



Jordan School District #717
 Regular Meeting Agenda

Monday, April 11, 2022 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	3
6. Jordan Pride Awards	
7. Consent Agenda	
1. 3/14/22 Regular Board Minutes	
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18.	609 Religion	136
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6.	New Hire - ES School Psychologist - Bayly Grosskopf	146
7.	New Hire - Baseball Coach - Jeffrey Henning	148
8.	New Hire - Fall Play/Musical Director - Thom Amundsen	150
9.	Retirement - ES Special Education Teacher - Lauralie Axtell	
10.	Retirement - MS Physical Education Teacher - Colleen Chambers	
11.	Retirement - HS Dean of Students - Brian Gustafson	
12.	Resignation - ES Kindergarten Teacher - Rhea Carlson	
13.	Resignation - ES Special Education Teacher - Tamra Stensland	
14.	Resignation - School Psychologist - Jamie Glover	
15.	Resignation - ES Special Education Paraprofessional - Julie Lowy	
16.	Resignation - MS Food Service Site Lead - Maya Buss	
17.	Resignation - ES Teacher - Kylee Ohme	
18.	Resignation - ES Teacher - Jessica Rance	
8.	Action / Discussion Items	
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11.	Facilities Director's Report	210
12.	School Board Member Reports / Committee Reports	211
10.	Adjourn Regular Meeting	



Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent’s office must be notified. For all other purposes, citizens must complete the ‘Request to Address the School Board’ form, which must be submitted in person or email to the School District Clerk, or other designee, any time up to ten (10) minutes prior to the start of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to jfremming@isd717.org.

‘During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 3 minutes of time to speak. This is a time of "listening" by the school board. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting. NO PERSONAL ATTACKS WILL BE ALLOWED. The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach the form and follow the guidelines for presenting your topic.’

Name: _____

Residence (city only): _____

Date: _____

Phone Number: _____

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

Please specifically state your purpose for addressing the School Board.

It is highly recommended to first speak to a district employee. Have you previously contacted a School Board member and/or school employee about this issue/concern? YES NO

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

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

School District Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

April 6, 2022

Board of Education Meeting

Finance Report

April, 2022 financial reports show activity that has been completed for FY2021-2022 thru March, 2022. There will be more invoices that will be paid out in the next couple of months.

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

The pie chart shows the expenses by object codes in the General Fund that were paid thru March, 2022. This chart is as current as can be at this time and is for the current year – FY2021-2022.

I am still working on the revised budget for FY2022. With negotiations for this almost finished, the revised budget should be presented to the board in June, along with the FY2023 Adopted Budget.

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

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5844					
A TOUCH OF MAGIC, INC					
	0717	001	106910		
	B 04	131 000			Check
					\$213.50
PO#: 53426	Voucher #:	118847	Invoice	Invoice No: 8/4/22	
				3/18/2022	
					Paid Amt: \$213.50
					Check Amount: \$213.50
					Vendor Total: \$213.50
28963					
AGL CONSULTING					
	0717	001	106949		
	E 01	005 630 000 305 000		E-Rate Support 1/1/21 to 12/31/21	Check
					\$800.00
PO#: 53479	Voucher #:	118859	Invoice	Invoice No: 3/22/22	
				3/25/2022	
					Paid Amt: \$800.00
					Check Amount: \$800.00
					Vendor Total: \$800.00
3529					
AJMJMC, LLC					
	0717	001	106911		
	E 04	005 505 321 305 515		Soccer Shots - Winter 2021 - Mini	Check
					\$450.00
	E 04	005 505 321 305 515		Soccer Shots - Winter 2021 - Classic	
					\$990.00
	E 04	005 505 321 305 515		Soccer Shots - Winter 2021 - Premier	
					\$540.00
PO#: 53303	Voucher #:	118607	Invoice	Invoice No: J2022.01.03	
				3/18/2022	
					Paid Amt: \$1,980.00
					Check Amount: \$1,980.00
					Vendor Total: \$1,980.00
2732					
ALPHA WIRELESS					
	0717	001	106971		
	E 01	005 810 000 401 000		CP200 Battery	Check
					\$82.00
PO#: 53008	Voucher #:	118917	Invoice	Invoice No: 15282	
				3/31/2022	
					Paid Amt: \$82.00
					Check Amount: \$82.00
					Vendor Total: \$82.00
26895					
AMAZON CAPITAL SERVICES					
	0717	001	106972		
	E 01	005 630 000 455 000		B08MWWNGYG SAMSUNG Galaxy Buds Pro,	Check
					\$156.52
	E 01	005 630 000 455 000		B0983P577H Ztoto Case for Samsung Galaxy	
					\$23.99
	E 01	005 630 000 455 000		B07GBGJ2FD SAMSUNG Original DeX USB-C	
					\$39.99
	E 01	005 630 000 455 000		B07XZ22KCD HDMI to VGA, BENFEI HDMI to	
					\$59.94
PO#: 53297	Voucher #:	118915	Invoice	Invoice No: 1CG99-3VJQ-V7YN	
				3/31/2022	
	E 01	300 211 000 430 000		B000DLBX1G Quality Park 9 x 12 Clasp Envelo	
					\$15.54
	E 01	300 211 000 430 000		B08D6CM2KB Presentation Clicker Wireless Pr	
					\$59.95
	E 01	300 211 000 430 000		B0006VO194 Paper Mate Flair Felt Tip Pens, M	
					\$14.29
	E 01	300 211 000 430 000		B001LDKAVE Tombow 68721 MONO Hybrid C	
					\$20.70
	E 01	300 211 000 430 000		Amazon Shipping Charge	
					\$0.00
					Paid Amt: \$280.44

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5842 AVALON CHARTER SCHOOL					
	0717	001	106912		
	E 01	300 292 000 401 317			Check
					\$165.41
PO#:	53404	Voucher #:	118844	Invoice No: 2021-2022 Nordic Ski	
				3/18/2022	
					Paid Amt: \$765.41
					Check Amount: \$765.41
					Vendor Total: \$765.41
28892 AVIBEN					
	0717	001	106950		
	E 01	005 110 000 305 000			Check
					\$249.60
PO#:		Voucher #:	118864	Invoice No: 22485	
				3/25/2022	
					Paid Amt: \$249.60
					Check Amount: \$249.60
					Vendor Total: \$249.60
4650 BARNETT, MELISSA					
	0717	001	106863		
	E 01	100 203 000 401 164			Check
					\$24.00
PO#:	53253	Voucher #:	118630	Invoice No: Reimbursement	
				3/4/2022	
					Paid Amt: \$24.00
					Check Amount: \$24.00
					Vendor Total: \$24.00
11220 BENJAMIN BUS					
	0717	001	106864		
	E 01	005 760 720 360 000			Check
					\$69,392.49
PO#:		Voucher #:	118628	Invoice No: Jan 2022 Contract	
				3/4/2022	
					Paid Amt: \$69,392.49
					\$585.39
					\$10,169.74
					\$13,710.40
					\$6,346.80
					\$1,856.24
					\$298.20
					\$3,942.62
					\$1,095.73
					\$60.04
					\$2,291.53
					\$1,370.91
					\$360.24
					\$430.29
					\$395.26
					\$1,275.85
PO#:	53246	Voucher #:	118629	Invoice No: Jan 2022	
				3/4/2022	
					Paid Amt: \$44,189.24
					Check Amount: \$113,581.73

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	106913		Check	
				E 01	005 760 733 350 000	Replace outer and inner rocker panel, replace ce	\$1,520.00	
				E 01	005 760 733 350 000	Materials and paint	\$200.00	
				E 01	005 760 733 350 000	Shop supplies	\$35.00	
				E 01	005 760 733 350 000	Steel-mild, rocker/in-out	\$200.00	
				E 01	005 760 733 350 000	Replace drivers side step-floor	\$475.00	
				E 01	005 760 733 350 000	steel for fabrication	\$70.00	
PO#:	53326	Voucher #:		118808	Invoice	Invoice No: 1123/1124	3/18/2022	Paid Amt: \$2,500.00 Check Amount: \$2,500.00
		0717		001	106973		Check	
				E 01	005 760 723 360 000	SPED In District	\$11,366.18	
				E 01	128 211 733 360 000	7th Grade Ski Trip	\$1,165.78	
				E 01	005 760 723 360 000	SPED	\$17,643.12	
				E 01	005 760 728 360 000	Care & Treatment	\$8,019.60	
				E 01	300 292 733 360 000	Adapted Floor Hockey	\$1,278.85	
				E 01	128 294 733 360 306	MS BBB	\$660.44	
				E 01	300 294 733 360 306	HS BBB	\$1,175.79	
				E 01	300 296 733 360 306	HS GBB	\$2,471.65	
				E 01	300 291 733 360 388	HS Choir	\$1,170.78	
				E 01	300 298 733 360 373	HS Knowledge Bowl	\$885.59	
				E 01	128 211 320 360 000	Am Indian Tutor	\$60.04	
				E 01	300 291 733 360 372	Speech	\$2,030.35	
				E 01	300 294 733 360 310	Wrestling	\$335.22	
PO#:	53423	Voucher #:		118918	Invoice	Invoice No: Feb 2022	3/31/2022	Paid Amt: \$48,263.39
				E 01	005 760 720 360 000	Feb 2022 Contract	\$69,392.49	
PO#:		Voucher #:		118919	Invoice	Invoice No: Feb 2022 Contract	3/31/2022	Paid Amt: \$69,392.49 Check Amount: \$117,655.88
							Vendor Total: \$233,737.61	
11747		BLUE CROSS & BLUE SHIELD						
		0717		001	106914		Check	
				B 01	215 024	D. Swenson April 2022	\$254.00	
PO#:		Voucher #:		118809	Invoice	Invoice No: 220302480601	3/18/2022	Paid Amt: \$254.00 Check Amount: \$254.00
							Vendor Total: \$254.00	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5847					
BRANDTNER, NANNETTE					
	0717	001	106951		
	R 04	000 505 321 040 503		Refund-Brick Builder Class Cancel	
PO#: 53471	Voucher #:	118861 Invoice	Invoice No: Refund	3/25/2022	
					\$11.50
					Check Amount: \$11.50
				Vendor Total:	\$11.50
<hr/>					
5790					
BROWN, CHRIS					
	0717	001	106865		
	E 01	300 294 000 305 306		BBB Official 3/1/22	
PO#:	Voucher #:	118631 Invoice	Invoice No: BBB Official	3/4/2022	
					\$125.00
					Check Amount: \$125.00
				Vendor Total:	\$250.00
<hr/>					
28277					
CHALUPSKY, JASON					
	0717	001	106884		
	E 01	300 294 000 305 306		BBB 2/26/22	
	E 01	128 294 000 305 306		BBB 3/1/22	
PO#:	Voucher #:	118675 Invoice	Invoice No: BB Official	3/11/2022	
					\$65.00
					\$70.00
					Check Amount: \$135.00
				Vendor Total:	\$250.00
<hr/>					
3676					
CHOICE ELECTRIC					
	0717	001	106915		
	E 01	100 810 000 350 272		Replace and rewire emergency ballasts	\$1,265.00
	E 01	100 810 000 350 272		Receptables, boxes, MC cable, ballasts, wire, fit	\$451.34
	E 01	100 810 000 350 272		Truck charge	\$30.00
	E 01	128 810 000 350 272		Hung, fished, & terminated (10) exit lights	\$1,380.00
	E 01	128 810 000 350 272		Speedlocks, wire, MC cable, fittings	\$619.03
	E 01	128 810 000 350 272		Truck charge	\$30.00
	E 01	300 810 000 350 272		Move data out of office to new location. Make d	\$805.00
	E 01	300 810 000 350 272		Boxes, receptacles, CAT6, MC cable, switch, fit	\$187.23
	E 01	300 810 000 350 272		Truck charge	\$30.00
PO#: 53323	Voucher #:	118810 Invoice	Invoice No: 21332/21331/21333	3/18/2022	
					\$4,797.60
					Check Amount: \$4,797.60
				Vendor Total:	\$4,797.60

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
10254								
CITY OF JORDAN								
		0717		001	106953			
		E 01		100	810 000 330 204	ES	Check	
		E 01		128	810 000 330 204	MS	\$2,226.00	
		E 01		300	810 000 330 204	HS	\$2,293.14	
		E 01		005	810 000 330 204	Athletic Complex	\$2,708.01	
		E 04		005	505 321 330 000	ES CE	\$499.41	
		E 04		005	505 321 330 000	CE	\$50.59	
		E 04		005	582 344 330 000	School Readiness	\$98.28	
		E 02		100	770 701 330 000	ES Food Service	\$151.77	
		E 02		128	770 701 330 000	MS Food Service	\$101.18	
		E 02		300	770 701 330 000	HS Food Service	\$131.04	
		E 04		005	505 321 330 550	CERC	\$172.85	
		Voucher #: 118863 Invoice Invoice No: 3/8/22						
		PO#:						
		Paid Amt: \$9,185.74						
		Check Amount: \$9,185.74						
		Vendor Total: \$9,185.74						
511								
CLANCY, RYAN								
		0717		001	106954			
		E 01		300	296 000 305 306	GBB Official 1/28/22	Check	
		Voucher #: 118862 Invoice Invoice No: BB Official						
		PO#:						
		Paid Amt: \$125.00						
		Check Amount: \$125.00						
		Vendor Total: \$125.00						
4797								
CLASSICAL ACTORS ENSEMBLE								
		0717		001	106905			
		E 01		300	211 000 369 245	Romeo & Juliet Performance	Check	
		Voucher #: 118774 Invoice Invoice No: 83						
		PO#: 53335						
		Paid Amt: \$1,800.00						
		Check Amount: \$1,800.00						
		Vendor Total: \$1,800.00						
2629								
COMCAST								
		0717		001	106974			
		E 04		005	505 321 320 550	CERC Service 3/18/22 to 4/17/22	Check	
		Voucher #: 118920 Invoice Invoice No: 3/8/22						
		PO#:						
		Paid Amt: \$2.25						
		Check Amount: \$2.25						
		Vendor Total: \$2.25						
5840								
COOK, TESSA								
		0717		001	106916			
		E 04		005	505 321 305 515	3rd Grade BBB 2/26/22	Check	
		PO#:						
		Paid Amt: \$40.00						
		Check Amount: \$40.00						
		Vendor Total: \$40.00						

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5840		COOK, TESSA		001	106916		Check
				E 04	005 505 321 305 515	4th Grade GBB 2/26/22	\$20.00
	PO#: 53373	Voucher #:		118811	Invoice	Invoice No: BB Official	
							Paid Amt: \$60.00
							Check Amount: \$60.00
							Vendor Total: \$60.00
5808		CROWN COLLEGE		001	106866		Check
				E 01	300 211 000 394 000	PSEO Spring 2022 H. White	\$1,331.22
	PO#: 53236	Voucher #:		118632	Invoice	Invoice No: 200187524	
							Paid Amt: \$1,331.22
							Check Amount: \$1,331.22
							Vendor Total: \$1,331.22
5617		DECORY, TRAVIS		001	106948		Check
				E 01	005 211 320 305 000	JMS Drum & Dance Feb 2022(2 Groups)	\$800.00
	PO#: 53373	Voucher #:		118849	Invoice	Invoice No: 3/18/22	
							Paid Amt: \$800.00
							Check Amount: \$800.00
							Vendor Total: \$800.00
5786		EICHACKER, ERIC		001	106885		Check
				E 01	300 294 000 305 306	BBB Official 3/1/22	\$125.00
	PO#: 53373	Voucher #:		118677	Invoice	Invoice No: BB Official	
							Paid Amt: \$125.00
							Check Amount: \$125.00
							Vendor Total: \$125.00
4213		ERICKSON, RICK		001	106867		Check
				E 01	300 294 000 305 306	BBB Official 2/26/22	\$88.00
	PO#: 53373	Voucher #:		118633	Invoice	Invoice No: BBB Official	
							Paid Amt: \$88.00
							Check Amount: \$88.00
							Vendor Total: \$88.00
5850		EVERY MEAL		001	106975		Check
				E 18	100 298 301 899 000	ES-Unrestricted Sponsor Giving FY22	\$7,500.00
				E 18	128 298 301 899 000	MS-Unrestricted Sponsor Giving FY22	\$500.00
	PO#: 53501	Voucher #:		118921	Invoice	Invoice No: 13769	
							Paid Amt: \$8,000.00
							Check Amount: \$8,000.00
							Vendor Total: \$8,000.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
25785							
FERTIMIX, INC.							
	0717	001	106886		Check		
		E 01	100 810 000 305 299	Melt-mor professional deicer		\$78.75	
		E 01	128 810 000 305 299	Melt-mor professional deicer		\$78.75	
		E 01	300 810 000 305 299	Melt-mor professional deicer		\$78.75	
		E 04	005 505 321 305 550	Melt-mor professional deicer		\$78.75	
PO#: 53295	Voucher #:	118676	Invoice	3/11/2022			
			Invoice No: 20527			\$315.00	\$315.00
<hr/>							
5834							
FIRLE, KAREN							
	0717	001	106917		Check		
		E 01	300 211 000 369 245	Karissa Firle-Mt Kato Ski Trip Refund FY22		\$25.00	
PO#: 53352	Voucher #:	118812	Invoice	3/18/2022			
			Invoice No: Refund			\$25.00	\$25.00
<hr/>							
5836							
FISHER, KATIE							
	0717	001	106918		Check		
		E 01	100 640 316 366 000	Staff Dev Mileage-Kindergarten		\$93.37	
PO#: 53361	Voucher #:	118813	Invoice	3/18/2022			
			Invoice No: Reimbursement			\$93.37	\$93.37
<hr/>							
2493							
FITNESS DISTRIBUTING, INC.							
	0717	001	106887		Check		
		E 01	300 292 000 350 300	Repair parts		\$285.00	
		E 01	300 292 000 350 300	WEar bands installed over ripped bench pads		\$150.00	
PO#: 53283	Voucher #:	118678	Invoice	3/11/2022			
			Invoice No: JHSparts			\$435.00	\$435.00
<hr/>							

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5575		FOSS, BEN	0717	001	106919		
				E 04	005 505 321 305 550	Jan/Feb 2022 Personal Training	Check
							\$42.00
		PO#: 53366	Voucher #:	118815	Invoice	Invoice No: Jan/Feb 2022	
							Paid Amt: \$42.00
							Check Amount: \$42.00
							Vendor Total: \$42.00
28334		FRICKE, VICKI	0717	001	106920		
				E 04	005 505 321 305 550	Jan/Feb 2022 Personal Training	Check
							\$129.50
		PO#: 53365	Voucher #:	118814	Invoice	Invoice No: Jan/Feb 2022	
							Paid Amt: \$129.50
							Check Amount: \$129.50
							Vendor Total: \$129.50
5555		FURINGTON CONSULTING LLC	0717	001	106888		
				E 01	128 294 000 305 306	2/24/22	Check
							\$70.00
				E 01	128 294 000 305 306	3/1/22	
							\$70.00
		PO#: 53372	Voucher #:	118679	Invoice	Invoice No: BB Official	
							Paid Amt: \$140.00
							Check Amount: \$140.00
							Vendor Total: \$140.00
5839		FYNBOH, OLIVIA	0717	001	106921		
				E 04	005 505 321 305 515	3rd Grade BBB 2/26/22	Check
							\$20.00
				E 04	005 505 321 305 515	4th Grade GBB 2/26/22	
							\$40.00
		PO#: 53372	Voucher #:	118816	Invoice	Invoice No: BB Official	
							Paid Amt: \$60.00
							Check Amount: \$60.00
							Vendor Total: \$60.00
4735		GERAGHTY, PAT	0717	001	106922		
				E 01	300 420 740 394 000	February 2022 JHS Psych Services	Check
							\$6,720.00
		PO#: 53375	Voucher #:	118817	Invoice	Invoice No: Feb 2022	
							Paid Amt: \$6,720.00
							Check Amount: \$6,720.00
							Vendor Total: \$6,720.00
27120		GOPHER STATE ONE-CALL	0717	001	106868		
				E 01	005 810 000 305 000	Feb 2022 Emailed Tickets	Check
							\$1.35
		PO#: 53375	Voucher #:	118636	Invoice	Invoice No: 2021071	
							Paid Amt: \$1.35
							Check Amount: \$1.35
							Vendor Total: \$1.35

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10242 GROTH MUSIC					
	0717	001	106869		
	E 01	300 258 000 350 000	Baritone/Euphonium	10/19/21	Check
					\$168.00
PO#: 53265	Voucher #:	118634 Invoice	Invoice No: 3219689	3/4/2022	Paid Amt: \$168.00
	E 01	300 258 000 350 000	Alto Sax	10/19/21	
PO#: 53265	Voucher #:	118635 Invoice	Invoice No: 3219686	3/4/2022	Paid Amt: \$165.00
					Check Amount: \$333.00
Vendor Total:					\$333.00
25341 H&B SPECIALIZED PRODUCTS					
	0717	001	106956		
	E 01	128 810 000 350 274	10022 cover plate, 6 3/4 chrome		Check
	E 01	128 810 000 350 274	Shipping		\$1,059.50
PO#: 53397	Voucher #:	118866 Invoice	Invoice No: 32070	3/25/2022	Paid Amt: \$1,089.50
					Check Amount: \$1,089.50
Vendor Total:					\$1,089.50
5838 HAGEN, LYDIA					
	0717	001	106923		
	E 04	005 505 321 305 515	3rd grade BBB	2/26/22	Check
	E 04	005 505 321 305 515	4th Grade GBB	2/26/22	\$20.00
PO#: 53371	Voucher #:	118819 Invoice	Invoice No: BB Official	3/18/2022	Paid Amt: \$40.00
					Check Amount: \$40.00
Vendor Total:					\$40.00
27447 HASTINGS CREAMERY, LLC					
	0717	001	106889		
	E 02	300 770 701 495 000	HS		Check
	E 02	128 770 701 495 000	MS		\$1,370.85
	E 02	100 770 701 495 000	ES		\$1,468.50
	E 02	300 770 701 495 000	SWMIEC2		\$2,937.24
	E 02	300 770 701 495 000	St John's		\$340.86
PO#: 53265	Voucher #:	118681 Invoice	Invoice No: Feb 2022	3/11/2022	Paid Amt: \$6,614.44
					Check Amount: \$6,614.44
Vendor Total:					\$6,614.44
4829 HENTGES, JEREMY					
	0717	001	106890		
	E 01	100 810 000 305 299	Salt service - 01/05		Check
	E 01	128 810 000 305 299	Salt service - 01/05		\$140.00
	E 01	300 810 000 305 299	Salt service - 01/05		\$140.00
	E 01	998 810 000 305 299	Salt service - 01/05		\$140.00
	E 04	005 505 321 305 550	Salt service - 01/05		\$140.00
Vendor Total:					\$6,614.44

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4829		HENTGES, JEREMY					
		0717	001		106890		
		E 04	005	505	321	305 550	Check
						Salt service - 01/06	\$140.00
		E 01	998	810	000	305 299	Check
						Salt service - 01/06	\$140.00
		E 01	300	810	000	305 299	Check
						Salt service - 01/06	\$140.00
		E 01	128	810	000	305 299	Check
						Salt service - 01/06	\$140.00
		E 01	100	810	000	305 299	Check
						Salt service - 01/14	\$140.00
		E 01	128	810	000	305 299	Check
						Salt service - 01/14	\$140.00
		E 01	300	810	000	305 299	Check
						Salt service - 01/14	\$140.00
		E 01	998	810	000	305 299	Check
						Salt service - 01/14	\$140.00
		E 04	005	505	321	305 550	Check
						Salt service - 01/14	\$140.00
		E 04	005	505	321	305 550	Check
						Salt service - 01/22	\$140.00
		E 01	998	810	000	305 299	Check
						Salt service - 01/22	\$140.00
		E 01	300	810	000	305 299	Check
						Salt service - 01/22	\$140.00
		E 01	128	810	000	305 299	Check
						Salt service - 01/22	\$140.00
		E 01	100	810	000	305 299	Check
						Salt service - 01/22	\$140.00
		E 04	005	505	321	305 550	Check
						Snow plow 1-3" - 01/06	\$130.00
		E 04	005	505	321	305 550	Check
						Snow plow 3-6" - 01/14	\$180.00
		E 04	005	505	321	305 550	Check
						Snow plow 3-6" - 01/24	\$180.00
		PO#: 53293	Voucher #:	118680	Invoice No:	0000225/0000226	3/11/2022
							Paid Amt: \$3,290.00
							Check Amount: \$3,290.00
		0717	001		106924		
		E 01	100	810	000	305 299	Check
						3-6" snow plow - 02/23	\$475.00
		E 01	100	810	000	305 299	Check
						1-3" snow plow - 02/25	\$350.00
		E 01	128	810	000	305 299	Check
						3-6" snow plow - 02/23	\$575.00
		E 01	128	810	000	305 299	Check
						1-3" snow plow - 02/25	\$475.00
		E 01	300	810	000	305 299	Check
						3-6" snow plow - 02/23	\$775.00
		E 01	300	810	000	305 299	Check
						1-3" snow plow - 02/25	\$575.00
		E 01	998	810	000	305 299	Check
						3-6" snow plow - 02/23	\$225.00
		E 01	998	810	000	305 299	Check
						1-3" snow plow - 02/25	\$150.00
		E 04	005	505	321	305 550	Check
						3-6" snow plow - 02/23	\$180.00
		E 04	005	505	321	305 550	Check
						1-3" snow plow - 02/25	\$130.00
		E 04	005	505	321	305 550	Check
						Salt Service - 02/11	\$140.00
		E 01	998	810	000	305 299	Check
						Salt Service - 02/11	\$140.00
		E 01	300	810	000	305 299	Check
						Salt Service - 02/11	\$140.00
		E 01	128	810	000	305 299	Check
						Salt Service - 02/11	\$140.00
		E 01	100	810	000	305 299	Check
						Salt Service - 02/11	\$140.00
		E 01	100	810	000	305 299	Check
						Salt Service - 02/23	\$140.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4829					
HENTGES, JEREMY					
	0717	001	106924		
	E 01	128 810 000	305 299	Salt Service - 02/23	Check
	E 01	300 810 000	305 299	Salt Service - 02/23	\$140.00
	E 01	998 810 000	305 299	Salt Service - 02/23	\$140.00
	E 04	005 505 321	305 550	Salt Service - 02/23	\$140.00
	E 04	005 505 321	305 550	Salt Service - 02/25	\$140.00
	E 01	998 810 000	305 299	Salt Service - 02/25	\$140.00
	E 01	300 810 000	305 299	Salt Service - 02/25	\$140.00
	E 01	128 810 000	305 299	Salt Service - 02/25	\$140.00
	E 01	100 810 000	305 299	Salt Service - 02/25	\$140.00
PO#: 53325	Voucher #:	118818	Invoice	Invoice No: 231-236	
					Paid Amt: \$6,010.00
					Check Amount: \$6,010.00
					Vendor Total: \$9,300.00
2329					
HOVICK, NICK					
	0717	001	106957		
	E 01	300 296 000	305 306	GBB Official 2/3/22	Check
PO#: 53415	Voucher #:	118867	Invoice	Invoice No: BB Official	
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
1680					
INTERACT TRAVEL					
	0717	STUD	1912		
	E 27	300 298 301	401 963	Last Peru Payment	Check
	E 27	300 298 301	401 963	Last Peru Payment	\$54,595.84
	E 27	300 298 301	369 963	FY22 Peru Trip Final Payment	(\$54,595.84)
	E 27	300 298 301	369 963	FY22 Peru Trip Final Payment	\$54,595.84
PO#: 53485	Voucher #:	118884	Invoice	Invoice No: Peru Final Payment	
					Paid Amt: \$54,595.84
					Check Amount: \$54,595.84
					Vendor Total: \$54,595.84
5829					
ISD 14					
	0717	001	106870		
	E 01	300 291 000	369 372	Speech entry fee	Check
PO#: 52961	Voucher #:	118837	Invoice	Invoice No: 3/5/22	
					Paid Amt: \$188.50
					Check Amount: \$188.50
					Vendor Total: \$188.50
26302					
JANS, ANNE					
	0717	001	106925		
	E 01	300 331 830	433 000	1/1722-2/28/22	Check
PO#: 53415	Voucher #:	118820	Invoice	Invoice No: Reimbursement	
					Paid Amt: \$421.15
					Check Amount: \$421.15
					Vendor Total: \$188.50

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt Type	Pmt/Void Date	Amount	Check Amount	Vendor Total
26302 JANS, ANNE								
	0717	001	106958	Check				
	E 01	300 331 830 433 000				\$136.20		
		Invoice No: Reimbursement			3/25/2022			
PO#: 53446	Voucher #:	118872	Invoice				Paid Amt: \$136.20	Check Amount: \$136.20
							Vendor Total:	\$557.35
3279 JAYBA								
	0717	001	106871	Check				
	R 04	000 505 321 050 515				\$1,162.00		
		Tryouts Feb 5-6, 2022						
PO#: 53316	Voucher #:	118838	Invoice		3/4/2022		Paid Amt: \$1,162.00	Check Amount: \$1,162.00
							Vendor Total:	\$1,162.00
5800 JONES, RHYS								
	0717	001	106959	Check				
	E 01	300 291 000 305 372				\$175.00		
		Script Writing 2/12/22 & 2/24/22						
PO#: 53316	Voucher #:	118883	Invoice		3/25/2022		Paid Amt: \$175.00	Check Amount: \$175.00
							Vendor Total:	\$175.00
24970 JORDAN ACE HARDWARE								
	0717	001	106960	Check				
	E 01	100 810 000 350 274				\$5.59		
		ES In House Repairs						
	E 01	128 810 000 350 274				\$84.34		
		MS In House Repairs						
	E 01	005 810 000 350 274				\$12.48		
		District In House Repairs						
	E 01	300 255 000 430 000				\$19.98		
		Ind Tech Supplies						
PO#: 53316	Voucher #:	118868	Invoice		3/25/2022		Paid Amt: \$122.39	
		Invoice No: Feb 2022						
	E 01	300 292 000 401 300				(\$47.98)		
		Complex						
	E 01	100 810 000 350 274				\$83.54		
		ES In House Repairs						
	E 01	128 810 000 350 274				\$122.62		
		MS In House Repairs						
	E 01	300 255 000 430 000				(\$1.51)		
		Ind Tech Supplies						
PO#: 53316	Voucher #:	118869	Invoice		3/25/2022		Paid Amt: \$156.67	Check Amount: \$279.06
		Invoice No: Jan 2022						
							Vendor Total:	\$279.06
5833 JORDAN AMBASSADOR PROGRAM								
	0717	001	106891	Check				
	E 04	005 505 321 369 503				\$1,243.26		
		Royal Daddy/Daughter Dance 2/19/22						
PO#: 53351	Voucher #:	118683	Invoice		3/11/2022		Paid Amt: \$1,243.26	Check Amount: \$1,243.26
		Invoice No: 2/19/22						
							Vendor Total:	\$1,243.26

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
3513		JORDAN BOOSTER CLUB						
		0717	001		106926			
		E 01	128	810	000	401	000	Check
								\$724.50
		E 01	300	810	000	401	000	Blue 40lb softner salt
								\$724.50
		E 01	100	810	000	401	000	Blue 40lb softner salt
								\$724.50
		PO#: 53395	Voucher #:	118940	Invoice	No. Softner Salt	3/18/2022	Paid Amt: \$2,173.50
		E 01	300	296	000	305	306	GBB Scoreboard - 11/11
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/11
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/16
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/16
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/18
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/18
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/30
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 11/30
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/04
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/04
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/07
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/07
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/07
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/07
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/09
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/09
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/14
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/14
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/17
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/17
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/17
								\$30.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/17
								\$30.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/20
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/20
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/21
								\$30.00
		E 01	300	294	000	305	306	BBB Scoreboard - 12/21
								\$30.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/21
								\$30.00
		E 01	300	296	000	305	306	GBB Scoreboard - 12/21
								\$30.00
		E 01	300	296	000	305	306	GBB Scoreboard - 01/04
								\$15.00
		E 01	300	296	000	305	306	GBB Scoreboard - 01/04
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 01/06
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 01/06
								\$15.00
		E 01	300	294	000	305	306	BBB Scoreboard - 01/10
								\$30.00

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type					
3513		JORDAN BOOSTER CLUB										
		0717			106926							
		E 01	001		300	294	000	305	306	BBB Scoreboard - 01/10	Check	\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/10		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/10		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/18		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/18		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/18		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/18		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/18		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/18		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/20		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/20		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/25		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/25		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/25		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/25		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/28		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 01/28		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 01/31		\$30.00
		E 01			300	296	000	305	306	GBB Scoreboard - 02/03		\$15.00
		E 01			300	296	000	305	306	GBB Scoreboard - 02/03		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/08		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/08		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/08		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/08		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/10		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/10		\$30.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/10		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/10		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/10		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/14		\$15.00
		E 01			300	294	000	305	306	BBB Scoreboard - 02/14		\$15.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
1920 JORDAN DOLLARS FOR SCHOLARS					
	0717	001	106961		
	E 18	300 298	301 899 000	FY22 Scholarships-KOPP Foundation	Check
					\$750.00
PO#: 53473	Voucher #:	118870	Invoice	Invoice No: KOPP Foundation	
				3/25/2022	
					Paid Amt: \$750.00
					Check Amount: \$750.00
					Vendor Total: \$1,750.00
27825 JORDAN FAMILY OUTREACH					
	0717	001	106962		
	R 01	300 294	000 052 318	C. Adame Lacrosse Refund	Check
					\$200.00
PO#: 53455	Voucher #:	118871	Invoice	Invoice No: Refund	
				3/25/2022	
					Paid Amt: \$200.00
					Check Amount: \$200.00
					Vendor Total: \$200.00
1982 JWP SPEECH BOOSTERS					
	0717	001	106927		
	E 01	300 291	000 369 372	Speech entry fee	Check
					\$203.00
PO#: 52962	Voucher #:	118821	Invoice	Invoice No: 3/19/22	
				3/18/2022	
					Paid Amt: \$203.00
					Check Amount: \$203.00
					Vendor Total: \$203.00
5845 KARNAS, MATTHEW					
	0717	001	106963		
	E 01	300 294	000 305 306	BBB Official 2/8/22	Check
					\$125.00
PO#: 53318	Voucher #:	118873	Invoice	Invoice No: BB Official	
				3/25/2022	
					Paid Amt: \$125.00
					Check Amount: \$125.00
					Vendor Total: \$125.00
23942 KERBER, PAULINE					
	0717	001	106872		
	E 02	100 770	701 401 000	Scrubs 12/15/21-FY22 Cooks Clothing Allowanc	Check
					\$71.98
PO#: 53318	Voucher #:	118839	Invoice	Invoice No: Reimbursement	
				3/4/2022	
					Paid Amt: \$71.98
					Check Amount: \$71.98
					Vendor Total: \$71.98
2254 KOHLHARDT, DEB					
	0717	001	106893		
	E 04	005 508	321 305 000	Gentle Yoga Winter 1 1/5/21-2/2/22	Check
					\$343.00
PO#: 53350	Voucher #:	118684	Invoice	Invoice No: Yoga Instructor	
				3/11/2022	
					Paid Amt: \$343.00
					Check Amount: \$343.00
					Vendor Total: \$343.00

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
4171						
KRAMLINGER PIANO SERVICE						
	0717	001	106964			
	E 01	300 259 000	305 000	Piano Tuning 2/11/22	Check	
				\$640.00		
PO#: 53461	Voucher #:	118875	Invoice	Invoice No: 2/16/22	3/25/2022	Paid Amt: \$640.00
					Check Amount:	\$640.00
					Vendor Total:	\$640.00
5678						
KROELLS, TESSA						
	0717	001	106965			
	E 04	005 505 321	305 550	2/16/22-3/23/22 Turtle Winter Session 2	Check	
				\$252.00		
	E 04	005 505 321	305 550	2/16/22-3/23/22 Winter Session 3	Check	
				\$499.80		
PO#: 53472	Voucher #:	118874	Invoice	Invoice No: Tae Kwon Do	3/25/2022	Paid Amt: \$751.80
					Check Amount:	\$751.80
					Vendor Total:	\$751.80
27558						
LEE'S REFRIGERATION						
	0717	001	106928			
	E 02	300 770 701	350 000	Added refrigerant to walk-in cooler	Check	
				\$104.00		
	E 02	300 770 701	350 000	Added 134A to cooler in kitchen	Check	
				\$220.00		
	E 02	300 770 701	350 000	Mileage	Check	
				\$50.00		
	E 02	100 770 701	350 000	Added 3# of 404 and checked operator	Check	
				\$250.00		
	E 02	100 770 701	350 000	Mileage	Check	
				\$15.00		
PO#: 53405	Voucher #:	118838	Invoice	Invoice No: 35126/35333	3/18/2022	Paid Amt: \$639.00
					Check Amount:	\$639.00
					Vendor Total:	\$639.00
01539						
MCCLELLAN, LANA E						
	0717	001	106929			
	E 01	100 203 000	430 234	Teachers Pay Teachers 8/4/21-3/8/22	Check	
				\$107.59		
PO#: 53414	Voucher #:	118822	Invoice	Invoice No: Reimbursement	3/18/2022	Paid Amt: \$107.59
					Check Amount:	\$107.59
					Vendor Total:	\$107.59
4677						
MCKNIGHT, KATHRYN						
	0717	001	106966			
	E 01	005 790 733	440 000	3/13/22	Check	
				\$84.39		
	E 01	005 790 733	440 000	3/13/22	Check	
				\$95.50		
	E 01	005 790 733	440 000	3/13/22	Check	
				\$95.50		
	E 01	005 790 733	440 000	3/13/22	Check	
				\$83.38		
PO#: 53449	Voucher #:	118877	Invoice	Invoice No: Reimbursement	3/25/2022	Paid Amt: \$358.77
					Check Amount:	\$358.77
PO#: 53448	Voucher #:	118878	Invoice	Invoice No: Reimbursement	3/25/2022	Paid Amt: \$140.00
					Check Amount:	\$140.00
					Vendor Total:	\$498.77

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
4677 MCKNIGHT, KATHRYN						
	0717	STUD	1911		Check	
	E 27	300 298	301 899 957			\$1,179.42
		118858 Invoice	Hotel Rooms(4)			
			Invoice No: Reimbursement	3/24/2022		
	PO#: 53447	Voucher #:			Paid Amt:	\$1,179.42
					Check Amount:	\$1,179.42
					Vendor Total:	\$1,678.19
28878 MEDICARE BLUE RX						
	0717	001	106976		Check	
	B 01	215 024				\$178.00
			April 2022 D. Swenson			
		118923 Invoice	Invoice No: 220670166740	3/31/2022		
	PO#: 53410	Voucher #:			Paid Amt:	\$178.00
					Check Amount:	\$178.00
					Vendor Total:	\$178.00
29035 MILLER, SARAH						
	0717	001	106930		Check	
	E 01	005 211	318 401 000			\$110.06
			Pizza 2/28/22			
		118823 Invoice	Invoice No: Reimbursement	3/18/2022		
	PO#: 53410	Voucher #:			Paid Amt:	\$110.06
					Check Amount:	\$110.06
					Vendor Total:	\$110.06
26050 MN KINDERGARTEN ASSN(MKA)						
	0717	001	106967		Check	
	E 01	100 640	316 366 000			\$300.00
			Olstad/Jensen-Kindergarten Conference 4/30/22			
		118876 Invoice	Invoice No: Registrations	3/25/2022		
	PO#: 53421	Voucher #:			Paid Amt:	\$300.00
					Check Amount:	\$300.00
					Vendor Total:	\$300.00
16835 MN SOUTH CENTRAL SERVICE COOP.						
	0717	001	106894		Check	
	E 01	005 865	352 305 000			\$528.66
			H&S Management			
		E 01	005 865	358 305 000		\$738.37
			Asbestos Management			
		118685 Invoice	Invoice No: 20906	3/11/2022		
	PO#: 53237	Voucher #:			Paid Amt:	\$1,267.03
					Check Amount:	\$1,267.03
					Vendor Total:	\$1,267.03
2431 MN TRUE TEAM T&F						
	0717	001	106906		Check	
	E 01	300 292	000 369 320			\$80.00
			Boys Track entry fee			
		E 01	300 292	000 369 320		\$80.00
			Girls Track entry fee			
		118775 Invoice	Invoice No: 5/10/22	3/16/2022		
	PO#: 53141	Voucher #:			Paid Amt:	\$160.00
					Check Amount:	\$160.00
					Vendor Total:	\$160.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt Type	Pmt/Void Date	Amount	Vendor Total:
3967 MN VALLEY ELECTRIC COOPERATIVE									
		0717	001	106977		Check			
		E 01	005	810	000 330 201		3/31/2022	\$10.74	
		Voucher #:		118922	Invoice No: 3/8/22				
		PO#:						\$10.74	\$10.74
<hr/>									
5426 NOVAK, HEATHER									
		0717	001	106931		Check			
		E 04	005	507	321 305 000			\$87.10	
		E 04	005	507	321 305 000			\$241.78	
		E 04	005	505	321 305 503			\$242.40	
		Voucher #:		118824	Invoice No: CE Instructor		3/18/2022		
		PO#:		53368				\$571.28	\$571.28
<hr/>									
5475 NOYES, DOUGLAS									
		0717	001	106895		Check			
		E 01	300	294	000 305 306		3/11/2022	\$36.00	
		Voucher #:		118686	Invoice No: BBB Official				
		PO#:						\$36.00	\$36.00
<hr/>									
5340 OFFICE OF MNIT SERVICES									
		0717	001	106896		Check			
		E 01	005	211	000 358 000			\$95.55	
		Voucher #:		118687	Invoice No: W22010686		3/11/2022		
		PO#:		53184				\$95.55	\$95.55
<hr/>									
5472 OLIVER, JOSEPH									
		0717	001	106873		Check			
		E 01	300	294	000 305 306		3/4/2022	\$125.00	
		Voucher #:		118640	Invoice No: BBB Official				
		PO#:						\$125.00	\$125.00
<hr/>									
10987 OWENS COMPANIES, INC.									
		0717	001	106897		Check			
		E 01	300	810	000 350 272			\$1,316.00	
		E 01	300	810	000 350 272			\$1,596.15	
		E 01	300	810	000 350 272			\$60.08	
		Voucher #:		118688	Invoice No: 97038		3/11/2022		
		PO#:		53294				\$2,972.23	\$2,972.23

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
10987 OWENS COMPANIES, INC.					
	0717	001	106932		Check
	E 01	300 810 000 350 272		Replaced thermostat at JHS gym storage room	\$200.00
	E 01	128 810 000 350 272		Tuned 3 boilers at JMS	\$600.00
PO#:	53398	Voucher #:	118839 Invoice	Invoice No: 97415	3/18/2022
			Paid Amt:	\$800.00	
			Check Amount:	\$800.00	
			Vendor Total:	\$3,772.23	
5832 PAHL, THOMAS					
	0717	001	106898		Check
	E 01	300 294 000 305 306		BBB Official 1/18/22	\$125.00
PO#:		Voucher #:	118689 Invoice	Invoice No: BBB Official	3/11/2022
			Paid Amt:	\$125.00	
			Check Amount:	\$125.00	
			Vendor Total:	\$125.00	
5849 PEARSON, TANNER					
	0717	001	106978		Check
	E 01	300 294 000 305 306		BBB Official 2/8/22	\$125.00
PO#:		Voucher #:	118924 Invoice	Invoice No: BB Official	3/31/2022
			Paid Amt:	\$125.00	
			Check Amount:	\$125.00	
			Vendor Total:	\$125.00	
5817 PEDERSEN, LONDON					
	0717	001	106933		Check
	E 04	005 505 321 305 515		3rd Grade BBB Official 2/26/22	\$40.00
PO#:	53369	Voucher #:	118825 Invoice	Invoice No: BB Official	3/18/2022
			Paid Amt:	\$40.00	
			Check Amount:	\$40.00	
			Vendor Total:	\$40.00	
25600 POSTMASTER					
	0717	001	106881		Check
	E 01	005 110 000 329 000		Check #1	\$148.34
	E 04	005 505 321 329 000		Check #1	\$148.34
	E 01	005 110 000 329 000		Check #2	\$164.16
	E 04	005 505 321 329 000		Check#2	\$164.15
PO#:		Voucher #:	118652 Invoice	Invoice No: CE Brochure Mar 2022	3/10/2022
			Paid Amt:	\$624.99	
			Check Amount:	\$624.99	
			Vendor Total:	\$624.99	
11072 RADERMACHER FOODS INC.					
	0717	001	106934		Check
	E 04	005 570 321 401 000		Adult Enrich	\$11.87
PO#:		Voucher #:	118827 Invoice	Invoice No: Acct#26211	3/18/2022
			Paid Amt:	\$11.87	
			Check Amount:	\$11.87	

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
11072					
RADERMACHER FOODS INC.					
	0717	001	106968		
	E 01	100 203	303 401 277		Check
			ES ASP		\$127.97
	E 01	300 292	000 302 000		\$43.17
			Booster Club		\$7.24
	E 01	100 212	000 430 000		\$6.87
			ES Art		\$10.98
	E 01	300 331	830 433 000		\$12.78
			HS FACS		\$93.50
	E 01	300 260	000 430 000		\$22.24
			HS Science		
	E 01	128 250	000 490 000		
			MS FACS Food		
	E 01	128 211	000 401 275		
			MS STUD Co		
	E 01	128 211	000 401 000		
			MS Supplies		
PO#:	Voucher #:	118879	Invoice	3/25/2022	Paid Amt: \$324.75
	E 01	100 203	303 401 277		\$69.74
			ES ASP		\$12.80
	E 01	100 212	000 401 225		\$8.24
			Art to Remember		\$331.40
	E 01	100 203	000 401 000		\$182.11
			ES Supplies		\$422.37
	E 01	100 203	000 401 164		\$14.56
			Kindergarten Round Up		\$77.82
	E 01	300 331	830 433 000		\$10.89
			HS FACS		
	E 01	128 250	000 490 000		
			MS FACS Food		
	E 01	128 250	000 430 000		
			MS FACS Instructional		
	E 18	128 298	301 899 000		
			PTO Reimbursed		
	E 01	128 211	000 401 215		
			Safety Patrol		
PO#:	Voucher #:	118880	Invoice	3/25/2022	Paid Amt: \$1,129.93
			ES ASP		Check Amount: \$1,454.68
			Art to Remember		Vendor Total: \$1,466.55
			ES Supplies		
			Kindergarten Round Up		
			HS FACS		
			MS FACS Food		
			MS FACS Instructional		
			PTO Reimbursed		
			Safety Patrol		
4630					
RAKERS, KIIRSTEN					
	0717	001	106935		
	E 01	005 420	740 366 000		Check
			Feb 2022 Mileage-BP Billed		\$93.95
PO#:	53413	Voucher #:	118828	Invoice	3/18/2022
			Reimbursement		Paid Amt: \$93.95
					Check Amount: \$93.95
					Vendor Total: \$93.95
20698					
RATWIK, ROSZAK & MALONEY, PA					
	0717	001	106874		
	E 01	005 160	000 305 000		Check
			Misc Professional Fees		\$1,997.50
	E 01	005 160	000 305 000		\$2,491.00
			Maltreatment Fees		\$6.18
	E 01	005 160	000 305 000		
			Online Legal Research		
PO#:	53312	Voucher #:	118641	Invoice	3/4/2022
			70607		Paid Amt: \$4,494.68
					Check Amount: \$4,494.68
106979					
	0717	001	106979		
	E 01	005 160	000 305 000		Check
			Professional Fees		\$752.00
	E 01	005 160	000 305 000		\$10,895.50
			Teacher Complaint		

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
20698		RATWIK, ROSZAK & MALONEY, PA						
		0717	001		106979			
			E	01	005	160	000	305
							Expenses	
		PO#: 53478			Voucher #:	118925	Invoice	Invoice No: 70767
						3/31/2022	Check	\$88.97
							Paid Amt:	\$11,736.47
							Check Amount:	\$11,736.47
							Vendor Total:	\$16,231.15
2460		REGION 2AA						
		0717	001		106936			
			E	01	300	291	000	369
							Speech entry fee	\$290.00
		PO#: 52995			Voucher #:	118826	Invoice	Invoice No: 3/15/22
			E	01	300	292	000	305
							Adult tickets	\$1,744.00
			E	01	300	292	000	305
							Student tickets	\$1,365.00
		PO#: 53384			Voucher #:	118846	Invoice	Invoice No: BBB Section
						3/18/2022	Check	\$3,109.00
							Check Amount:	\$3,399.00
							Vendor Total:	\$3,399.00
25188		REGION 2A-MSHSL						
		0717	001		106899			
			E	01	300	292	000	302
							Large group vocal	\$200.00
			E	01	300	292	000	302
							Large group instrument	\$200.00
		PO#: 53280			Voucher #:	118690	Invoice	Invoice No: Music Entry Fee FY22
						3/11/2022	Check	\$400.00
							Check Amount:	\$400.00
							Vendor Total:	\$400.00
5721		REVOLUTION CYCLE AND SKI						
		0717	001		106900			
			E	01	300	292	000	401
							Rex G41 pink ultra hard wax dauber	\$39.98
			E	01	300	292	000	401
							Rex G21 blue dauber	\$39.98
			E	01	300	292	000	401
							Start also racing super green	\$21.59
			E	01	300	292	000	401
							Start oslo racing extra blue	\$21.59
			E	01	300	292	000	401
							Guru grip wax	\$17.59
			E	01	300	292	000	401
							Rode kick basic	\$11.19
			E	01	300	292	000	401
							Swix V55 hard kick wax: red special	\$9.59
			E	01	300	292	000	401
							Swix V45 hard kick wax: violet special	\$19.18
			E	01	300	292	000	401
							Swix V40 hard kick wax: blue special	\$19.18
			E	01	300	292	000	401
							Swix V20 hard kick wax: green special	\$19.18
			E	01	300	292	000	401
							Start SG10 Green 90G	\$31.98
			E	01	300	292	000	401
							Skigo XC kick wax	\$8.79
			E	01	300	292	000	401
							Toko nordic grip wax: red, 25g	\$8.99

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5721							
REVOLUTION CYCLE AND SKI							
		0717	001	001	106900		
		E 01	300	292	000 401 317	Shipping	\$10.00
	PO#: 52996	Voucher #:	118691	Invoice	Invoice No: 010622184749890	3/11/2022	
							Paid Amt: \$278.81
							Check Amount: \$278.81
							Vendor Total: \$278.81
5725							
SACHS, FRANK							
		0717	001	005	507 321 305 000	Adult Ed Presidents Talk 2/17/22	\$100.00
	PO#: 53266	Voucher #:	118692	Invoice	Invoice No: 000143	3/11/2022	
							Paid Amt: \$100.00
							Check Amount: \$100.00
							Vendor Total: \$100.00
1454							
SCHOAF, SCOTT							
		0717	001	300	294 000 305 306	BBB Official 2/24/22	\$125.00
	PO#: 53470	Voucher #:	118881	Invoice	Invoice No: BB Official	3/25/2022	
							Paid Amt: \$125.00
							Check Amount: \$125.00
							Vendor Total: \$125.00
5521							
SCOTT WEST PANTHER CUBS							
		0717	001	04	000 505 321 050 515	Advanced/Beginner Level	\$2,970.00
	PO#: 53470	Voucher #:	118882	Invoice	Invoice No: FY22 Wrestling	3/25/2022	
							Paid Amt: \$2,970.00
							Check Amount: \$2,970.00
							Vendor Total: \$2,970.00
1260							
SCOTT WEST WRESTLING BOOSTERS							
		0717	001	01	300 294 000 305 310	Scorebook-Working event on 01/07	\$36.00
	PO#: 53386	Voucher #:	118845	Invoice	Invoice No: FY22 Work Event	3/18/2022	
							Paid Amt: \$36.00
							Check Amount: \$36.00
							Vendor Total: \$36.00
5827							
SHELTON, ANN							
		0717	001	02	128 770 701 401 000	Shoes 10/5/21-FY22 Cooks Clothing Allowance	\$134.00
	PO#: 53319	Voucher #:	118645	Invoice	Invoice No: Reimbursement	3/4/2022	
							Paid Amt: \$134.00
							Check Amount: \$134.00
							Vendor Total: \$134.00
4410							
SHIBLEY, JEREMY							
		0717	001	01	300 294 000 305 306	VB 12/17/21	\$134.00
							Check

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

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type					
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT										
		0717	001	106876								
		E 01	998	420	740	820	000	SPED		\$31.39	Check	
PO#:	53239	Voucher #:	118644	Invoice	No:	3469	3/4/2022				Paid Amt:	\$10,625.06
		E 01	998	203	160	304	011	Jan 2022 A. Hunter-SEE student		\$904.98		
PO#:	53311	Voucher #:	118646	Invoice	No:	3417	3/4/2022				Paid Amt:	\$904.98
											Check Amount:	\$30,547.38
		0717	001	106939							Check	
		E 01	998	216	406	303	000	FY22 Title One Funds-JAF		\$19,634.62		
PO#:	53357	Voucher #:	118829	Invoice	No:	3493	3/18/2022				Paid Amt:	\$19,634.62
											Check Amount:	\$19,634.62
											Vendor Total:	\$50,182.00
2976		SPEECHWIRE TECHNOLOGIES										
		0717	STUD	1908								
		E 27	300	298	301	401	964	Sppechwire Tournament Services - Varsity Mee		\$345.00	Check	
PO#:	53282	Voucher #:	118805	Invoice	No:	8320/8424	3/18/2022				Paid Amt:	\$345.00
											Check Amount:	\$345.00
											Vendor Total:	\$345.00
5229		SPIES/MICHELLE										
		0717	STUD	1908								
		E 27	300	298	301	401	963	Reimbursement for Speech supplies/boards for		\$155.40	Check	
PO#:	53339	Voucher #:	118806	Invoice	No:	Reimbursement	3/18/2022				Paid Amt:	\$155.40
											Check Amount:	\$155.40
											Vendor Total:	\$155.40
25711		STAR GROUP, LLC/NAPA AUTO PARTS										
		0717	001	106940								
		E 01	005	810	000	350	200	BLSTR PK Miniatures		\$3.29	Check	
PO#:	53391	Voucher #:	118842	Invoice	No:	826390	3/18/2022				Paid Amt:	\$3.29
											Check Amount:	\$3.29
											Vendor Total:	\$3.29
26567		SULLIVAN, OWEN T.										
		0717	001	106941								
		E 04	005	508	321	305	000	Power Co-Ed VB Feb 8,15&Mar 1,8, 2022		\$218.40	Check	
PO#:	53367	Voucher #:	118830	Invoice	No:	CE Instructor	3/18/2022				Paid Amt:	\$218.40
											Check Amount:	\$218.40
											Vendor Total:	\$218.40

Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
4922 T MOBILE					
	0717	001	106902		
	E 01	005 630 155 320 011		Student Hot Spots 1/21/22-2/20/22	Check
		118693 Invoice		3/11/2022	
	PO#: 53349	Voucher #:			
					Paid Amt: \$2,805.00
					Check Amount: \$2,805.00
					Vendor Total: \$2,805.00
4700 TEACHERS ON CALL					
	0717	001	106877		
	E 01	100 203 000 394 999		ES	Check
	E 01	300 400 000 307 999		HS SPED Non Licensed	
	E 01	300 211 000 394 999		HS	
	E 01	300 640 316 305 999		HS Staff Dev	
	E 01	128 211 000 394 999		MS	
	E 01	128 640 316 305 999		MS Staff Dev	
	E 01	128 400 000 307 999		MS SPED Non Licensed	
	PO#: 53235	Voucher #:		3/4/2022	
					Paid Amt: \$4,766.58
					Check Amount: \$4,766.58
4922 T MOBILE					
	0717	001	106942		
	E 01	100 411 740 307 999		ES SPED Para	Check
	E 01	100 412 740 307 999		ES SPED Para	
	E 01	100 203 000 394 999		ES	
	E 01	300 211 000 394 999		HS	
	E 01	128 211 000 394 999		MS	
	E 01	128 400 000 307 999		MS SPED No Licensed	
	PO#: 53358	Voucher #:		3/18/2022	
					Paid Amt: \$3,797.56
4700 TEACHERS ON CALL					
	0717	001	106942		
	E 01	100 408 740 307 999		ES SPED Para	Check
	E 01	100 412 740 307 999		ES SPED Para	
	E 01	100 203 000 394 999		ES	
	E 01	100 400 000 307 999		ES SPED Non Licensed	
	E 01	300 211 000 394 999		HS	
	E 01	128 211 000 394 999		MS	
	PO#: 53359	Voucher #:		3/18/2022	
					Paid Amt: \$3,667.68
4700 TEACHERS ON CALL					
	0717	001	118834		
	E 01	100 203 000 394 999		ES	Check
	E 01	100 400 000 307 999		ES SPED Non Licensed	
	E 01	128 640 316 305 999		MS Staff Dev	
	E 01	128 211 000 394 999		MS	
	E 01	300 211 000 394 999		HS	
	PO#: 53411	Voucher #:		3/18/2022	
					Paid Amt: \$3,972.15
					Check Amount: \$11,437.39

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
4700		TEACHERS ON CALL						
		0717	001		106981		Check	
		E 01	100	000	394 999			\$529.62
		E 01	100	400	000 307 999	ES	ES SPED Non Licensed	\$88.27
		E 01	300	211	000 394 999	HS	HS	\$529.62
		E 01	300	400	000 307 999	HS	HS SPED Non Licensed	\$176.54
		E 01	128	211	000 394 999	MS	MS	\$882.70
		E 01	128	400	000 307 999	MS	MS SPED Non Licensed	\$264.81
PO#: 53445		Voucher #:	118927	Invoice	Invoice No: 134090	3/31/2022		
							Paid Amt:	\$2,471.56
							Check Amount:	\$2,471.56
							Vendor Total:	\$18,675.53
5534		TLC MUSIC						
		0717	001		106982		Check	
		E 04	005	505	321 305 503	Winter Session 1/7/22-3/18/22		\$427.00
PO#: 53506		Voucher #:	118928	Invoice	Invoice No: FY22 Winter	3/31/2022		
							Paid Amt:	\$427.00
							Check Amount:	\$427.00
							Vendor Total:	\$427.00
2407		VEX ROBOTICS, INC.						
		0717	001		106878		Check	
		E 01	128	255	000 430 000			\$114.95
		E 01	128	255	000 430 000	IQ robot batterys shipping		\$22.57
PO#: 53089		Voucher #:	118648	Invoice	Invoice No: 558211	3/4/2022		
							Paid Amt:	\$137.52
							Check Amount:	\$137.52
							Vendor Total:	\$137.52
5830		WATER CONSERVATION SERVICES, INC						
		0717	001		106943		Check	
		E 01	128	810	000 350 272	Leak locate		\$450.00
		E 01	128	810	000 350 272	Mileage		\$41.54
PO#: 53327		Voucher #:	118835	Invoice	Invoice No: 12065	3/18/2022		
							Paid Amt:	\$491.54
							Check Amount:	\$491.54
							Vendor Total:	\$491.54
4624		WAYNE DAUWALTER PLUMBING						
		0717	001		106944		Check	
		E 01	128	810	000 350 272	Labor for helping clean a mixing valve. No hot w		\$320.00
		E 01	128	810	000 350 272	Old tunnel filling with water.		\$400.00
PO#: 53390		Voucher #:	118843	Invoice	Invoice No: 74617468	3/18/2022		
							Paid Amt:	\$720.00
							Check Amount:	\$720.00
							Vendor Total:	\$720.00

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
26252								
WHITESIDE, ROBIN								
		0717	001		106983			
		E 01	005	790	733	440	000	
		3/24/22-White Car-Gas Reimbursement						Check
							\$22.00	
	PO#:	53500	Voucher #:	118929	Invoice	No:	Reimbursement	
							3/31/2022	
							Paid Amt: \$22.00	
							Check Amount: \$22.00	
							Vendor Total: \$22.00	
4709								
WILLAERT, LEO								
		0717	001		106903			
		E 01	128	255	000	430	000	
		Storage Rack						Check
							\$197.81	
	PO#:	53234	Voucher #:	118695	Invoice	No:	Reimbursement	
							3/11/2022	
							Paid Amt: \$197.81	
							Check Amount: \$197.81	
							Vendor Total: \$247.79	
26382								
WITTERSCHEIN, JOE								
		0717	001		106879			
		E 01	300	294	000	305	306	
		Woodcraft-Router Bits						Check
							\$125.00	
	PO#:	53360	Voucher #:	118836	Invoice	No:	Reimbursement	
							3/18/2022	
							Paid Amt: \$49.98	
							Check Amount: \$49.98	
							Vendor Total: \$247.79	
11454								
WOLF MOTOR CO INC								
		0717	001		106904			
		E 01	005	810	000	350	200	
		Replace 4 tires and install new valve stems - Lat						Check
							\$146.00	
		E 01	005	810	000	350	200	
		Replace 4 tires and install new valve stems - Pai						Check
							\$675.80	
		E 01	005	810	000	350	200	
		Hazardous materials						Check
							\$12.00	
	PO#:	53290	Voucher #:	118694	Invoice	No:	6231127/1	
							3/11/2022	
							Paid Amt: \$833.80	
							Check Amount: \$833.80	
							Vendor Total: \$833.80	
5837								
YOUNG, SARAH								
		0717	001		106946			
		E 04	005	505	321	305	515	
		3rd Grade BBB 2/26/22						Check
							\$40.00	
		E 04	005	505	321	305	515	
		4th Grade GBB 2/26/22						Check
							\$20.00	
	PO#:	53370	Voucher #:	118837	Invoice	No:	BB Official	
							3/18/2022	
							Paid Amt: \$60.00	
							Check Amount: \$60.00	
							Vendor Total: \$60.00	

Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2800		ZABEL, RUSS	0717	001	106880			
				E 01	300 294 000 305 306	BBB Official 2/26/22	Check	
				118650	Invoice	3/4/2022		
					Invoice No: BBB Official			
							Paid Amt: \$125.00	
							Check Amount: \$125.00	
							Vendor Total:	\$125.00
							Report Total:	\$477,671.46

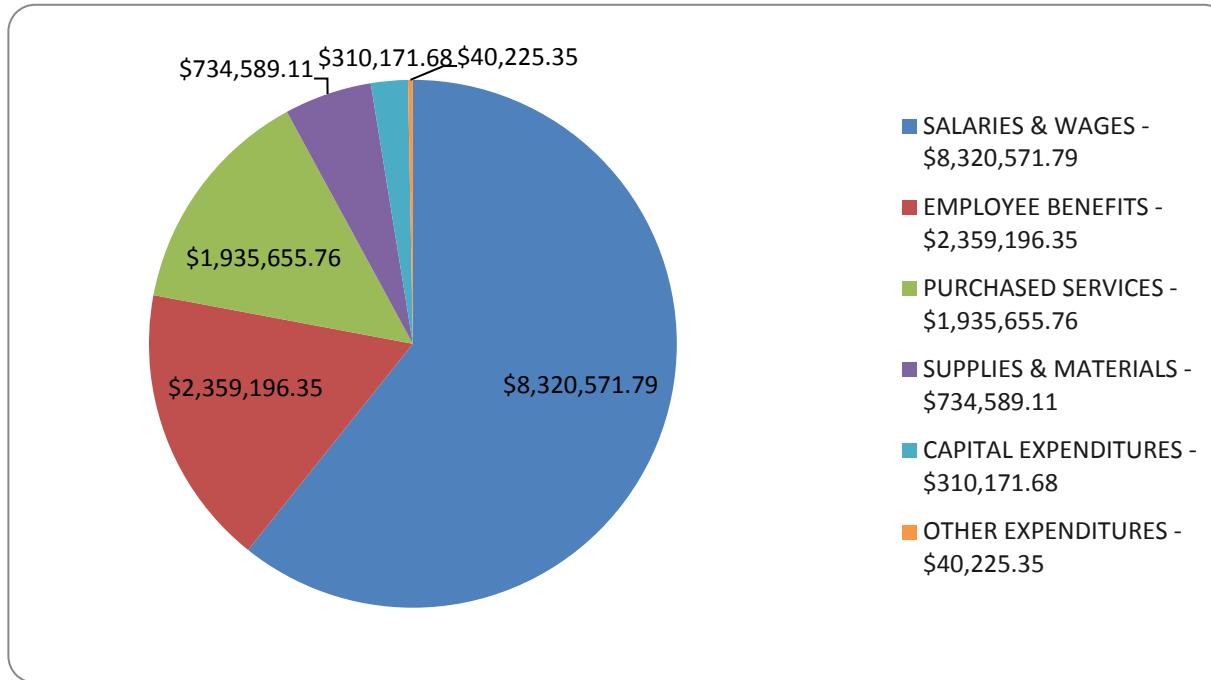
Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$387,391.12
02 Food Service Fund	\$7,864.49
04 Community Education	\$16,801.43
18 Custodial Fund	\$9,027.82
27 Student Activity Accounts	\$56,586.60
Report Total	\$477,671.46



FUND 01 - EXP GUIDELINE BY OBJECT

APRIL, 2022



TOTAL EXPENDITURES – FUND 01 - THRU MARCH, 2022 - \$13,700,410.01

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

Donor	Designated Purpose	Amount / Item(s)
Anonymous	Harmonix	\$400.00
Jordan Education Foundation	Various Grants for JPS staff	\$9,954.58
Parrott Family	Band / Drama	\$4,000
Michelle & Aaron Norberg	Band	\$500.00

The vote on adoption of the Resolution was as follows:

Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

School Board Clerk

Date

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

E. This policy applies to all areas of education including academics, coursework, 102-1 co-curricular and extracurricular activities, or other rights or privileges of enrollment.

F. Every school district employee shall be responsible for complying with this policy.

G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: Sept. 12, 2007

Revised: April 11, 2022

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the

school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years..
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi member agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;

- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 - 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee

assistance programs are private.

- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority determines if the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes. section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or

2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board (“PELSB”) or the Board of School Administrators (“BOSA”), whichever has jurisdiction over the teacher’s or administrator’s license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district’s files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education (“MDE”) under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee’s alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for

employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees, are private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment

determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Superintendent as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts;

Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)Minn. Stat. Ch. 179
(Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

Consent to Release Data – Request from an Individual

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

_____ before you sign it.
[entity contact person name and contact information]

I, _____, give my permission for _____
[name of individual data subject] [name of government entity]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want _____ to release _____.

[name of government entity] [explanation of data]

2. I understand that I have asked _____ to release the data.
[name of government entity]

3. I understand that although the data are classified as private at _____, the
[name of government entity]
classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
 - C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
 - D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section

624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner,

such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. **CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum

consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non Students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)

Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

507 CORPORAL PUNISHMENT

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter. 13, and Minnesota. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

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

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

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:

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

F. Eligible Student

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

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

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

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

I. Parent

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

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

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

N. School Official

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

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

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

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

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

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

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is

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

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

disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

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

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under

Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and

- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the

responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and

b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

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

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

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

- 1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to

provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after

receiving the request.

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

B. Right to a Hearing

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

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

C. Conduct of Hearing

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

reasonably in advance of the hearing.

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NON COMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400

Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

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

Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)

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

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: April 11, 2022

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook”, “Twitter”, “Instagram”, “Snapchat”, “Tick Tock”, “Reddit”, and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure

shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher or district representative. The Internet Use Agreement form for employees must be signed by the employee. The signed staff and student forms must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:

- a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56

L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

**JORDAN PUBLIC SCHOOLS
DISTRICT 717
TECHNOLOGY ACCEPTABLE USE POLICY FORM**

FORM I

Our goal in providing the use of technology (Internet, computers, network and other equipment) to staff and students is to promote educational excellence in the Jordan Public Schools by facilitating research, resource sharing, innovation, and communication. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Students and employees are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school district and school policies. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school district. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Rules for Technology Use:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute: pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language; materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; information or materials that could cause damage or danger of disruption to the educational process; and materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

**JORDAN PUBLIC SCHOOLS
DISTRICT 717
TECHNOLOGY ACCEPTABLE USE POLICY FORM**

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who send the message.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize the works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

Possible consequences for misuse are:

Students or employees may be subject to disciplinary action for misuse, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet; and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

It is understood that the use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

The Jordan Public Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities.

**JORDAN PUBLIC SCHOOLS
DISTRICT 717
TECHNOLOGY ACCEPTABLE USE POLICY FORM**

Jordan Public Schools are pleased to offer the staff and students access to the District's technology resources. To gain access to any technology, all students 18 years of age and under must obtain parental permission. A "Technology Acceptable Use Agreement" must be signed and returned to the school district before access to technologies will be granted. Students over the age of 18 may sign their own forms.

PARENT/S or GUARDIAN/S

I have read the Terms and Conditions for Technology Acceptable Use and I understand that the access is designed for educational purposes and the Jordan Public Schools have made access available for this purpose. I recognize that it is impossible for the Jordan Public Schools to completely restrict access to controversial material, and I will not hold them responsible for the materials this student may acquire through the use of these technologies. Furthermore, I understand that should my child commit any violation of the Terms and Conditions for Technology Acceptable Use, his/her access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action initiated.

I have watched and understand the Digital Device Guideline and Instruction videos found on the district website at www.bit.ly/jpschromeguides

Parent/s or Guardian/s Name (print name here) _____

Parent/s or Guardian/s Signature _____

Date _____ Phone _____

STUDENT

I have read the Terms and Conditions for Technology Acceptable Use and agree to abide by the stated Terms and Conditions. I understand that if I commit any violation of the Terms and Conditions for Technology Acceptable Use, my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action initiated.

I have watched and understand the Digital Device Guideline and Instruction videos found on the district website at www.bit.ly/jpschromeguides

Student Name (print name here) _____

Student Signature _____

Date _____ Grade _____

The Jordan Public School makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Jordan Public School System will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through the Internet connection.

**JORDAN PUBLIC SCHOOLS
DISTRICT 717
DIGITAL DEVICE INSURANCE AGREEMENT**

FORM I-1

Jordan Public Schools recognizes that with the implementation of the **PLANIT JORDAN Learning Initiative** there is a need to protect the digital device investment by both the district and their families. The 1:1 Device (Chromebook) Insurance Cost is \$20 per device and will be due within two weeks of receipt of your student's 1:1 device. The insurance costs will be capped at \$60 for families with multiple students in Grades 5-12 attending school within the district. The district will cover 50% of the cost of insurance (\$10) for families that qualify for the free and reduced lunch program. Please return the 'Waiver of Confidentiality' (Form K-1) to the District Office to be eligible for the fee reduction.

Families who have purchased the insurance will have a reduced incident fee for device repair. The district will charge families \$30 for the first covered incident, \$60 for the second covered incident and \$90 for the third covered incident per student with no family cap on costs. The district will cover 50% of the cost of repair for families with insurance that qualify for the free and reduced lunch program. The 1:1 Device Insurance Cost will provide insurance coverage for accidental damage including screen repairs and liquid damage to the Chromebook, hardware failure, theft, and repair. Lost or damaged charging cables, replacement of a lost device or damage that is deliberate or negligent is NOT covered with this insurance plan. The annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to the digital devices. The District Insurance Plan DOES NOT cover intentional damage of the 1:1 device.

All insurance claims must be reported to Stephen Damlo, Director of Technology. In cases of theft or other criminal acts, a police report MUST be filed by the student or parent. A copy of the police report must be provided to the Technology Department. In the case of loss of the device, students/parents are responsible for replacement costs of the device.

Families who decline the district provided protection plan will be responsible for the full cost of fixing or replacement of the Chromebook.

<input type="checkbox"/>	<i>I have read all the insurance information and agree to pay the \$20 fee.</i>
<input type="checkbox"/>	<i>I have read all the insurance information and will decline the district plan. I will cover the full cost of any damage to the device.</i>
Parent/Guardian Printed Name: _____	
Parent/Guardian Signature: _____	
Student Name: _____	Grade: _____
Date: _____	Paid with: <input type="checkbox"/> Campus Portal <input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

534 SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.

- F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.
- G. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$20.00. Families will be notified by automated calling system, email, and letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50.00, not paid prior to the end of the month, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not

limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal
Charges: Guidance and Q&A

Cross References:

None

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a

significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. NOTICE OF POLICY

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

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

Cross References:

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee. All air travel must be paid for with a District credit card and all miles earned will remain property of the District.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be

made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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

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

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: April 11, 2022

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

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

investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by the *High School Principal* to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The District is not liable for any damage that may occur to the motor vehicle as a result of inspections and searches.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Sample Acknowledgment Form

STUDENT PARKING PERMIT REQUEST

I, the undersigned student of this school district, do hereby request permission to park a motor vehicle in a designated student parking area. I understand that this is a privilege and that the interior of the motor vehicle, including, but not limited to, glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without my consent, without a search warrant, and with no notice to me. I understand that if I refuse a request by a school official to open a locked motor vehicle under my control or its compartments, my parking privileges may be withdrawn and I may be subject to discipline. Finally, I acknowledge receipt of the school district's motor vehicle policy.

Student Signature: _____ Date: _____ Grade: _____

Parent Signature: _____ Date: _____
527-5F

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

A. Administration

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

B. Classroom Teacher

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

C. History of Violent Behavior

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

D. Incident(s) of Violence

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

E. Legitimate Educational Interest

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

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

F. School Staff Member

“School staff member” includes:

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

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

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

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

B. Recipients of Notice

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

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

C. Determination of Who Receives Notice

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

D. Form of Written Notice

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

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

E. Record of Notice

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

F. Meetings Regarding Students with a History of Violent Behavior

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

G. Law Enforcement Reports

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

V. MAINTENANCE AND TRANSFER OF RECORDS

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

VI. PARENTAL NOTICE

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

VII. TRAINING NEEDS

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. EXCEPTIONS

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

IV. INSTRUCTION

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

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

Cross References:

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.

- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

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

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

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

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

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.
 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I

Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: April 11, 2022

612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

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

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

other programs, such as Head Start, Early Reading First, Even Start, the

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Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;

- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- G. Involve parents in the activities of the schools.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

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

A. The policy will describe the means by which each school with a Title I program will:

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

participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably

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possible; and

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

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

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

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

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

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;

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3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
4. Train and support parents to enhance the involvement of other parents;
5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and

8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

612.1-4

E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.

F. The school district and each school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

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

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

Cross References:

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EMPLOYEE DATA SHEET

Employee:	Duane Rockne	Date Offer Accepted:	3/16/2022
Job Title:	Building Engineer	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Tim Bisek	Location:	High School

PERSONNEL ACTION

New Hire	X	Replacement For	Eugene Hein	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>

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>
Belle Plaine Lutheran Home	Maintenance	Maintenance	10/2021-1/2022
Scott county Courthouse	Maintenance Worker III	Maintenance	1/1987-9/2021

<u>Beginning Contract Date:</u>	3/23/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Duane has experience with maintenance and janitorial work



**2021-2022 CUSTODIAL
NOTICE OF ASSIGNMENT**

DATE: 3/16/2022

NAME: DUANE ROCKNE

EMPLOYEE #3806

LOCATION: HIGH 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	Start Time	End Time	Contract Days	Percent
Building Engineer	8	6:00 AM	2:30 PM	260 <i>(Including 11 Paid Holidays)</i>	100%

Regular Hourly Rate	Step	Differential Pay				Total Hourly Rate
		Building Engineer	1 st Class Boilers	2 nd Class Boilers	Shift	
\$19.45	10	\$1.25	\$.75	\$0.00	\$0.00	\$21.45

Duane Rockne
Employee Signature

03.23.2022
Date



EMPLOYEE DATA SHEET

Employee:	Bayly Grosskopf	Date Offer Accepted:	3/15/2022
Job Title:	School Psychologist	Indicate: Full-time/Part-time/ Seasonal/Temporary	Full-time
Hiring Supervisor:	Chad Williams	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Tracy Eddington	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>
UW-Whitewater	Whitewater, WI	School Psychology	Ed. Specialist, May 2022	5/20 - 5/22
UW-Whitewater	Whitewater, WI	Master in School Psychology	Masters	6/19-5/20
UW-Whitewater	Whitewater, WI	BS	Psychology	9/16-5/19

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 Psychology (pending)	PELSB	Pending	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>
Osseo Public Schools	School Psychologist	Evaluations, MTSS, PBIS	21-22

Beginning Contract Date:	8/18/2022	Ending Contract Date:	
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Brief Description of Previous Experience: Bayly has experience as a school psychologist and comes with a lot of knowledge.



**INDEPENDENT SCHOOL DISTRICT #717
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 **Bayly Grosskopf**, a leagally qualified and licensed teacher who agrees to perform the teaching services prescribed by the School Board or its designated representative as for the 2021-2022 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 **8/18/2022** through **6/2/2023**. Dates of assignment are approximate and may change due to licensure requirements and potential 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: MA+40

Step: 03

Days/Year: 186

Base Salary: \$55,871

Employee Signature: Bayly J. Grosskopf

Board Chair Signature of Receipt: _____

Board Clerk Signature of Receipt: _____



EMPLOYEE DATA SHEET

Employee:	Jeff Henning	Date Offer Accepted:	3/9/2022
Job Title:	7th grade baseball coach	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Nick Dahlen	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>

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>

<u>Beginning Contract Date:</u>	4/4/2022	<u>Ending Contract Date:</u>	
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Brief Description of Previous Experience: Baseball experience



**Extra-Curricular Assignment
2021-2022**

To: Jeffrey Henning

You have been assigned the following extra-curricular assignment:

Assignment: 7th Grade Baseball Coach

Group: 6

Year Started: 2022

Longevity: 0 years

Location: JMS

Stipend Paid: \$1,805.00

Longevity: \$0.00

Total Stipend to be paid: \$1,805.00

In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above. Payments will begin with the 3/15/2022 payroll and will end with the 05/15/2022 payroll. If the season is canceled due to COVID payroll payments will be stopped immediately.

Employee Signature: _____ Date: _____

Activities Director Signature: _____ Date: _____



EMPLOYEE DATA SHEET

Employee:	Thom Amundsen	Date Offer Accepted:	3/9/2022
Job Title:	Fall Play/Musical Director	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	High School

PERSONNEL ACTION

New Hire	X	Replacement For	Josh Barnd	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>

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>
Shakopee Public Schools			

<u>Beginning Contract Date:</u>	8/29/2022	<u>Ending Contract Date:</u>	11/5/2022
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Brief Description of Previous Experience: Thom has 20+ years of directing experience.



TERMS AND CONDITIONS

between

Independent School District No. 717
Jordan, Minnesota

And

Unaffiliated Directors

July 1, 2021 – June 30, 2023

AGREEMENT

This agreement is entered into between the Jordan School District and the current Unaffiliated Directors hired prior to July 1, 2021:

- Activities Director
- Communications Director
- Early Learning Services Director
- Facilities Director
- Finance Director
- Teaching and Learning Director
- Technology Director

ARTICLE I **DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Period:

The Unaffiliated Directors shall perform the basic services throughout the term of this contract and on those legal holidays on which the school district is authorized to conduct school if the school board so determines..

Section 5. Other Terms:

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

Section 6. Anniversary Date:

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

ARTICLE II
COMPENSATION

Section 1. Wage Schedule:

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

Section 2. Technology Allowance:

The school district will provide an annual stipend to be used for technology hardware and software for professional development and/or a home work station in accordance with School District procedures, policies and practices.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

The district will provide up to the family health coverage under the Aware 3500 or comparable plan and family dental coverage. Any additional premium costs for other plan designs/coverages are to be borne by the employee.

Section 5. HSA and VEBA Account:

The School District shall contribute \$2,400 for family coverage to eligible employees that are enrolled in the Aware 3500 or comparable plan. If an employee requests to be on a lower premium plan they will receive a \$4,400 contribution.

Section 6. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The program will provide 66-2/3% of the basic compensation not to exceed \$2,400 per month and will go in effect after sixty (60) calendar days of disability.

Section 7. Term life Insurance:

The district shall provide \$100,000 term life insurance, using the same plan the district used with the Jordan Education Association.

ARTICLE IV
OTHER BENEFITS

Section 1. Professional Development:

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

Section 2. Membership Dues:

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

Section 3. Travel Reimbursement:

Necessary and approved transportation outside of District boundaries that is required of the employee in the performance of school duty; shall submit appropriate claim forms and/or receipts as per District procedure for reimbursement.

Section 4. Uniform Allowance:

The Facilities Director will receive an annual \$400.00 uniform allowance.

ARTICLE V
LEAVES OF ABSENCE

Section 1. Sick Leave:

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

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated according to Sec. 3 of Art. I.

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

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

Subd. 5. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick

leave as specified in Article IV, Sec. 1, Subd. 2. The wellness payment will be prorated for part time employees.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted two days of paid personal leave yearly and one day of unpaid leave.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

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

Section 5. General Leave:

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

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

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

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

**ARTICLE VI
HOLIDAYS & VACATIONS**

Section 1. Holidays:

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

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

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

Section 2. Vacation:

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

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

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

Subd. 4 Anniversary: July 1 will be the anniversary date by which an employee's days of vacation shall be computed, based upon hire date.

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

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available beginning the second (2nd) year of employment in the District. Matched deferred is pro-rated off a 2080 hour work year.

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

1 year of service in district 717	No Match
2-5 years of service in district 717	\$750
6-10 years and after in District 717	\$1,000
11-20 years and after in District 717	\$1,250

Subd. 3. District cap: \$20,000

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

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

ARTICLE VIII
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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

This contract is effective July 1, 2021-June 30, 2023, subject to re-opening of negotiations to address provisions of the ACA.

Deb Pauly, Board Chair Date

Sandy Burke, Board Clerk Date

ADDENDUM TO UNAFFILIATED DIRECTOR’S TERMS AND CONDITIONS

Position	Days/Year	2021-2022	2022-2023	Technology Allowance
Activities Director	260	\$89,040	\$92,602	\$1,000
Early Learning Services Director	215	\$88,734	\$89,621	\$1,000
Facilities Director	260	\$80,222	\$83,431	\$1,000
Finance Director	260	\$90,132	\$92,836	\$1,000
Communications Director	260	\$60,000	\$64,000	\$1,000
Teaching and Learning Director	260	\$102,959	\$103,988	\$1,000
Technology Director	260	\$82,151	\$90,586	\$1,500

Deferred Compensation: Effective July 1, 2021 the current Teaching and Learning Director will be grandfathered in to receiving the matching deferred compensation listed below:

Years of Service	Maximum Matching Contribution
0-3	\$1,700
4-6	\$2,700
7+	\$3,700
Maximum District Contribution:	\$35,850



TERMS AND CONDITIONS

between

Independent School District No. 717
Jordan, Minnesota

And

Confidential Employee
July 1, 2021 – June 30, 2023

AGREEMENT

This agreement is entered into between the Jordan School District and the current Confidential Employee hired prior to July 1, 2021.

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

ARTICLE I DEFINITIONS

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Period:

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

Section 5. Other Terms:

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

Section 6. Anniversary Date:

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

ARTICLE II
COMPENSATION

Section 1. Wage Schedule:

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

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

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

2021-2022	2022-2023
\$6,200	\$6,400

Section 5. Long Term Disability Insurance:

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

Section 6. Term life Insurance:

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

ARTICLE IV
OTHER BENEFITS

Section 1. Professional Development:

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

Section 2. Membership Dues:

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

Section 3. Education Stipend:

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

ARTICLE V
LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

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

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

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

Section 2. Personal Leave:

Subd. 1. The employee shall be granted two days of paid personal leave yearly and one day of unpaid leave.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

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

Section 5. General Leave:

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

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

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

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE VI
HOURS OF SERVICE

Section 1. Work Hours:

The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

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

Section 3. Emergency School Closing:

The employee will be expected to work on days school is closed, unless the superintendent grants permission otherwise. If a day of work is lost due to school closing, the employee will have the option of making the day up either that day or at a later day, or receiving no pay. If the day is made up the work will either be in their own area, or if this is not possible, other work in the district will be assigned.

ARTICLE VII
HOLIDAYS & VACATIONS

Section 1. Holidays:

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

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

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

Section 2. Vacation:

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

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

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

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

ARTICLE VIII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

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

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

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

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

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

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

ARTICLE IX
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar

as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

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

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

This contract is effective July 1, 2021 - June 30, 2023, subject to re-opening of negotiations to address provisions of the ACA.

Deb Pauly, Board Chair Date

Sandy Burke, Board Clerk Date

ADDENDUM TO CONFIDENTIAL EMPLOYEES TERMS AND CONDITIONS

Position	Days/Year	2021-2022	2022-2023	Technology Allowance
AP/AR Coordinator	260	\$52,524	\$53,574	
Community Education and Recreation Coordinator	260	\$48,801	\$50,265	\$480
Payroll & Benefits Coordinator	260	\$54,843	\$55,940	\$480
Special Services Specialist	260	\$49,150	\$50,133	
Technology Coordinator	260	\$56,600	\$57,732	\$1,000

Personal Leave: Effective July 1, 2021 the current Special Services Specialist and Technology Coordinator shall be granted three days of paid personal leave yearly and one day of unpaid leave.

2022-203 Proposed Fee Schedule

Executive Summary of proposed changes

1. We are not proposing any increases in fees or passes in the 22-23 school year.
2. Lacrosse was added in the spring section. That fee is set by Southwest Christian HS.

<u>Fall Activities</u>	<u>Grades 9-12 Fees</u>	<u>Grades 7-8 Fees</u>
Cheerleading:	\$140	\$125
Cross country:	\$175	\$125
Football:	\$200	\$125
Soccer:	\$175	\$125
Girls swimming and diving:	\$275	\$275 (on MSHSL team)
Girls tennis:	\$175	\$125
Volleyball:	\$175	\$125
Fall Musical	\$160	N/A
Fall Play	\$125	\$125

<u>Winter Activities</u>	<u>Grades 9-12 Fees</u>	<u>Grades 7-8 Fees</u>
Boys and Girls Basketball	\$175	\$125
Wrestling	\$175	\$125
Girls Dance	\$175	\$125
Speech and One Act Play	\$160	\$125
Non competitive OAP	\$125	\$125

Visual Arts	\$75	Not offered
Boys Swimming and Diving:	\$275	\$275 (on MSHSL team)
Gymnastics (girls)	\$275	\$275 (on MSHSL team)
Robotics	\$125	\$125
Knowledge Bowl	\$125	\$125
Nordic Ski	\$175	\$125

<u>Spring Activities</u>	<u>Grades 9-12 Fees</u>	<u>Grades 7-8 Fees</u>
Baseball	\$175	\$125
Boys/Girls Golf	\$175	\$125
Softball	\$175	\$125
Boys/Girls Track	\$175	125
Spring Play	\$125	\$125 (Grades 6-8)
Boys/Girls Lacrosse	\$310	\$310

<u>Summer Opportunities</u>	<u>Grades 9-12 Fees</u>	<u>Grades 7-8 Fees</u>
Max Athletic Program	\$75	\$75

High School Max:

Family Max (one child) \$425/year
 Family Max (two children) \$600/year
 Family Max (three children) \$750/year

Middle School Max:

Individual \$325 (includes athletics & arts)

Ticket Fees for Jordan Events:

Students \$5
 Adults \$7

Season passes:

Student pass \$45
 Adult pass \$90
 Family pass \$225

Summer School Programming

Monday, April 11, 2022

Presented By: Chad Williams

JORDAN

What services are offered at JPS in the summer?

- Jordan Public School provides two types of summer programming:
 - Extended School Year (ESY)
 - Targeted Services

What is Targeted Services?

- **Targeted Services** provides before school, after school, and summer programs for students in grades 1-8 who may be struggling in the regular school program and need additional time to develop skills and abilities.
- Targeted Services are designed for meeting the needs of the whole child.
- **Summer Programming**
 - Jordan's Targeted Services will include academic (reading, writing, math, and credit recovery) and social skills services for the summer of 2022.

How is Targeted Services Funded?

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

What is ESY Services?

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

Who is Eligible for ESY Services?

- All students with disabilities who have a current IEP must be considered for ESY services annually.
- To ensure Free Appropriate Public Education (FAPE), the IEP team must consider and document whether ESY services are needed for each student regardless of the student's disability. A school may not limit ESY services to particular categories of disability or unilaterally limit the type, amount, or duration of those services. ESY requirements and providing FAPE apply to all students with a disability between the ages of three and 21.

Factors to Consider for ESY

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

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

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

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

ESY is NOT...

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

Jordan Summer Programming 2022

June 13, 2022 through June 30, 2022

- Monday - Thursday
- Academic Focus 8:15am-11:30am (Targeted Service and Extended School Year)
- Social and Emotional Focus 12:00pm-3:00pm

July 11, 2022 through July 29, 2022

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

August 1, 2022 through August 11, 2022

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

High School Credit Recovery 9-12 (Targeted Services)

- Session 1: June 13th – July 1st
- Session 2: July 11th – July 29th

Summer Programming 2022

Summer Programming Objective:

- Jordan Public Schools will host three sections of **Summer Adventure Academy** that focuses on both social emotional and academic support.

Summer Adventure Academy 2022

Overview: The Summer Adventure Academy provides additional academic and social and emotional support for qualifying students during the summer months.

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

Summer Adventure Academy Eligibility

The **SUMMER ADVENTURE ACADEMY** supports students in grades Kindergarten through eighth grade that need additional academic and or social and emotional support.

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

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

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

Social and Emotional Needs

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

QUESTIONS?



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Procedures:

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

Overnight/Extended Procedures:

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

Name of Group:	Date of trip: June 20th - June 25th
Destination:	Amount charged to students: \$225
Trip Supervisor:	Cell phone #: 612-219-3600
Number of Adults:	Number of Students: 14 Scott West Wrestlers
Depart from School:	Estimated time of return: 7:00 PM June 25th
Transportation Type:	Lodging: Bien Venu Camp Facilities/Hotel in St. Louis and Pat McNamara Training Facility, Best Western in St. Louis
Transportation Cost Total:	Field Trip Cost Total: Current \$225 per wrestler and other costs TBD by Booster Club/Families

- Learning Objectives / Educational Purposes:
 - Increase overall skills of a wrestler
 - Improve overall team dynamics/building and improve leadership skills and team skills
 - To increase competition skills and levels of our athletes.
 - Provide a camp experience for our wrestlers

- Outcomes students will gain from this trip:
 - Improve overall team dynamics
 - Improve as a wrestler on overall skills in all positions of a wrestler

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

- Review / Evaluation upon returning to school:



Trip Supervisor Signature

4/7/22

Date

Approved Denied


Administrator Signature

4/7/22

Date

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.
 - Not associated with a class. This is a request for the Scott West Wrestling team to use school vans for a team camp from June 20th through June 25th
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.
 - Scott West coaches have used emails and phone messages/texts to communicate and permission for wrestlers to attend this week-long camp experience.
- Describe steps taken to inform and assist disadvantaged students participating in the trip:
 - Communication has been provided to families if they request assistance needed to participate in the camp through anonymous donations.
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)
 - Camp Fee per wrestler paid by parents and fundraising
 - Van usage of the school district (free)
 - Lodging for hotel (parents cost)
 - Pay for gas through families
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)
 - No paraprofessional needs are needed on this trip
- If fund raising activities are part of financing, briefly describe fundraising plans and attach a copy of the fundraising request.
 - Fundraising throughout the calendar year:
 - Youth tournaments
 - Grocery bagging
 - Corn selling
 - Grape picking
- Describe how funds will be collected.
 - Through coaches/booster club
- Adults accompanying students on the trip:
Name:
 - Jerold Stauffacher - Coach
 - Matt Hennen - Coach
 - Justin Reinsma - Coach
 - Chad Williams - Coach

Status: Teacher, parent/guardian, etc.



Administrator Signature

4/7/22

Date

Superintendent Signature

Date

School Board Signature

Date



**Reward and Intervention Summary
April 11, 2022**

Executive Summary:

- We will be piloting 4 additional Reward and Intervention days in April and May. After looking at what other schools are doing in regards to interventions for schools (including weekly late starts or full day intervention opportunities) our planning group proposed this concept. All students will attend school until 1pm. Then from 1-3pm students who have a need for additional support will stay to work with their teachers. The additional dates will be April 13, April 27, May 11, and May 25.

Jeff Vizenor, Principal, Jordan High School

This summary provides an overview of the changes to the school calendar for the 2021-2022 school year.

- Rationale
 - We continue to see students struggling to complete work in the allotted time and believe that these targeted interventions have been shown to be effective.
 - Our staff researched what other schools were doing and then put together a plan that would fit the needs of Jordan HS students.
 - South St. Paul is conducting full day intervention every Wednesday. They have found that student success has increased and student engagement has also improved. They have found that students not needing intervention are using this time to improve their grades, also.
 - Prior Lake HS has been using "Laker Time" every Wednesday for the past three years. Students that are in need of extra help come in early. Prior Lake uses a late start schedule for these Wednesdays.
 - We had originally planned four interventions (one each quarter). We have found excellent response from students in completing work prior to the intervention day and students have appreciated the smaller class size to complete work with teachers.
 - At the high school level our students need to earn 24 credits to graduate. In this high stakes environment we are trying to give students the best opportunity to succeed.
 - Students who are not required to stay on campus for interventions are welcome to stay and get additional support. We have heard from a number of students that they appreciate this opportunity.

Recommendation:

- It is our recommendation that the four days with an abbreviated schedule be approved to enhance our interventions and student success for the 4th quarter of the school year.

April 11, 2022 Board Report

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

Strategic Planning Update

- We are in the initial stages of scheduling our work with Gail Gilman from MSBA for our Strategic Planning work. The strategic plan is an important tool that helps guide the work of our school district. As part of this process, input and feedback from a wide range of students, staff and community members is important.
- **Initial Schedule Draft is as follows:**
 - **Listening Sessions Monday, May 9th**
 - More information to come on structure and exact schedule.
 - This will likely be a full day experience with groups scheduled throughout the day. (1 hour sessions)
 - Groups may include staff, students, parents, elected officials, business partners etc. More info to come.
 - **Strategic Planning Meeting #1 Monday, May 23rd**
 - This date aligns with an already scheduled work session.
 - We likely will start earlier, possibly 5PM.
 - These are 2 hour sessions.
 - **Strategic Planning Meeting #2 Monday, June 6th**
 - We likely will start earlier, possibly 5PM.
 - These are 2 hour sessions.
 - **Strategic Planning Meeting #3 Monday, June 20th**
 - We likely will start earlier, possibly 5PM.
 - These are 2 hour sessions.
 - **Review/ Goal/ Alignment/ Wrap up In-Service Monday, June 27th**
 - This date aligns with an already scheduled work session.
 - We likely will start earlier, possibly 5PM.
 - These are 2 hour sessions.
- Other process notes:
 - The District will send community and staff surveys mid-late April.
 - The District will be seeking student, staff and community membership in April.
 - The Board will be strongly encouraged to be active participants in all Strategic Planning Committee Activities.

Important Dates and Upcoming Events

- No School - Friday, April 15
- JES Art Show - Monday, April 25, 4:00-7:00pm

OUR MISSION

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

- JES Kindergarten Music Concert - Thursday, April 28 at 5:00pm and 6:30pm
- JMS Spring Play - Thurs. and Fri., April 28-29 at 7pm, and Sat., April 30 at 2pm
- JHS Prom - Saturday, April 30, Grand March starts at 5:30pm in the JHS Auditorium
- 2 hr. Early Release - Friday, May 6
- JHS Spring Play - Friday - Sunday, May 6-8
- JHS Spring Band Concert - Wednesday, May 11 at 7:00pm
- JMS Spring Band Concerts - Monday, May 16 (Gr 5 at 6:00pm, Gr 6 at 7:00pm), and Tuesday, May 17 (Grades 7 and 8) at 7:00pm
- JHS Pops Choir Concert - Wednesday, May 18 at 5:30pm and 8:00pm
- JMS Spring Choir Concert - Tuesday, May 24, 5:30 (Gr 5), 6:30 (Gr 6), 7:30pm (Grades 7 & 8)
- JHS Graduation Commencement Ceremony - Saturday, May 28
- No School - Monday, May 30
- Last Day of School/2 hr. Early Release - Thursday, June 2

Enrollment Update

- As of April 1, 2021:
- 21-22 [EC-12 monthly enrollment](#) was 1828 students.

21-22 EC-12 Monthly Jordan Enrollment

0.5	20-21 End of Year	21-22 What If ADMs	7/1/2021	8/1/2021	8/31/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	End of Year	ADM FY22 What Ifs vs. Actual FY22 (Based on Monthly Child Count)
Early Childhood EC, ADM adj.	48 [1] 24	25	50 [2] 25	50 [3] 25	50 [4] 25	29 [5] 14	33 16	35 17	48 24	48 24	47 23	47 23			0
Kindergarten, HK	17	16	18	18	19	21	19	19	19	19	19	19			5
Kindergarten	94	100	97	99	110	109	110	108	108	107	107	107			9
Grade 1	122	114	112	116	116	116	116	116	116	114	116	115			2
Grade 2	115	125	128	127	120	122	120	120	121	122	122	121			-3
Grade 3	131	121	116	119	122	124	124	123	123	125	126	127			3
Grade 4	116	131	134	133	134	132	132	131	131	132	132	132			1
K-4 Total	595	607	605	612	621	624	621	617	618	619	622	621	0	0	17
Grade 5	129	116	116	116	119	118	116	115	114	114	113	113			2
Grade 6	160	130	130	136	134	136	136	136	136	134	133	134			6
Grade 7	159	166	166	166	163	165	166	165	165	167	167	167			-1
Grade 8	143	165	162	164	161	164	166	167	167	164	164	164			-1
5-8 Total	591	577	574	582	577	583	584	583	582	579	577	578	0	0	6
Grade 9	184	134	133	134	125	125	125	125	125	123	124	123			-9
Grade 10	162	190	188	190	186	187	184	183	183	187	187	187			-3
Grade 11	143	167	163	167	163	160	161	158	157	157	158	159			-7
Grade 12	141	144	145	144	145	143	142	140	139	137	137	137			-1
9-12 Total	630	635	629	635	619	615	612	606	604	604	606	606	0	0	-20
K-12 Total	1816	1819	1808	1829	1817	1822	1817	1806	1804	1802	1805	1805	0	0	3
EC-12 Total	1840	1844	1833	1854	1842	1836	1833	1823	1828	1826	1828	1828	0	0	-8
SEE (SW Metro Online) students					33	30	33	36							



High School Board Notes April 11, 2022

Improve Student Achievement, Learning and Career and College Readiness

- We will be piloting 4 additional Reward and Intervention days in April and May. After looking at what other schools are doing in regards to interventions for schools (including weekly late starts or full day intervention opportunities) our planning group proposed this concept. All students will attend school until 1pm. Then from 1-3pm students who have a need for additional support will stay to work with their teachers. The additional dates will be April 13, April 27, May 11, and May 25.
- Teachers will be reviewing lists of students who registered for their classes to make sure they have been appropriately placed based on achievement and their academic history.
- We will begin working on the master schedule for 2022-2023 by the end of the month.
- April will be a busy month for testing. We will host our MCA and ACT tests for students. In grade 10 students will take the MCA reading and science tests. In grade 11 the students will take the ACT test and MCA math.

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

- As we head into the final nine weeks, we will focus on students working collaboratively and with kindness.
- JHS Student council is looking to host a spring "celebration" for our students. It will have dress up days and activities for students during the week.

Improve Community Connection, Satisfaction, and Engagement

- Conferences were held on March 10th. The number of parents who participated was down this year. I believe that we are seeing the effects of not hosting in person as often over the past two years.
- We are working with Duck Cup memorial to host a virtual presentation on Anxiety. It will be at 4pm on April 21st. This information has been shared with families via the JHS monthly newsletter.
- Robin Whiteside has facilitated the scholarship application process for the Jordan Dollars for Scholars Chapter and other local organizations. Our donations were way up this year from hosting the annual Phone-A-Thon. Thanks go out to our Phone a thon organizers and all of the donors.
- The student council will host a blood drive with the American Red Cross on Wednesday, April 20th.
- We are starting to plan the end of the year activities, which include Prom, Awards Night, Spring Band and Choir Pops Concerts, and Commencement. We are excited to be able to host all of these events in person. We still run into challenges of finding enough dates to host all of the great things we do for students.

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

- We have implemented a new hall pass system using QR codes. This will give us valuable data on student activity. We can use that information to inform decisions we make on scheduling and lesson planning.

**Jordan Middle School Board Report
April 11th, 2022**

Improve Student Achievement, Learning and Career and College Readiness

- JMS will continue to focus on effective Tier 1 instructional strategies.
 - Staff development committee surveyed staff and are modeling effective tier one strategies to support student learning.
 - This month focused on student connectedness.
- The MTSS team meets to review student data and adjust accordingly.
 - Staff review progress monitoring data for reading/math/REACH and adjust student support as needed.

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

- Grade level teams are preparing students for MCA testing.
 - April 11-14th
 - MCA Reading
 - April 25-29th
 - MCA Math
 - May 2-5
 - MCA Science
- Grade level teams continue to review academic and behavioral data to support students.
- Building goals are finalized and implemented.
 - 80% of students will meet their individual growth goal in reading and math, as measured on FASTBridge from fall to spring.
 - PBIS/Grade level teams will review monthly discipline data and plan instruction to address behaviors.
 - Grade level teams will communicate monthly with families in a proactive manner.

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

- Registration for the 2022-2023 school year is complete and the process for building the 2022-2023 master schedule has begun.
- PBIS committee continues to review data and share schoolwide data with staff.
- March building-wide theme was resiliency.
 - Grade level advisory focus was teaching what this looks like at JMS.
 - April is focused on resiliency as well.

Improve community connections, satisfaction, and engagement

- Hosted the Student of the Month celebration on March 24th.
- Open House conferences were held on March 17th and led to great conversations with staff and families.
- New Families Night will be held on April 11th at 6:00 pm. This is for JES 4th grade families and any families new to the Jordan community.
- End of year activities are being planned including track and field days, grade level recognitions, and activity nights for students.

Jordan Elementary School Principal Update April 11, 2022

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

- **Improve student achievement, learning and career and college readiness**
- **Integrate data-informed instruction, assessment and learning as a core competency in every classroom**
 - ACCESS testing for EL students is complete and we will use this data to prepare for future programming needs. We will celebrate the growth made over the past year and address the academic needs of our EL students moving forward into the fall.
 - Students and staff members in grades 3-4 are working diligently to prepare for the upcoming MCA Reading and Math assessments that will be administered April 18th-22th (Reading) and April 25th-29th (Math). We have a video and parade planned to celebrate all of the hard work and effort made by our staff and students in preparing for these assessments.
 - FASTBridge Reading and Math assessments will be taken by all K-4 students during the month of May.
 - Teachers continue to implement culturally responsive pedagogical practices, such as READO and lessons related to Women's History month, to ensure we are meeting the diverse academic and social-emotional learning needs of our students.
 - Teachers continue to meet in PLCs to analyze data and evaluate effective teaching practices. Our MTSS behavior and academic processes continue to challenge teachers to reflect on Tier I instruction and how to best support the needs of all students.
 - We were awarded full and part time MN Reading Corps tutoring positions for next school, and hope to fill these positions soon. We are encouraging student teachers, subs, and retirees to apply on our district website.
 - I am wrapping up tenured teacher observations and meeting with those staff members to provide instructional support and feedback to the teaching and learning happening in their classrooms.

- **Provide a safe and collaborative culture in which to learn and work**
- **Improve community connections, satisfaction, and engagement**
 - Our spring Scholastic BookFair was a HUGE success once again, with just over \$12,000 being raised. We are blessed to have such a supportive school community who values literacy and our Media/Tech program.
 - Our students brought in a little over \$3000 for the annual Pennies for Patients campaign the week of March 18th-25th. It was nice to have another successful year in supporting such a great cause.
 - Teachers and families met for Spring Conferences on Thursday, March 24th, and Friday, March 25th, where we had 90% of our families attend. Families met in person or virtually to review students' academic and social-emotional goals and the progress they have made thus far this school year.
 - The MN Ordway has been working with our 4th grade students on special projects related to equity and diversity, in particular, Women's History Month. We are looking forward to our continued partnership with them and are hoping to offer a school-wide field to the Ordway in May.
 - We are looking forward to having a fine arts celebration in April with the K-4 Art Show taking place after school on Monday, April 25th, and the Kindergarten Music concert on Thursday night, April 28th, in the JES Gym.
 - Phy. Ed. teachers, Mr. Geisel and Mr. Coddington, are hard at work planning for our annual Phy. Ed. Fun Day in May. It's always one of the highlights of the school year for students.
 - Grade levels have been adding field trips back into their plans for the last months of school. We are very excited to be able to offer these wonderful learning opportunities once again to our students.

Executive Summary
Director of Teaching and Learning
April 2022

PRIMARY FOCUS = Federal Testing, Professional Development, and Curriculum Resources

Improve Student Achievement, Learning, and Career and College Readiness

• **Professional Development -**

- **End of Quarter 3** - March 25, 2022 - Building Specific Professional Development and Grading
 - **Email Overview**
- Early Release - May 6, 2022 - The focus of the early release is Curriculum Resources review and requests for the upcoming school year.
- **STILL AVAILABLE - Google Classroom Professional Development Learning Modules** - This [email](#) from the fall explains the modules and Google Classroom opportunities that will be available to teachers through the end of the year. Asynchronous modules in the PELSB required areas include:
 - Accommodations, Modifications, and Adaptations of the Curriculum
 - EL Best Practices
 - Culturally Responsive Pedagogy
 - Suicide Prevention
 - Mental Illness Awareness
 - PBIS
 - Reading Preparation
- **Fall Back-to-School Workshop and New Staff Orientation** - Although we still haven't closed out our current school year, I have already started solidifying professional development plans and scheduling for the start of the new school year.
 - Important Dates:
 - Summer Flex Workshop Options - July 26, August 3, and August 19
 - Data Retreat - August 9
 - Optional WONDERS Training - August 2
 - New Staff Orientation - August 18
 - Back-to-School Workshop - August 22 - August 25

OUR MISSION

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

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

- **Federal Accountability Tests (MCA, MTAS, and ACCESS)** - Minnesota public schools are bound by state and federal guidelines to administer the MCA and/or MTAS standardized tests.
 - **Current Focus** -- I am currently working through the federal and state guidance to set up this year's MCA and MTAS testing in the district. This includes logistics of on-site testing for SEE students, testing compliance, etc.
 - The district's [Testing Calendar](#) can be viewed under the Teaching and Learning section on the website.
 - **Testing Refusals** – Parents/guardians have a right to not have their student participate in state-required standardized assessments. However, it is important to note that test refusals are considered a “not proficient” score impacting the district's overall passing percentage.
 - *Additional note* – Last year opt outs were not counted against school districts due to the COVID pandemic; however, that waiver has not been granted this year. With SEE students having to come on-site to test and more families choosing to opt out last year with no consequences, there is a concern that more families will again choose to refuse testing, which would negatively impact district results.
- **Curriculum Requests for the 2022-2023 School Year** -- To help make the Curriculum Request process a bit smoother while ensuring technology, curriculum, administration, and teachers are all on the same page, the Curriculum Request process for the upcoming year(s) will look a bit different moving forward.
 - Curriculum Order Deadline is May 9th, rather than the last day of school; I will meet with principals and the technology team to review requests.
 - This early collaborative approach will ensure technology can support any tech requests, materials are coded to the correct budgets, training needs are noted, etc. Teachers may be contacted with any questions during this time as well.
 - The goal is that by the end of the year, curriculum requests will be in place allowing teachers to know what resources they will have for the following school year.
 - [Curriculum Orders Overview](#)
 - **Curriculum Materials and Software Overview**
 - Continuously work to improve, expand, and assess current resources. Current Focuses --
 - Piloting science materials to align with the new science standards.
 - Assess -- What current licenses do we have that are not being utilized fully? What is available that would support our students that we currently aren't using?

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

- **District Wide Plans --** Since taking over the role of Director of Teaching and Learning a primary goal has been to solidify various district areas into specific plans / overviews. Having specific overviews in place offers clarity in programming and transparency for staff, students, families, and interested community members.
 - Curriculum Framework and Review Process -- Draft Complete.
 - Equity Education (working in collaboration with Sarah Miller and Malik Peer) -- Draft Complete.
 - Social and Emotional Learning (working in collaboration with the SEL team district wide) -- Draft in process.
- **Collaborative Culture --**
 - District Staff Development -- The quarter four district staff development meeting will take place on April 4 at 3:15pm.

Improve Community Connection, Satisfaction, and Engagement.

- **Curriculum and Technology Integration Advisory Council --**
 - Information Available on the [Website](#)
 - If board members have specific topics for discussion, please email them to me at ehjelmeland@isd717.org. I will add those ideas to future agenda items.
 - Meeting Dates:
 - Monday, April 18 at 5pm
 - Topic: Where do we go from here? Ideation Session.

**ACTIVITY DIRECTOR BOARD UPDATE
 4/11/22**

Athena Award

Abby Vogel has been named the 2022 Jordan Athena Award winner! She is officially the 3rd Jordan representative for the Minneapolis chapter, and will be the first to be recognized in person at the Athena Award banquet on Friday May 6th, 2022.

Speech Update

Jordan speech won their 2AA subsection and will compete in the section finals Saturday April 9th. We hope to compete for the section championship, and send some individuals to the Class AA speech meet!

Volleyball Coach Update

A hiring committee has been put together and we will review candidates in the coming weeks. I would like to have interviews done and a coach named by the end of April.

Dance Team Update

The dance coach position has been broadly posted for many months without any interest. I have begun initial conversations with Belle Plaine on a potential dance co-op so the few serious dancers we have would be allowed an opportunity to compete next season.

Spring Athletic Participation Comparison (as of 4-4-22)

Sport	20-21	21-22
HS B Baseball	37	38
MS B Baseball	25	27
HS G Softball	38	29
MS G Softball	23	23
HS B Track	53	51
MS B Track	31	29
HS G Track	39	26
MS G Track	43	50

HS B Golf	13	9
MS B Golf	21	24
HS G Golf	9	6
MS G Golf	5	5
B Lacrosse	N/A	13
G Lacrosse	N/A	16
TOTAL	337	346

COMMUNITY EDUCATION 04/11/2022 BOARD REPORT

Director's Message: What a great start to the month of April. Celebrate Jordan was a great success. It was so great to see so many people and businesses. We were able to connect with so many people we haven't seen a while. We had great food, great vendors and music from our JHS Contemporary Ensemble. The weather was not the greatest, but all in all we had great feedback and everything went great. Thank you to the volunteers who helped set up, and clean up for the event. Congrats to the coloring contest winners. Please stop by the CERC display cases and take a look at all the coloring contest entries. We had some many great pieces of art. We look forward to planning the event next year for our 36th annual Celebrate Jordan on April 2, 2023.

Children's Dental Services Partnership:

The CERC hosted the first day of childrens dental appointments on March 31 and we are hosting the second day on April 7. The appointments for the first two days have been full all day. It is great that the CERC can be a place where people can get access to different opportunities that may be difficult for families. Please see the flyer to learn more about the Children's Dental Services. [Children's Dental Services](#)

Preschool:

Classes are working on their end of the year activities and projects. Staff are finalizing their graduation plans to communicate out to families. Graduation will take place on May 31.

Staff worked on ECIPs (Early Childhood Indicators of Progress) during our March 25 PD. It has been a learning process for all as we work to align common goals for all of our students.

Kids Company:

Summer registration is currently open. There are roughly 60 students registered as of April 1. This will remain open through the month and close in May to allow us time to determine if additional staff need to be hired.

We are starting to work on fall information and updating pricing for the 22-23 school year.

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





Communications and Marketing Monthly Summary

Elise Pickle

Projects Completed / Highlights:

- Drafted and sent family Covid-19 communications update to families.
- Wrote talking points for March KCHK interview.
- Oversaw signage installed in JMS Kitchen, at JHS (Activities Doors) and at RVEC (Gym Door for our Activities Entrance).
- Created a new families section for the JMS website.
- Created ISD717 table slideshow and handouts for Celebrate Jordan.
- Rolled out Canva Pro for Education to all District Staff and Teachers.

Events Attended for Photography Needs:

- JMS students presenting to JES grade 4 students
- National School Breakfast Week
- JHS Mid-winter Band Concert
- All District Choir Concert
- All District Band Concert
- JES Grades 3 and 4 Concerts
- Speech Showcase
- NHS Induction Ceremony
- Community Ed Programs - TLC Music Class, Gentle Yoga Class, Kids Create Art Classes

Projects / Events In-Progress:

- Planning for 2022-2023 countdown to Kindergarten monthly summer communications.
- Creating an intro to JMS advertising video.
- Working with RTI Specialists at JES to create an MTSS video for a Title 1 compliance requirement.
- Creating communications plans for athletics, and potential crisis communications scenarios.

- Updating outdated signage throughout JES.
- Designing signage for JHS Office and JMS Front Entry.
- Creating signage for the Activities Department.
- Assist Special Services with updates for the SEAC brochure and adding resources to the website.

Ongoing (Daily/Weekly Activities):

- Meeting with district leadership to determine upcoming communication needs.
- 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](#).
- Continual maintenance of District [website](#) and Smartphone App.
- Maintain updated postings for lighted marquee sign.

Nutritional Services Director's Report

3/31/22

March Highlights

- National School Breakfast Week was AMAZING! The excitement from the students made the weeks of planning and crazy mornings of implementing totally worth it! We served a grand total of 3,724 breakfasts. For a little perspective, in a typical week we serve approximately 1,250 breakfasts. A HUGE thank you to everyone who was able to take time out of their morning to help us serve.
- I have begun the process of training with our new cloud-based meal compliance software, Health-e Pro. This was a much needed and very exciting move for our department. Health-e Pro will help us plan a compliant menu, and improve our record keeping system that is required by MDE.
- I am super excited to announce that we have been awarded two separate grants through Midwest Dairy that are fully funding the start to a bulk milk program at JMS and JHS. Bulk milk offers many benefits to our students. Schools that have made this switch report more participation, better tasting milk and a significant decrease in waste!

Upcoming projects

- One of our grants through Midwest Dairy is also funded by the Minnesota Vikings. Watch for some very exciting news coming this spring before we implement the programs at the start of next school year.
- Summer planning is still in the works. We are waiting on official word from MDE on how funding will work, which will determine our final plan.



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KELLY RASER
Nutritional Services Director
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OUR MISSION

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Board Meeting 4.11.22

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness

- Each building department has been working very hard on providing quality services for students as we wrap up the final quarter of the school year
- Staff have been doing a great job attending transition IEP meetings for students moving from JES to JMS and JMS to JHS.
- The special services department is continuing to prepare for Extended School Year. Letters are being developed to send out to families of students who meet ESY criteria. Transportation will be arranged for all ESY students, including students that require special transportation.

Improve Community Connection, Satisfaction, and Engagement

- The American Indian Parent Advisory Council will be holding their monthly meeting on April 7, 2022. We will look over our AIPAC budget, discuss Horse Camp for this summer, AIPAC banquet, graduation, etc. We will discuss our current level of support at JES, JMS, and JHS for our American Indian Students while on distance learning.
- The Jordan School District has students who will be attending our SOAR Transition Program. We have begun meeting with parents regarding the program and setting up services for the 22-23 school year.
- The Special Education Parent Advisory Council (SEAC) held our second meeting on March 15, 2022. At this meeting we toured the SOAR program and shared the PAES Lab to the people in attendance. We were also fortunate to have Michele Mattern from DEED attend and talk about vocational rehabilitation services for our high school and transition aged students.

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

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

Be Fiscally Responsible and Maintain Quality Facilities

- Amy Hafemann and I continue to meet and review our special education budget to ensure we are on track with our budgeted federal dollars. We are currently looking at the budget and staffing for the 2021-2022 school year and preparing for the 2022-2023 school year.



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TIM BISEK
Facilities and Grounds Director
tbisek@isd717.org

Facilities and Grounds Director Report 4-11-2022

Hiring

- We have filled the maintenance/lead custodial position at the High school. Duane Rockne comes with 36 years of maintenance experience and started March 23rd
- We will post again for a second shift custodian for the High school

Spring time

- Spring sports starting to pick up
- Batting cages and tennis nets up
- Tree trimming getting done
- Lawn equipment getting ready

LTFM

- New chiller for high school is suppose to ship on April 28th
- LTFM projects identified and getting lined up

2022 Board Committee & Liaison Assignments

Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Ryan Dahnert, Sandy Burke, Connie Hennen, Lauren Pedersen, Sara Lehnen, Molly Monyok
Calendar	Lauren Pedersen
City/School	Deb Pauly, Ryan Dahnert, Lauren Pedersen
Communications	Sandy Burke, Lauren Pedersen
Community Education/Recreation/Joint Powers	Lauren Pedersen, Sara Lehnen
Curriculum & Technology Integration Committee	Deb Pauly, Connie Hennen, Sandy Burke (Student Board representative)
Facilities	Deb Pauly, Ryan Dahnert, Molly Monyok
Meet and Confer/Continuing Education/Staff Development/Personnel	Deb Pauly, Ryan Dahnert (alternate - Connie Hennen)
Negotiations	Deb Pauly, Ryan Dahnert (Alternate - Lauren Pedersen)
Policy	Deb Pauly, Sandy Burke, Sara Lehnen

Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Sandy Burke (alternate - Deb Pauly)
Booster Club	Sara Lehnen (alternate - Lauren Pedersen)
Education Foundation	Connie Hennen, Molly Monyok
Legislative	Deb Pauly
MSHSL	Deb Pauly
SCALE	Ryan Dahnert (alternate - Deb Pauly)
SCSC/Metro ECSU	Lauren Pedersen (alternate - Sandy Burke)
Special Education Advisory Council (SEAC)	Connie Hennen
SW Metro Intermediate District	211 Deb Pauly (alternate - Molly Monyok)

The Jordan Board of Education is comprised of seven elected members who govern the Jordan School District #717. The board hires the superintendent, sets policy, collaboratively sets the strategic plan for the district, approves staff hirings, resignations, terminations and leaves of absence, sets the annual local school levy, approves expenditures, oversees the district's budget and district facilities and equipment. **Learn more about each member by clicking on their Board Member Profile page.**

School Board Meetings are the 2nd and 4th Monday of each month unless posted differently. The meeting on the second Monday is a regular business meeting. The fourth Monday meeting is a workshop meeting.