Fall to Winter as well.
- MTSS instructions will also use FAST to provide progress monitoring to all students in order to measure intervention success.

- **2020-2021 Grading Guidance --** On August 18, 2020, MDE released [Assessing Learning Guidance for the 2020-2021 School Year](#). This guidance is similar to the spring distance learning guidance, and it is a slight break from some of the district's preCOVID grading policies.
- I created a draft of the district's grading plan for the 2020-2021 school year. This plan was reviewed by high school, middle school, and elementary school teachers. After receiving that feedback, the revised plan was reviewed at the October Curriculum and Technology Advisory Committee meeting.
- The final plan will be reviewed at the October 12, 2020 School Board meeting for final review.
  - [Jordan's Revision of Grading Practice 2020-2021](#)

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

- **SEL -- MOVE MINDFULLY**

- 1000 Petals offered a free follow-up training to the fall's initial training. Interested staff members were able to explore this practice deeper with this opportunity.

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

- **Curriculum and Technology Integration Advisory Council --**

- Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
- Meeting Schedule (also posted on the website and district calendar):
  - Monday, October 5 at 5pm
    - [Agenda](#) and [Meeting Minutes](#)
  - Monday, November 16 at 5pm
  - Monday, December 21 at 5pm
  - Monday, January 18 at 5pm
  - Monday, February 8 at 5pm
  - Monday, March 15 at 5pm
  - Monday, April 19 at 5pm

**All meetings will take place in the CERC multipurpose room.**



Thursday, October 1st, 2020

## Hello Coaches, Directors & ISD717 Staff,

The MSHSL held their regularly scheduled board meeting Thursday 10/1.

From the MSHSL: “The Board of Directors approved in a roll call vote a maximized winter activities calendar that will trim 30 percent of contests. The approved plan provides flexible scheduling options for member schools and assists in minimizing exposure risks. Most spring activities will be pushed back one week, with the exception of track and field and softball, which will move back two weeks. Lacrosse will have its traditional start date.”

Here are my notes:

## PROJECTED CALENDAR

### Projected Calendar [Link](#).

- This link is the most important piece of information on this newsletter!
- For winter and spring schedules
- Includes start dates, first date of competition, etc.

## WINTER SPORT SEASON

- First practice dates
  - **Nov. 9 Dance**
  - **Nov. 23 adapted floor hockey, B basketball,**
  - **Nov 30 Nordic skiing, wrestling,**
  - **Dec. 7 G basketball**
- 30% reduction in the number of contests
- 2 contests per week. Last two weeks of the season may schedule 3 competitions for make up games.
- Minimal overlap from Volleyball and Football
- No scrimmages allowed. No invites or tournaments.
- Back to back game days okay - no policy against this from MSHSL, conf decision

## SPRING SPORTS SEASON

### Spring Sports Seasons

- One week delayed start - softball/Track start date delayed 2 weeks
- No reduction in full season at this time

## POST SEASON COMPETITION

### Girls Tennis

- Sections. Start week of October 5th. Ends on Oct 17th
- Jags are #4 seed in south 2AA bracket and host #5 New Prague 10/6.
- No individual tournament

### Boys and Girls Soccer

- Sections. Start October 12th. Ends on Oct 24th
- Boys 2A tournament starts 10/12, Girls 2A tournament starts 10/13

### Cross Country

- Sections. Week of October 12th.
- Jordan will compete Oct 13th
- Maximum of 4 teams competing at one time
- 7th runner per team added to postseason roster

## STATE TOURNAMENT COMPETITION

### Fall State Tournaments

- The idea of a Super Regional or State Level Experience Regionalized within the State was voted down by the board on Thursday.

### Winter and Spring State Tournaments

- No action has been taken at this time. No decision made.

## COMPETITIVE SECTIONS

Adjustments and placements for new activity registrations and co-ops have been made to Boys Cross Country, Girls Cross Country, Boys Soccer, Girls Soccer, Girls Swim and Dive, and Girls Tennis. We will make Football adjustments in mid-October and Volleyball in mid-November.

Here is the link to the Competitive Section page: <https://www.mshsl.org/tournaments/competitive-sections>

## FALL TRAINING SESSIONS FOR SPRING SPORTS

### Fall Training Sessions for Spring Sports

- Still scheduled for October 5th-21st at this time
- Note: this very well could change

## SPECTATOR UPDATES

### Spectator Updates

- Schools will continue going off of most updated orders from MDH
- MSHSL provides essential staffing and spectator guidance based on MDH
- Event and Facility Management Guidance and Information [link](#)

## OPEN GYMS AND CAPTAINS PRACTICES

### Open Gyms & Captains Practices

- No update at this time which means we can continue on as planned

### Carbo Dinners / Pasta Feeds

- Not allowed on campus, and not to be done off campus either. Eat at your own home this year!

### MSHSL Bylaw Changes for Fall 2020

- Bylaw 208 - Volleyball players can have a 1 day tryout in season, and it does not count as dual participation
- Bylaw 205 - chemical violations served in fall I sport will count towards fall II if a student switches to volleyball/football.

### Mask Update

- Impossible to social distance on football sideline. Coaches and non active players will need to wear masks at all times.

**Covid Interrupted Competition Guidelines found [here](#).**

### Fine Arts Update

- Fine Arts start dates are determined by the host school, not the MSHSL.
- Jordan is still scheduled to host Region 2AA One Act Play contest on January 30th...

## Go Hubmen! Go Jaguars! Love Maroon Live Gold

Joe Perkl  
Jordan Activities Director

### Archives Covid-19 AD Newsletters

[April 6th](#)

[April 13th](#)

[April 20th](#)

[April 27th](#)

[May 4th](#)

[May 18th](#)

[June 8th](#)

[June 15th](#)

[June 22nd](#)

[June 28th](#)

[July 13th](#)

[July 20th](#)

[July 28th](#)

[August 24th](#)

[Sept 9th](#)

[Sept 15th](#)

## **COMMUNITY EDUCATION 10/13/2020 BOARD REPORT**

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

Community Education is getting into a groove with school now in session. We have many programs starting and happening. We are getting a good response within our youth programs and we are able to hold classes. We still struggle to get adult participation in our classes. We will continue to brainstorm and create opportunities.

The CERC is seeing steady business, with many people using the facility. We have had a few groups calling to ask about gym times, as their regular gyms are not open to outside use yet. This is great for us, we can serve the need and potentially grab a few more memberships. We have also started preschool play time again. As the weather begins to turn we want to make sure we have a space that is safe for our youngest community members.

We are beginning our plans for the Winter Brochure. Our plan is to develop a brochure that will live on our website. This is different than we did this fall. We have found it more difficult to navigate classes through the registration website. With the brochure online families can view everything we have similar to a print version. At this time we do not feel confident enough to send out a print version until we have a better picture of what will happen with Covid-19.

### **Facilities:**

With new guidance for spectators at indoor events, Community Education will be looking at our facilities and how we can align the new guidance and our capacities.

### **Early Learning:**

Preschool has been running fairly smoothly. We have been down staff at times which has made it difficult to ensure proper coverage. The ELS team has done a great job stepping up and helping wherever needed. Our classes are almost full with only roughly 3 spots open all together. At this time, we do not have any ECFE classes running. We only had one registration for each class which doesn't warrant running the class. We hope they pick up after MEA.



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**STEVEN JENSEN**  
Director of Community Education and Recreation  
sjensen@isd717.org

**Kids Co:**

Staffing is a challenge as it always has been for after school child care. We are currently still trying to fill some additional work positions in Kids Co so that we have enough for subs/sickness when they come up.

[CERC October Newsletter](#)



## Communications and Marketing Monthly Summary (10/06/2020)

Kat Pass

### Projects Completed / Highlights

- Created and finalized the new Scott West Panthers mascot graphic and name. This new logo has been applied to the new [Nordic Ski Twitter](#) account (as well as the [wrestling Twitter](#)).
- Created a website home to the [JHS Student Support Blog](#). This will be a place students and families can reference when looking for student support reminders and referencing emails sent home.
- Created ECFE flyer (distributed via Peachjar) and social media to try and boost ECFE enrollment numbers.
- Gathered Jordan School Board Candidate Forum collaterals to help support the Jordan Commercial Club (JCC) in their sponsoring of the event. Created social media graphics and a Facebook event on behalf of the JCC.
- Update JHS activities websites and dropdowns to reroute to the [new Jordan Activities website](#) (managed by AD). Updated all new team website links on social media accounts as well.
- Created JES Spirit Day flyer and social media.

### Projects In-Progress

- Bi-monthly take-home meals communication to families.
- Spirit Days collaterals for JMS and JHS. These Spirit Days will take the place of our traditional Homecoming activities.
- Coordinating several opportunities for Jordan Independent articles (recent article "[One month into school year, Jordan teachers and students face challenges and growth](#)").

### On-Going (Daily/Weekly activities)

- Send any required COVID communication on behalf of the district nurses and Chad Williams.
- Craft district messaging
- Manage content for District [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#) as well as the [Staff Development Twitter](#) account
- Continual maintenance of District [website](#) and Smartphone App
- Maintain updated postings for lighted marquee sign
- Flyer/marketing production for in-house activities



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**ANDREA SCHAAK**  
Nutritional Services Director  
aschaak@isd717.org

## **Nutritional Services School Board Report October 6th, 2020 Andrea Schaak**

We have settled into our new routine in all of the kitchens this past month. We have been serving free meals to students under the SFSP program since September 21st. We did see an uptick in numbers in participation after SFSP went into place. Our numbers for Take Home Meals have stayed steady as well as our JVA meal counts.

JES has worked out all the kinks with serving all students in the classroom. I have to give all the praise to Kelly Raser, our JES manager and her team. It has been far from easy serving students in this manner, but they have been doing a great job, have been creative in finding solutions for problems that arise, and have made the process a smooth one.

In planning for the possible scenario of a kitchen closure should one of our kitchens experience a Covid-19 outbreak, I have been brainstorming ideas on how the other two kitchens can help feed students in the school that is affected. I have asked our principals to keep in mind staff that may be able to help prepare bag lunches in their buildings and I have been able to add two new subs to our list that would be able to help.

I also bought 'emergency' items that are being kept at our HS kitchen for bag lunches. We are making sandwiches and freezing them ahead of time so we have a day's worth of food ready to go, or if we are awaiting a delivery. If the food is not needed for an emergency situation, we can use the items in our JVA or Take home meals.

Everyday has been an adventure in food service. My staff have been great rolling with the punches and taking it day by day. I appreciate all that they are doing for our students!

## **Board Meeting 10.13.20**

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

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

- This past summer the Special Services Department purchased the Unique Curricular Resource for JES, JMS and JHS Life Skills program. Staff are working hard to learn and align the curricular resource to grade level standards. They will ensure the resource is meeting the needs of our students.
- The American Indian Parent Advisory Council approved having Sarah Miller work with our American Indian students in all three buildings as an American Indian Program Coordinator. Sarah will work with our elementary and middle school students on academic engagement. She will work with our high school students on post-secondary readiness and creating portfolio/folders for post-graduation.

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

- On Thursday, October 1<sup>st</sup>, I met with our American Indian Education Council. We discussed preparing for the upcoming events for the school year, talked about the use of Sarah Miller in each building, and discussed when the council wants to start the after school tutoring program. The council also welcomed Jeff Vizenor as a voting member of the council representing the school district.

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

- Amy and I are continuing to meet and discuss to finalize our special education budget for the 20-21 school year.
- Claire and I have been working on our disability distributions for the school year and have submitted them into Katie and Amy. This will help us with our PAR Log sheets that show staff who are partially paid out of different funding sources (sped and gen ed).
- This school year we have been approved by MDE to receive Title III funds for our EL program through a consortium with Belle Plaine. Our EL teachers will be updating curricular resources, looking at progress monitoring tools, and attending professional development opportunities to enhance their skills as EL teachers.

## **Technology Update 10/13/2020**

### **Elementary Student Devices**

All of the student devices arrived late last month and are now set up and in use by students. Grades 2-4 staff were able to FASTBridge test on the Chromebooks right of way to get assessment data on their students. We have also implemented a new login system that allows students to login to their Chromebooks with a QR code. This will allow students to login at a much faster rate and access daily lessons much quicker.

### **Staff Devices**

The staff laptops were delivered around the same time as the student devices. These will be going out to teachers and administrative staff at all 3 buildings. The High and Middle Schools got HP PCs and the Elementary Schools will be getting Macs. This will keep staff on a platform they are already familiar with, and most of our teaching resources work across platforms. Included with the devices, we also purchased docking stations that work with all types of laptops. This will allow staff to move from room to room as needed (much like the middle school has done in the past). Also with the docking stations being universal staff would be able to go to any building in the district and connect their laptops to it.

## **Facilities and Grounds Director's Report**

**10-12-2020**

### **LTFM**

- Bi polar needlepoint Ionization is complete in all 3 buildings
- Parking lot painting will be completed this week
- Parking lot signage has been ordered and will be put up when delivered
- New LED light poles installed at stadium lot
- Softball batting cage area to be finished by October 20th

### **Fall grounds**

- Prepping to be ready for first football game
- Grounds have been fall sprayed and fertilized already
- Will be turning off irrigation systems and winterizing them

### **Custodial positions**

- Hired 2 new staff to fill the 2 open positions

### **Rental property**

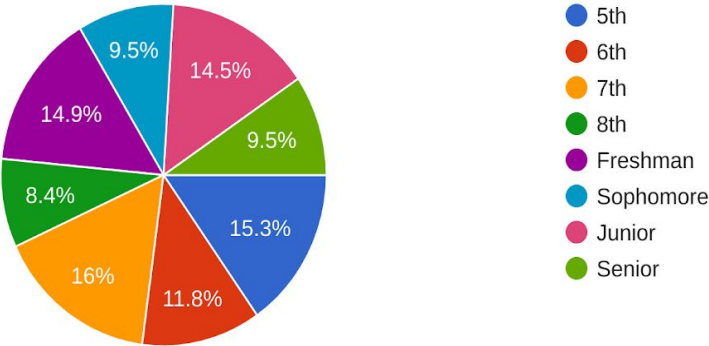
- All carpet is removed and trim and wall painting to start next week
- Interviewing rental companies to manage the property for us

10/13 Board report

A survey was sent out September 28th to students (grade 5-12) about how their first few weeks of school went. We had 262 students respond to the survey in the span of a week and a half. Here are the results of the survey:

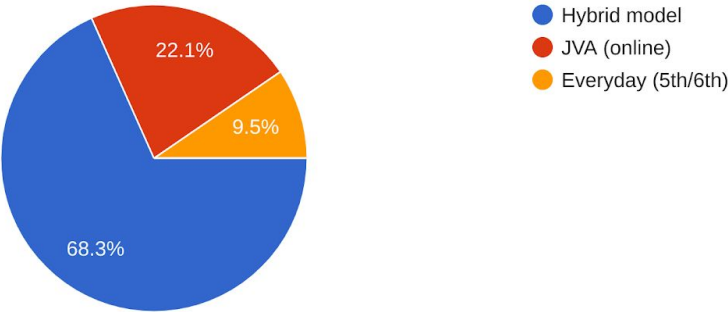
Question One: What grade are you in?  
Summary: Overall, a pretty even split between grade levels; the highest being 5th graders and the lowest being 8th graders.

What grade are you in?  
262 responses



Question Two: What learning method are you using?  
Summary: The majority of the students were hybrid. However, there is a small error in the data for I had not implemented the everyday option for 5th and 6th graders until a few hours after it went live.

What learning method did you choose this year?  
262 responses



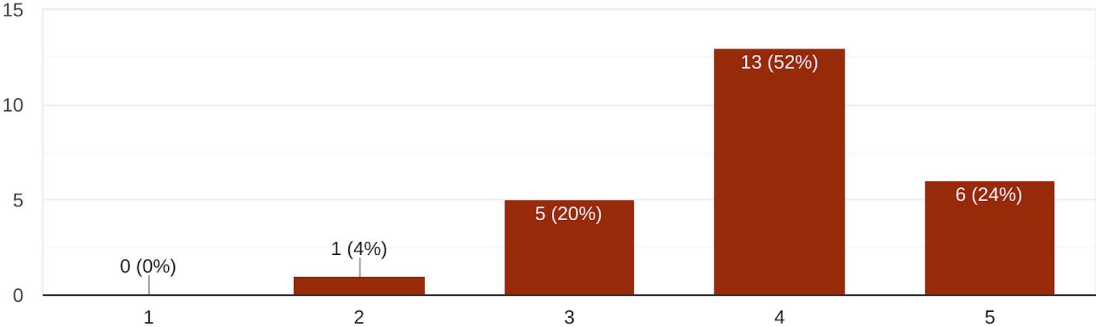
# Everyday learning students

Question 1: How did this month of school go for you? (1-5 scale)

Summary: Overwhelmingly positive response from the 5th and 6th graders!

How did this first month of school go for you?

25 responses



Question 2/3: What do/don't you enjoy about going to school everyday?

Summary: Many of the 5th and 6th graders said that they are enjoying going to school each week. Many talked about how they get to see their friends, interact with their teachers, and it's almost like how school used to be (minus the masking and social distancing). Some things that aren't going well for the students is not being able to move around as much or getting to see some of their friends. But overall, many of the students are doing well with their first weeks back to school. Yay!

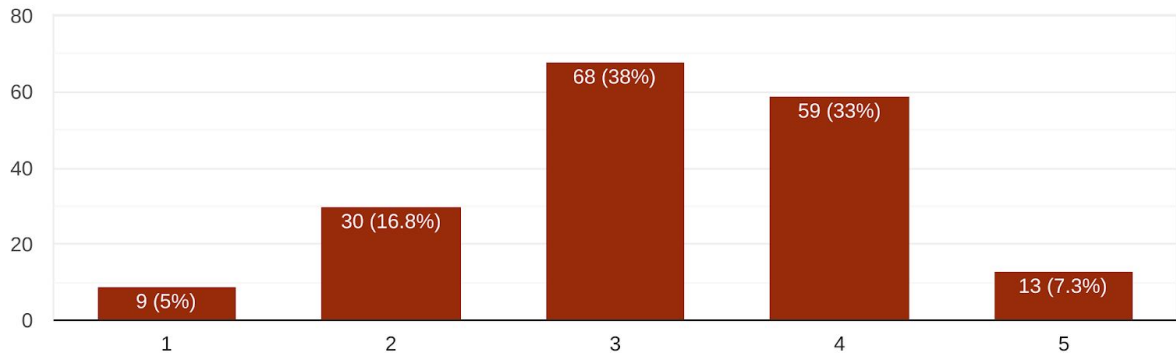
# Hybrid Learning Students

Questions 1: How did the first few weeks of school go for you?

Summary: Many of the students rated their first day around a 3 or 4. That's very good considering the conditions we are in!

How did this first month of school go for you?

179 responses

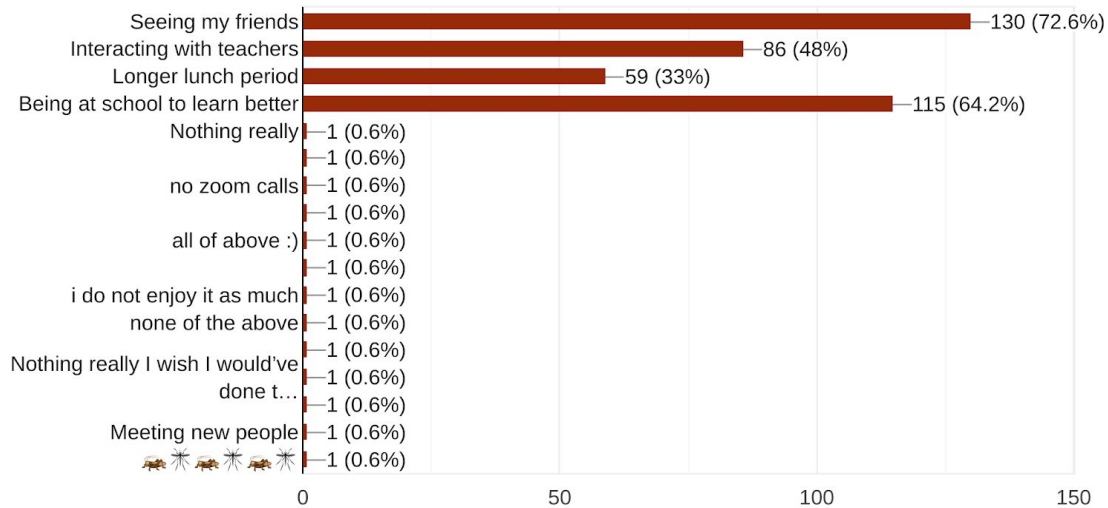


Question 2: What do you enjoy about the Hybrid method?

Summary: Some extra things that people said they like include having to go every other day, the interventions on Fridays, and being able to ask teachers questions in person.

What do you enjoy about the Hybrid learning method?

179 responses

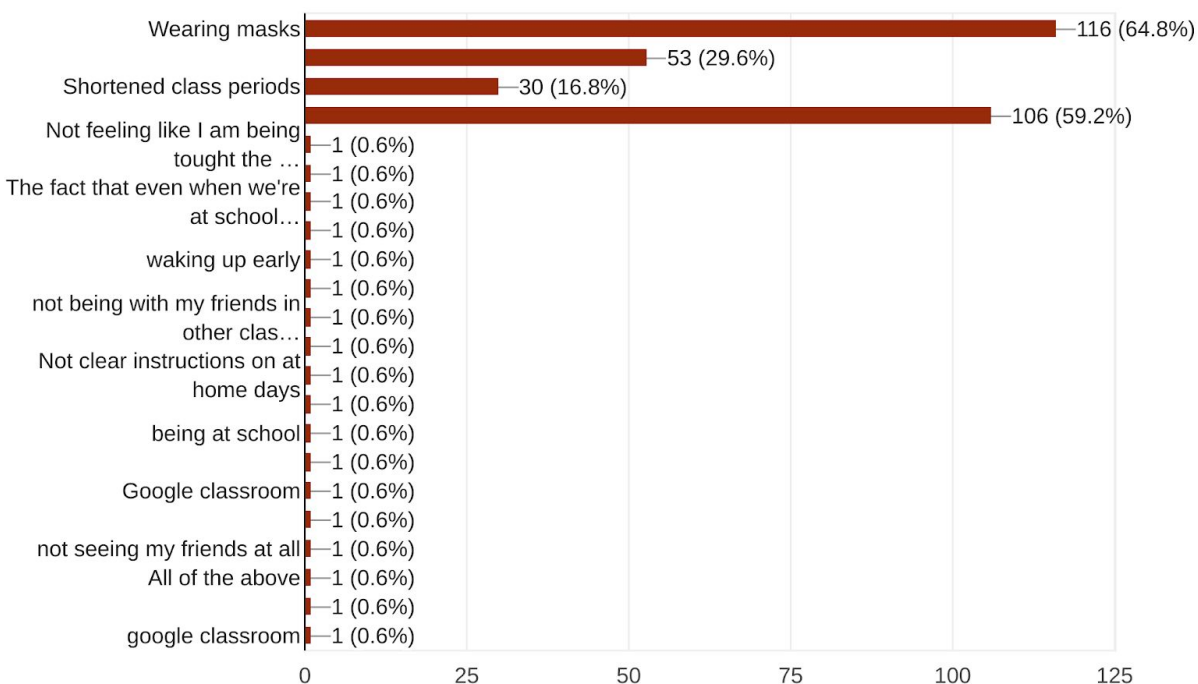


#### Question 4: what are some things you dislike about this method?

Summary: (answers provided were wearing masks, going back and forth, shortened class periods, and having different days than your friends). Some of the other answers in this category include the switch and struggle with google classroom, confusing online days,

#### What do you dislike about the Hybrid learning method?

179 responses



#### Question 5: what are some things that aren't going well for you?

Summary: I asked this question to understand the students feelings towards this learning model and to get some feedback on things that we may be able to change. Here are a few of the answers summed up:

- Students are struggling with Google classroom and finding some of their assignments. They are struggling to get assignments done and in on time because there is a large workload.
- Many are disappointed about not being able to hang out with the group of kids they are used to. Hopefully as time goes on, they can interact more with their lunch group and make some new friends.
- Many people (including me) are a bit bothered by the hundreds of notifications we get in our inbox each day. Is there any way for us to mute some of these notifications?
- Many are wondering if they are able to switch to full online in the middle of the year. They say that they are struggling going back and forth and have a few health concerns.

- Many students are saying that they have an extremely large workload and it's overwhelming. I can vouch for this myself, spending all day doing homework without being able to take any breaks is a bit stressful.
- Contacting teachers when at home is something that else that a few students have been struggling with.

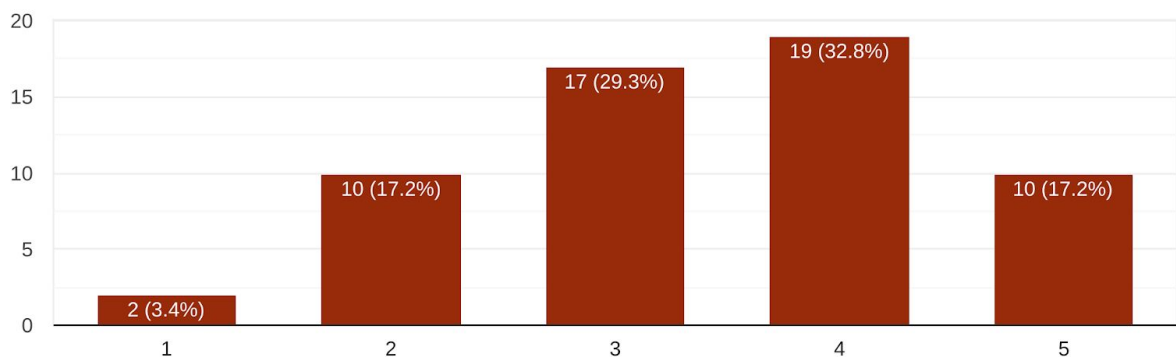
## Online (JVA) students

Question 1: How did these first weeks of school go for you.

Summary: Numbers are pretty varied, but overall still very positive.

How did this first month of school go for you?

58 responses



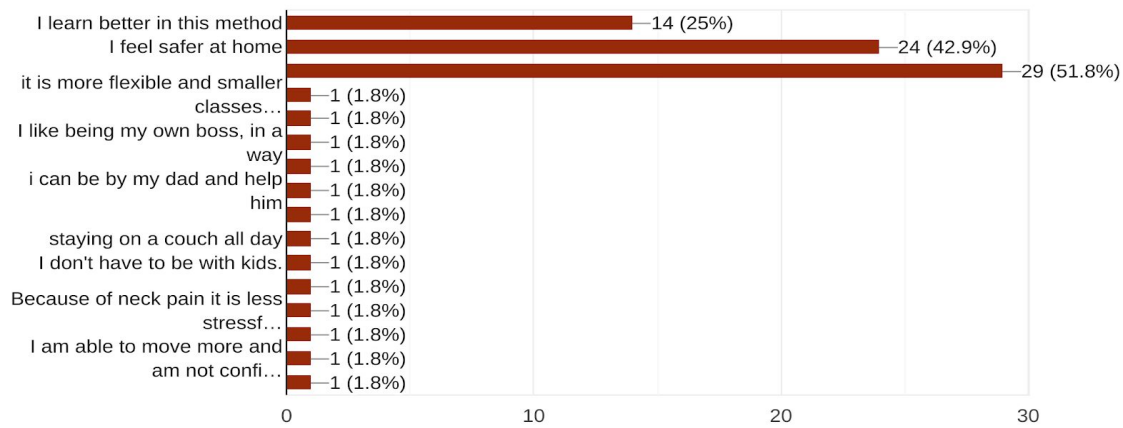
Question 2: What do you enjoy about Online learning?

Summary: (Answers provided were leaning better, feeling safer, and getting things done faster)

Some other answers from the students include flexible schedules, enjoying independence, and being able to help with family members around the house.

### What do you enjoy about online learning?

56 responses

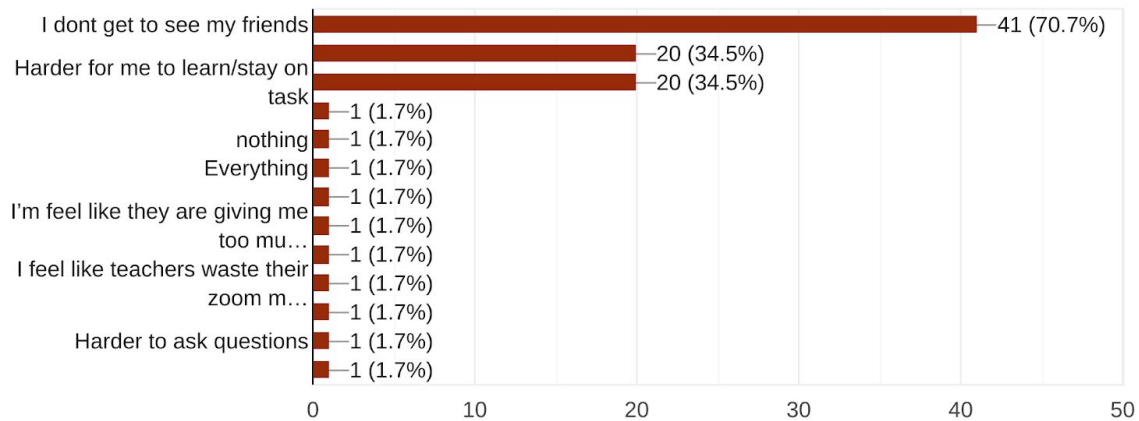


### Question 3: what are some things that you dislike about online learning?

Summar: (Answers provided were not seeing friends, not interacting with teachers, and harder to stay on task). Some other answers from the students include planning for zoom calls, a large workload, and hard to focus.

### What do you dislike about online learning?

58 responses

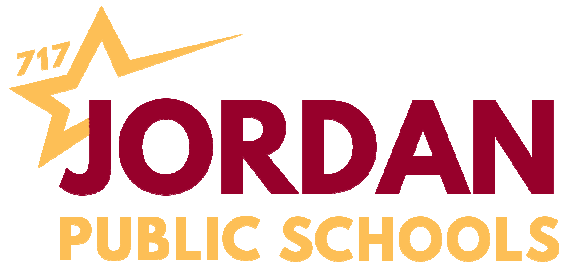


Question 4: What are some things that aren't going well for you this method?

Summary: just like the hybrid method, I asked this question to see if we may be able to help these students out or change something that we can. Here are their answers summed up:

- Some students aren't enjoying having to go to school to take the classes they need/want.
- Many are struggling to get their work done from a variety of factors including getting distracted, difficulties finding assignments, workload, and struggling to learn from the online lessons.
- Some are disappointed about not being able to build connections with their friends and teachers and are also struggling to contact and communicate with their teachers.

Overall, many students have noted that their first weeks of school have gone by pretty well. Some downsides from both hybrid and online students being mainly Google classroom, keeping track of everything, and workload. Hopefully as the months go by, getting used to google classroom and figuring out the best personal schedule for students will continue to get better. I would also like to personally thank the students, teachers, and staff members of JPS for being so resilient and hard working this year. Let's continue to do our best through this pandemic to make sure each student is able to learn and stay healthy at the same time.



## 2020 BOARD COMMITTEE ASSIGNMENTS

### Standing Committees

#### **Budget/Finance Committee - Entire Board**

This committee meets monthly as part of the Workshop Meeting to review and discuss district budget and finances. This committee provides input and reviews all budgeting decisions as the next fiscal year's budget is constructed.

#### **Calendar Committee (1) S. Burke - (alternate – L. Pedersen)**

This committee meets one time annually with the administrative team and teacher members of the calendar committee to plan the calendars for the next two subsequent school years.

#### **City-School Committee (2-3), R. Langheim, L. Pedersen, T. Vogel- (alternate – D. Pauly)**

The committee ensures a board member is present at a city council meeting should an item on the city council agenda be pertinent to the school district. This committee meets regularly with a sub-committee of the city council. This committee will work with the city to establish an annual legislative advocacy meeting.

#### **Communications Committee (2) S. Burke, R. Dahnert - (alternate – L. Pedersen)**

This committee provides oversight and direction for communication of all media types to the community in regard to school board updates. They meet one time each year to set their agenda and as needed depending on need. The committee develops a communication plan for the district and establishes "meet and greet" times for each school building in the district at its formal meeting.

#### **Community Education/Recreation/Joint Powers (2) T. Vogel, L. Pedersen**

This committee makes recommendations to Jordan's Community Education & Recreation Director regarding programs and community education and recreation policy. It meets once per month prior to the regular school board meeting or as called by the Community Education Director.

**Curriculum & Technology Integration Committee (3) D. Pauly, S. Burke, C. Hennen- (alternate – L. Pedersen) (O. Rausch - Student Representative)**

This committee is tasked with reviewing all curriculum offerings and World's Best Workforce plan in our district. The Director of Teaching & Learning chairs the committee. On a curriculum cycle, the committee reviews class offerings, curriculum options and curriculum materials (i.e. texts.) This committee also receives and reviews reports on scope and sequence and mapping of curriculum. In addition, the committee focuses on Standards Based Instruction. The Technology Director and Director of Teaching & Learning are responsible for the integration and application of all technology in the district. This committee meets on the 3<sup>rd</sup> Monday of each month October - May.

**Education Foundation (2) – R. Langheim, C. Hennen (alternate – L. Pedersen)**

The Jordan Education Foundation will raise funds and serve as a conduit for individuals to donate funds for the purpose of enhancing educational experiences for students. This Foundation will provide oversight and establish framework for the utilization of donated and fund raised dollars in our schools. Once established, teachers will have the opportunity to write mini-grants that the Foundation will discuss and award as warranted. The superintendent will serve as an ex-officio member. The Jordan School Board will be represented with two members.

**Facilities Committee (Chair + 3) D. Pauly, R. Langheim, T. Vogel - (alternate – C. Hennen) (O. Rausch - Student Representative)**

This committee deals with all indoor and outdoor facilities and grounds, making recommendations on long-range facilities maintenance plans, short-term building issues, custodial planning, facility space use, etc. This committee works on special district projects such as renovations, additions, new building, lease levy authority matters, and infrastructure improvement. In the case of significant projects such as new building projects or remodels, the board members may be the board representatives in a larger committee made up of community members, school staff, and administrators. Building issues and/or concerns the require meeting with other groups will be a driving factor for this group. In addition, this committee is charged with meeting real estate needs required for buying or selling property. This committee will meet on an as needed basis or as dictated by a building project and its schedule.

**Meet and Confer/Continuing Education/Staff Development (2-3) – D. Pauly, R. Langheim, R. Dahnert**

A public employer has the obligation to meet and confer, under section 179A.08, with professional employees to discuss policies and other matters relating to their employment which are not terms and conditions of employment. We are scheduled to meet three times a year (at the discretion of either party.) Meetings are held in the District Office Conference Room at the end of the school day (3:15 p.m.) **Continuing Education/Staff Development** – This committee meets to determine continuing education and staff development needs within all three schools. A board member is not required unless an issue arises and then coordination is handled through the superintendent.

**Negotiations Committee (2) – D. Pauly, T. Vogel (alternate – R. Dahnert)**

This committee meets to conduct contract negotiations with the bargaining units. The Superintendent will work with the board members and bargaining units to facilitate and schedule the sessions.

**Personnel Committee (2) (Negotiations Committee)– D. Pauly, T. Vogel (alternate – R. Dahnert)**

This committee will meet if a personnel item need discussion, should the need arise outside of a regular board meeting night.

**Policy Committee (2) – S. Burke, D. Pauly (alternate – R. Langheim)**

This committee works with district administrators and staff to review and make recommendations on district policies. Specifically, this committee meets to review recommended changes from MSBA model policy based on annual legislative action.

**Safe and Supportive Schools/PBIS Committee (1) – L. Pedersen (alternate - S. Burke) (O. Rausch - Student Representative)**

This committee meets quarterly and is made up of administrators, staff members, parents/guardians and one board member. The committee discusses the district’s PBIS programming and current social issues and helps to provide guidance in regard to school climate.

**SCALE (1) – T. Vogel (alternate – R. Dahnert)**

The Scott County Association for Leadership and Efficiency (**SCALE**) was formed to encourage greater efficiencies and leadership in public service through enhanced communication, collaboration of services, and sharing of resources. Members include elected and appointed officials for the cities, schools and townships within Scott County, the Mdewakanton Sioux Community, and Scott County. They meet once per month on the second Friday from 7:30 – 9:00 a.m. The Superintendent and one board member represents our district at these meetings. An alternate board member may attend.

**SW Metro / Intermediate District Representative (1) – D. Pauly (alternate – S. Burke)**

Each member district of the SW Metro Intermediate District has one school board representative on this board. Committee assignments exist within this board as well. SW Metro meets once per month on the third Tuesday in the SW Metro office in Shakopee.

## Point of Contact & Ad-Hoc Committees

### **American Indian Parent Advisory Council (1) S. Burke – (alternate - D. Pauly)**

The council is led by parents/guardians and school district advisers. The goal is to ensure that every American Indian student has equitable access to programs that are specifically designed to meet their unique educational or cultural academic needs. The AIPAC meets monthly during the school year and serves as a vital link between the American Indian community and Jordan Public Schools.

### **Booster Club (1) – L. Pedersen (alternate – R. Dahnert)**

This committee is led by the Booster Club President and the district's activities director attends the meetings. Representatives from the community serve on this committee which is not district led. This group investigates options for donations and fundraisers to meet activity program needs.

### **Legislative (1) – D. Pauly**

All board members need to keep abreast of legislation relating to education. One board member is the point of contact for mailings and is to report and share important issues on the legislative front.

### **MSHSL (1) - (State) D. Pauly**

This is a point of contact position.

### **Special Education Advisory Council (SEAC) (1) – C. Hennen**

The Jordan Public School Special Education Advisory Council advises the school district on the development of programs and services to meet the special educational needs of children and families. By sharing their unique perspective of what it is like to use these services, parents can help the district to be more effective in hopes that the outcomes for children with disabilities improve.

### **Region V/SCSC/Metro ECSU (1) L. Pedersen - (alternate – S. Burke)**

**Region V** provides computer services and staff support through the cooperative sharing of hardware, software, and personnel. We are a member district. They provide reporting and SMART application support services to school districts throughout South Central and Southeastern Minnesota. **SCSC (South Central Service Cooperative)** helps schools and other government agencies fulfill their mission by delivering high quality services while reducing costs through collaboration. We are a member. SCSC is based in North Mankato. The SCSC programs and services are member driven to utilize resources in an efficient manner. There are nine regional agencies called service cooperatives. **MECSU** offers support to the member school districts through staff development opportunities. The district representative receives emails and newsletters, but there isn't a specific meeting commitment.