



Jordan School District #717  
 Regular Meeting Agenda

Monday, April 14, 2025 at 6:30 PM  
 Regular Meeting  
 CERC Multi-purpose Room  
 500 Sunset Drive; Suite 3  
 Jordan, MN 55352

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10. Adjourn Regular Meeting	



## **Request to Address the School Board**

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

Citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School District Clerk, or other designee, by noon the day of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to [jpspubliccomment@isd717.org](mailto:jpspubliccomment@isd717.org).

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

The following conduct is prohibited during the public comment period:

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



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

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

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

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

Please specifically state your purpose for addressing the School Board.

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

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

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

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

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

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



## Regular Meeting

Monday, March 17, 2025 at 6:30 PM

Regular Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

### 1. Call to Order

- Deb Pauly called the meeting to order at 6:32pm.

### 2. Pledge of Allegiance

### 3. Roll Call

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

### 4. Consideration of Agenda

- Motion to approve the agenda made by C. Hennen, Seconded by L. Pedersen, Motion Passed 7-0.

### 5. Jordan Pride Awards

- Jordan Pride Awards were presented to:
  - Superintendent Evenson for being selected as the 2025 MASA Administrator of Excellence for Region 2.
  - Scott West Wrestling State Meet Participants:
    - Mason Breeggemann
    - Tristan Holbrook
    - Jacob Lehman
    - Dylan Thomas
    - Isaac Williams
  - Adapted Floor Hockey State Meet Participant:
    - Dayle Carroll

### 6. Public Comments

### 7. Consent Agenda

#### 7.1. Minutes

- 2/10/25 Regular Board Minutes
- 2/24/25 Work Session Board Minutes

#### 7.2. Monthly Finance Reports

- Amy Hafemann prepared reports for the board to review.

#### 7.3. Donations

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount/Items</b>
Mightycause	JES Backpack Program	\$45.00
Anonymous	JES Music Program	\$25.00
Holly Kvapil	Jordan Middle School	\$50.00
Holly Kvapil	Jordan Middle School	\$25.00
Holly Kvapil	Jordan Middle School	\$50.00
Early Learning Services PTO	Early Learning Field Trips	\$1,000.00
Toro Company	JHS Small Engines Program	10 New Toro training engines & 30 New and Used assorted engines
Fish Lake Sportman's Club	JHS Phy Ed Dept - Archery Class	\$662.00
Amanda and Travis Burton	Angel Fund Donation	\$25.00
Jennifer Worshek	Angel Fund Donation	\$10.00
Minnesota Valley Electric Cooperative (MVEC)	Jordan Middle School Field Trips Grant	\$810.00
Nomadic Shack LLC	Scott West Fishing Program	\$150.00
Herman's Landscaping	Scott West Fishing Program	\$300.00
Sota Electric LLC	Scott West Fishing Program	\$200.00
Fish Lake Sportman's Club	Scott West Fishing Program	\$2,000.00
Nicole and Alex Buckentine	Scott West Fishing Program	\$150.00
Michael and Jessica Heimkes	Scott West Fishing Program	\$150.00
Cabin Fever Sporting Goods	Scott West Fishing Program	\$300.00
Brett Holbrook Agency	Scott West Fishing Program	\$300.00
Harris Capital LLC	Scott West Fishing Program	\$300.00
Scheels Eden Prairie	Scott West Fishing Program	\$200.00
Women Anglers of Minnesota	Scott West Fishing Program	\$300.00
Allen Houdek Agency Inc.	Scott West Fishing Program	\$300.00
Strike Force Bowl	Scott West Fishing Program	\$150.00
Mid-America Festivals	Scott West Fishing Program	\$300.00
Lange's Plumbing & Heating	Scott West Fishing Program	\$500.00
Monnens Excavating & Trucking	Scott West Fishing Program	\$150.00

Jordan Family Dental	Scott West Fishing Program	\$200.00
John and Renee Poitra	Scott West Fishing Program	\$250.00
Country Prime Time Inc.	Scott West Fishing Program	\$150.00

7.4. Matters of Employment

7.5. Surplus of Kitchen Equipment

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

**8. Action / Discussion Items**

8.1. Budget Projections Update

- Superintendent Evenson provided a district budget update.

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

- Chair Pauly introduced a resolution directing the Administration to make recommendations for reductions in programs and positions. This is done annually.
- Motion to approve the resolution was made by M. Monyok, Seconded by J. Kusske, Motion Passed via roll call vote 7-0.

8.3. Land Rental Contract

- Director of Finance, Amy Hafemann, presented a land rental contract for the farmland the district owns.
- Motion to approve the land rental contract was made by C. Hennen, Seconded by J. Kusske, Motion Passed 7-0.

**9. Board and Administrative Reports**

9.1. Superintendent's Report

9.2. HS Principal's Report

9.3. MS Principal's Report

9.4. ES Principal's Report

9.5. Teaching and Learning Director's Report

9.6. Activities Director's Report

9.7. Community Education & Recreation Director's Report

9.8. Communications and Marketing Director's Report

9.9. Nutritional Services Director's Report

9.10. Special Services Director's Report

9.11. Facilities Director's Report

9.12. School Board Member Reports / Committee Reports

**10. Adjourn Regular Meeting**

- Motion to adjourn the meeting at 8:07pm made by M. Monyok

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

\_\_\_\_\_  
Date



## Special Meeting

Monday, March 24, 2025 at 5:30 PM

Special Meeting

CERC Multi-purpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

**1. Call to Order**

- Deb Pauly called the meeting to order at 5:30pm.

**2. Pledge of Allegiance**

**3. Roll Call**

- Present: Deb Pauly, Molly Monyok, Corinne Hennen, Jenny Kusske, and Christina Olson.
- Absent: Lauren Pedersen and Rob Langheim.

**4. Consideration of Agenda**

- Motion to approve the agenda made by C. Hennen, Seconded by M. Monyok, Motion Passed 5-0.

**5. Consent Agenda**

- There was no consent agenda.

**6. Action / Discussion Items**

**6.1. Review and Act on Recommended Budget Adjustments**

- Superintendent Evenson provided recommendations to the Board for budget adjustments.
- Motion to approve the recommended budget adjustments made by M. Monyok, Seconded by C. Hennen, Motion Passed 5-0.

**6.2. Review and Act on Resolution Discontinuing Programming and Reducing Educational Programs and Positions**

- Chair Pauly introduced a resolution discontinuing programming and reducing educational programs and positions.
- Motion to approve the resolution was made by M. Monyok, Seconded by C. Olson, Motion Passed via roll call vote 5-0.

**7. Adjourn Special Meeting**

- Motion to adjourn the meeting at 5:46pm made by M. Monyok.

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School Board Clerk

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Date



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

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

April 4, 2025

Board of Education Meeting

### **Finance Report**

April, 2025 financial reports show activity that has been completed for the FY2024-2025 thru March, 2025. 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 Payroll Payment Register gives detailed activity of the Payroll Liability companies that have been paid for the month of March.

The pie chart shows the expenses by object codes in the General Fund that were paid thru March, 2025. This chart is as current as can be at this time and is for the current year – FY2024-2025.

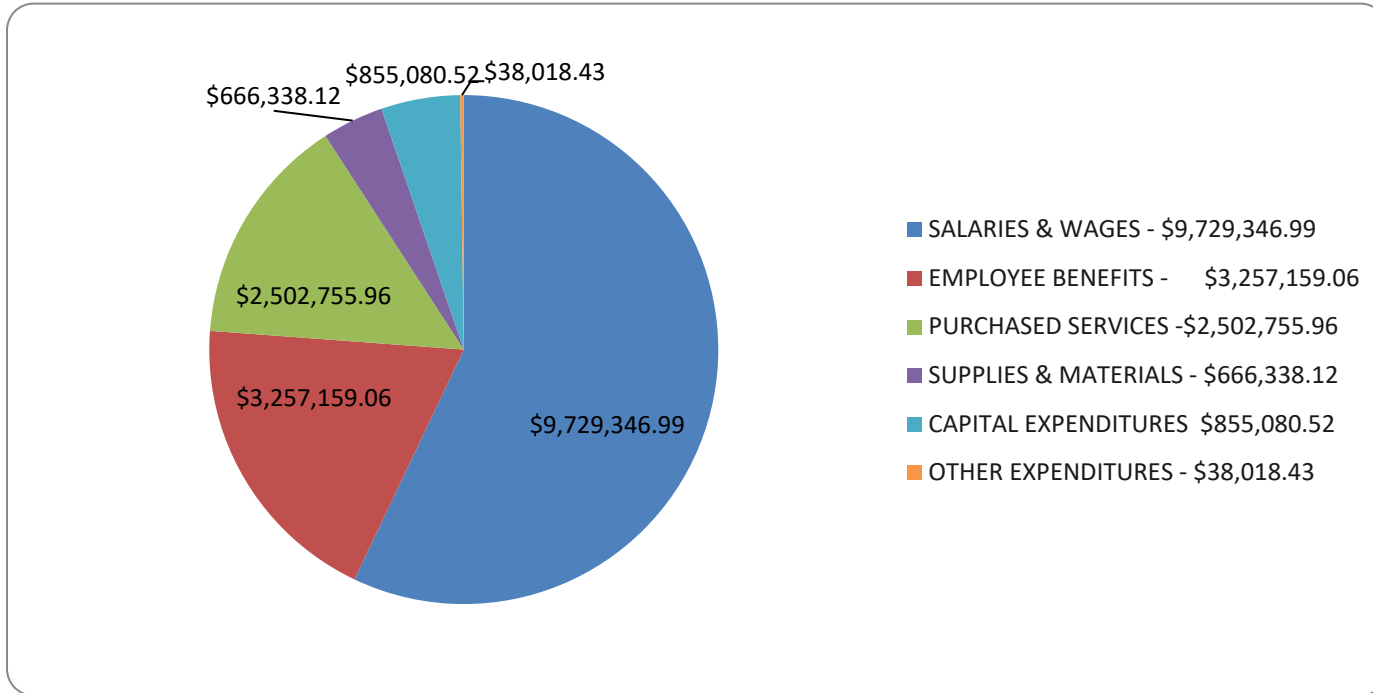
The Accounts Payable/Receivable Coordinator position has been posted and the interview process will be starting in the next couple of weeks.

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



## FUND 01 - EXP GUIDELINE BY OBJECT

APRIL, 2025



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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type		
24385		AFLAC		1932 WYNNTON ROAD COLUMBUS, GA 31999-0001						
			001					Wire		
			B	01 215 060	American Family/Flex Cancer		\$40.15			
			B	01 215 060	retiree AFLAC Ins-C Stemig		\$25.60			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133581</b>	Invoice	<b>Invoice No:</b> S2025180	<b>3/31/2025</b>		<b>Paid Amt:</b>	<b>\$65.75</b>	
			B	01 215 060	American Family/Flex Cancer		\$40.15			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133407</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/31/2025</b>		<b>Paid Amt:</b>	<b>\$40.15</b>	
								<b>Check Amount:</b>	<b>\$105.90</b>	
								<b>Vendor Total:</b>	<b>\$105.90</b>	
28892		AVIBEN		1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008						
			001					Wire		
			B	01 215 077	Modern Woodmen		\$125.67			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133427</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$125.67</b>	
			B	01 215 068	ING/Aetna		\$10,611.00			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133418</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$10,611.00</b>	
			B	01 215 067	Valic		\$601.37			
			B	01 215 068	ING/Aetna		\$98.16			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133434</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$699.53</b>	
			B	01 215 055	Equitable Life		\$3,442.73			
			B	01 215 068	ING/Aetna		\$1,290.00			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133411</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$4,732.73</b>	
			B	01 215 053	Fidelity Investment		\$1,418.34			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133414</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$1,418.34</b>	
			B	01 215 078	Horace Mann		\$4,023.97			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133417</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$4,023.97</b>	
			B	01 215 056	American Express		\$3,401.28			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133406</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$3,401.28</b>	
			B	01 215 050	ECONOMIC SERVICES		\$850.02			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133412</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$850.02</b>	
			B	01 215 057	Thrivent Financial		\$1,077.80			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133432</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$1,077.80</b>	
			B	01 215 068	ING/Aetna		\$167.84			
			B	01 215 080	First Investors Corporation		\$316.68			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133415</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$484.52</b>	
			B	01 215 064	Franklin Templeton		\$3,584.39			
			B	01 215 068	ING/Aetna		\$94.56			
<b>PO#:</b>		<b>Voucher #:</b>	<b>133416</b>	Invoice	<b>Invoice No:</b> S2025170	<b>3/14/2025</b>		<b>Paid Amt:</b>	<b>\$3,678.95</b>	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
28892		AVIBEN		1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008				
				001				Wire
			B	01 215 061	New York Life		\$205.55	
PO#:		Voucher #:	133429	Invoice	Invoice No: S2025170	3/14/2025		Paid Amt: \$205.55
								Check Amount: \$31,309.36
				001				Wire
			B	01 215 064	Franklin Templeton		\$3,584.39	
			B	01 215 068	ING/Aetna		\$94.56	
PO#:		Voucher #:	133590	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$3,678.95
			B	01 215 078	Horace Mann		\$4,023.97	
PO#:		Voucher #:	133591	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$4,023.97
			B	01 215 068	ING/Aetna		\$10,611.00	
PO#:		Voucher #:	133592	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$10,611.00
			B	01 215 056	American Express		\$3,401.28	
PO#:		Voucher #:	133580	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$3,401.28
			B	01 215 050	ECONOMIC SERVICES		\$850.02	
PO#:		Voucher #:	133586	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$850.02
			B	01 215 077	Modern Woodmen		\$125.67	
PO#:		Voucher #:	133599	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$125.67
			B	01 215 061	New York Life		\$205.55	
PO#:		Voucher #:	133601	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$205.55
			B	01 215 053	Fidelity Investment		\$1,418.34	
PO#:		Voucher #:	133588	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$1,418.34
			B	01 215 068	ING/Aetna		\$167.84	
			B	01 215 080	First Investors Corporation		\$316.68	
PO#:		Voucher #:	133589	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$484.52
			B	01 215 055	Equitable Life		\$3,442.73	
			B	01 215 068	ING/Aetna		\$1,290.00	
PO#:		Voucher #:	133585	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$4,732.73
			B	01 215 057	Thrivent Financial		\$1,027.80	
PO#:		Voucher #:	133605	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$1,027.80
			B	01 215 067	Valic		\$601.37	
			B	01 215 068	ING/Aetna		\$98.16	
PO#:		Voucher #:	133607	Invoice	Invoice No: S2025180	3/31/2025		Paid Amt: \$699.53
								Check Amount: \$31,259.36
								Vendor Total: \$62,568.72

## Jordan Public Schools Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type		
11747		BLUE CROSS & BLUE SHIELD			PO BOX 860448 MINNEAPOLIS, MN 55486-0448			
				001		Wire		
			B	01 215 020	Health Ins	\$94,576.59		
PO#:		Voucher #:	133408	Invoice	Invoice No: S2025170	3/31/2025	Paid Amt:	\$94,576.59
			B	01 215 020	Health Ins	\$94,902.83		
			B	01 215 020	Health Ins-adj to premium	(\$5,591.56)		
			B	01 215 024	Health Ins-retiree	\$4,336.30		
PO#:		Voucher #:	133582	Invoice	Invoice No: S2025180	3/31/2025	Paid Amt:	\$93,647.57
							Check Amount:	\$188,224.16
							Vendor Total:	\$188,224.16
6368		COLONIAL LIFE			PO BOX 903 COLUMBIA, SC 29202			
				001		Wire		
			B	01 215 051	Colonial Life - Liability Account	\$79.77		
PO#:		Voucher #:	133409	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt:	\$79.77
							Check Amount:	\$79.77
			B	01 215 051	Colonial Life - Liability Account	\$79.77		
PO#:		Voucher #:	133583	Invoice	Invoice No: S2025180	3/31/2025	Paid Amt:	\$79.77
							Check Amount:	\$79.77
							Vendor Total:	\$159.54
24229		EDUCATION MINNESOTA - JORDAN						
				001	111514	Check		
			B	01 215 039	Jea	\$12,999.83		
PO#:		Voucher #:	133419	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt:	\$12,999.83
							Check Amount:	\$12,999.83
							Vendor Total:	\$12,999.83
22350		FRANSEN BANK AND TRUST			200 CREEK LANE JORDAN, MN 55352			
				001		Wire		
			B	01 215 003	Fed Tax	\$49,696.43		
PO#:		Voucher #:	133413	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt:	\$49,696.43
			B	01 215 010	FICA	\$19,997.66		
PO#:		Voucher #:	133422	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt:	\$19,997.66
			B	01 215 010	FICA	\$85,507.68		
PO#:		Voucher #:	133430	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt:	\$85,507.68
							Check Amount:	\$155,201.77

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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
22350		FRANDSEN BANK AND TRUST			200 CREEK LANE JORDAN, MN 55352			
			001					Wire
			B 01 215 002		State Tax		\$27,228.94	
PO#:		Voucher #:	133426 Invoice		Invoice No: S2025170		3/14/2025	Paid Amt: \$27,228.94
								Check Amount: \$27,228.94
			001					Wire
			B 01 215 010		FICA		\$20,178.88	
PO#:		Voucher #:	133594 Invoice		Invoice No: S2025180		3/31/2025	Paid Amt: \$20,178.88
			B 01 215 010		FICA		\$86,281.20	
PO#:		Voucher #:	133602 Invoice		Invoice No: S2025180		3/31/2025	Paid Amt: \$86,281.20
			B 01 215 003		Fed Tax		\$50,040.13	
PO#:		Voucher #:	133587 Invoice		Invoice No: S2025180		3/31/2025	Paid Amt: \$50,040.13
								Check Amount: \$156,500.21
			001					Wire
			B 01 215 002		State Tax		\$27,393.61	
PO#:		Voucher #:	133598 Invoice		Invoice No: S2025180		3/31/2025	Paid Amt: \$27,393.61
								Check Amount: \$27,393.61
								Vendor Total: \$366,324.53
4689		JORDAN EDUCATION FOUNDATION			PO Box 52 Jordan, MN 55352			
			001	111515				Check
			B 01 215 073		Jordan Ed Foundation		\$62.00	
PO#:		Voucher #:	133420 Invoice		Invoice No: S2025170		3/14/2025	Paid Amt: \$62.00
								Check Amount: \$62.00
			001	111559				Check
			B 01 215 073		Jordan Ed Foundation		\$62.00	
PO#:		Voucher #:	133593 Invoice		Invoice No: S2025180		3/31/2025	Paid Amt: \$62.00
								Check Amount: \$62.00
								Vendor Total: \$124.00
26288		LOCAL 284			450 SOUTHVIEW BLVD SOUTH ST. PAUL, MN 55075			
			001	111516				Check
			B 01 215 071		Local 284 Dues		\$1,283.81	
PO#:		Voucher #:	133421 Invoice		Invoice No: S2025170		3/14/2025	Paid Amt: \$1,283.81
								Check Amount: \$1,283.81
								Vendor Total: \$1,283.81

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
25075		MESSERLI & KRAMER			3033 CAMPUS DRIVE SUITE 250 PLYMOUTH, MN 55441-2662		
			001	111517			Check
			B	01 215 074	Garnishment	\$157.32	
PO#:		Voucher #:	133423	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt: \$157.32
							Check Amount: \$157.32
			001	111560			Check
			B	01 215 074	Garnishment	\$84.48	
PO#:		Voucher #:	133595	Invoice	Invoice No: S2025180	3/31/2025	Paid Amt: \$84.48
							Check Amount: \$84.48
							Vendor Total: \$241.80
24948		MN CHILD SUPPORT PYMT CENTER			PO BOX 64306 ST. PAUL, MN 55164-0306		
			001				Wire
			B	01 215 029	Child Support	\$778.90	
PO#:		Voucher #:	133424	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt: \$778.90
							Check Amount: \$778.90
			001				Wire
			B	01 215 029	Child Support	\$778.90	
PO#:		Voucher #:	133596	Invoice	Invoice No: S2025180	3/31/2025	Paid Amt: \$778.90
							Check Amount: \$778.90
							Vendor Total: \$1,557.80
27742		MN DEPT OF REVENUE			PO BOX 64651 ST. PAUL, MN 55164-0651		
			001				Wire
			B	01 215 074	Garnishment	\$354.47	
PO#:		Voucher #:	133425	Invoice	Invoice No: S2025170	3/14/2025	Paid Amt: \$354.47
							Check Amount: \$354.47
			001				Wire
			B	01 215 074	Garnishment	\$72.00	
PO#:		Voucher #:	133597	Invoice	Invoice No: S2025180	3/31/2025	Paid Amt: \$72.00
							Check Amount: \$72.00
							Vendor Total: \$426.47
23795		NATIONAL INSURANCE SERVICES OF WI, INC			PO BOX 7411066 CHICAGO, IL 60674-1066		
			001	111561			Check
			B	01 215 027	Supplemental Life Ins	\$39.21	
			B	01 215 035	Life	\$1,159.47	
			B	01 215 065	Disability	\$2,106.77	
PO#:		Voucher #:	133428	Invoice	Invoice No: S2025170	3/31/2025	Paid Amt: \$3,305.45
			B	01 215 027	Supplemental Life Ins	\$39.21	

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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
23795		NATIONAL INSURANCE SERVICES OF WI, INC				PO BOX 7411066 CHICAGO, IL 60674-1066			
			001	111561			Check		
			B	01 215 035	Life			\$1,166.05	
			B	01 215 065	Disability			\$2,111.01	
			B	01 215 027	Supplemental Life Ins-Adj to premium			(\$22.42)	
			B	01 215 026	Life Ins-Retiree			\$98.00	
			B	01 215 035	Life Ins-adj to premium			(\$5.86)	
			B	01 215 065	Disability Ins-adj to premium			(\$191.27)	
PO#:		Voucher #:	133600	Invoice	Invoice No:	S2025180		3/31/2025	Paid Amt: \$3,194.72
									Check Amount: \$6,500.17
									Vendor Total: \$6,500.17
24384		NCPERS MINNESOTA				10739 Deerwood Park Blvd Suite 200-B JACKSONVILLE, FL 32256-4838			
			001	111562			Check		
			B	01 215 032	PERA Life			\$37.34	
PO#:		Voucher #:	133604	Invoice	Invoice No:	S2025180		3/31/2025	Paid Amt: \$37.34
									Check Amount: \$37.34
									Vendor Total: \$37.34
21993		PUBLIC EMPLOYEES RETIREMENT ASSN				60 EMPIRE DRIVE, SUITE 200 ST PAUL, MN 55103			
			001				Wire		
			B	01 215 014	PERA			\$25,052.15	
PO#:		Voucher #:	133431	Invoice	Invoice No:	S2025170		3/14/2025	Paid Amt: \$25,052.15
									Check Amount: \$25,052.15
			001				Wire		
			B	01 215 014	PERA			\$26,758.69	
PO#:		Voucher #:	133603	Invoice	Invoice No:	S2025180		3/31/2025	Paid Amt: \$26,758.69
									Check Amount: \$26,758.69
									Vendor Total: \$51,810.84
21994		TEACHERS RETIREMENT ASSN				60 EMPIRE DRIVE SUITE 400 ST PAUL, MN 55103-1855			
			001				Wire		
			B	01 215 018	TRA			\$85,433.18	
PO#:		Voucher #:	133433	Invoice	Invoice No:	S2025170		3/14/2025	Paid Amt: \$85,433.18
									Check Amount: \$85,433.18
			001				Wire		
			B	01 215 018	TRA			\$85,193.17	
PO#:		Voucher #:	133606	Invoice	Invoice No:	S2025180		3/31/2025	Paid Amt: \$85,193.17
									Check Amount: \$85,193.17
									Vendor Total: \$170,626.35

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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
5942		WEX	PO Box 2926	Fargo, ND 58108-2926			
			001				Wire
			B 01 215 028		Flex - Employee Contributions	\$4,481.12	
			B 01 215 092		FY2025-Flex Dep Care	\$958.33	
			B 01 215 093		FY2025-Flex-Med Care	\$734.73	
			B 01 215 092		FY2025-Flex-Dep Care	(\$958.33)	
			B 01 215 093		FY2025-Flex-Med Care	(\$734.73)	
<b>PO#:</b>		<b>Voucher #:</b>	<b>133608</b> Invoice	<b>Invoice No:</b>	S2025180	<b>3/31/2025</b>	<b>Paid Amt: \$4,481.12</b>
							<b>Check Amount: \$4,481.12</b>
			001				Wire
			B 01 215 028		Flex - Employee Contributions	\$4,481.12	
			B 01 215 092		FY2025-Flex Dep Care	\$958.33	
			B 01 215 093		FY2025-Flex-Med Care	\$734.73	
			B 01 215 092		FY2025-Flex Dep Care	(\$958.33)	
			B 01 215 093		FY2025-Flex-Med Care	(\$734.73)	
<b>PO#:</b>		<b>Voucher #:</b>	<b>133435</b> Invoice	<b>Invoice No:</b>	S2025170	<b>3/31/2025</b>	<b>Paid Amt: \$4,481.12</b>
							<b>Check Amount: \$4,481.12</b>
							<b>Vendor Total: \$8,962.24</b>
							<b>Report Total: \$871,953.50</b>

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$309,013.97
02	Food Service Fund	\$9,321.66
04	Community Education	\$8,840.29
06	Building Fund	\$626,573.87
18	Custodial Fund	\$671.95
27	Student Activity Accounts	\$33,414.50
<b>Report Total</b>		<b>\$987,836.24</b>

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
27127		AARP SMART DRIVER COURSE			C/O ROBERT NORDIN 3890 TRAIL POINT CT NW PRIOR LAKE, MN 55372						
			001	111534						Check	
			E	04	005	507	321	305	000	2/25/25 AARP Class members qty 10 Non qty 8	\$400.00
PO#:	61447	Voucher #:	133556	Invoice	Invoice No:	2/25/25				3/28/2025	
										Paid Amt:	\$400.00
										Check Amount:	\$400.00
										Vendor Total:	\$400.00
6727		ALBERG, AMY			1333 PRAIRIE ST CHASKA, MN 55318						
			001	111437						Check	
			E	01	300	291	000	305	372	Speech Meet Judge 3/4/25	\$120.00
PO#:		Voucher #:	133258	Invoice	Invoice No:	3/4/25				3/6/2025	
										Paid Amt:	\$120.00
										Check Amount:	\$120.00
										Vendor Total:	\$120.00
3578		ALTERNATIVE BUSINESS FURNITURE, INC			6533 FLYING CLOUD DRIVE SUITE 800 EDEN PRAIRIE, MN 55344						
			001	111518						Check	
			E	06	100	870	024	520	000	Application #4	\$5,214.16
PO#:		Voucher #:	133441	Invoice	Invoice No:	Application #4				3/24/2025	
										Paid Amt:	\$5,214.16
			E	06	100	870	024	520	000	Application #3	\$2,329.01
PO#:		Voucher #:	133440	Invoice	Invoice No:	Application #3				3/24/2025	
										Paid Amt:	\$2,329.01
										Check Amount:	\$7,543.17
										Vendor Total:	\$7,543.17
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184						
			001	111453						Check	
			E	01	100	620	000	470	800	0310144027 Happy Halloween, Fiona (A Fiona tl	\$9.00
			E	01	100	620	000	470	800	0525474005 If I Built a Car (If I Built Series)	\$32.68
			E	01	100	620	000	470	800	0593202287 Viking in Love	\$13.39
			E	01	100	620	000	470	800	0593462912 I'm Sorry You Got Mad	\$17.66
			E	01	100	620	000	470	800	0593567919 The Worry Monster: Calming Anxie	\$14.99
			E	01	100	620	000	470	800	0593661346 Home in a Lunchbox	\$9.49
			E	01	100	620	000	470	800	0593697898 Good Night Thoughts	\$10.53
			E	01	100	620	000	470	800	0593706080 Noodles on a Bicycle	\$17.66
			E	01	100	620	000	470	800	0805062831 Arnie, the Doughnut (The Adventur	\$24.50
			E	01	100	620	000	470	800	0811877825 Goodnight, Goodnight, Constructio	\$11.64
			E	01	100	620	000	470	800	0823450910 You've Got This!	\$16.10
			E	01	100	620	000	470	800	0823451704 Not Perfect	\$15.71
			E	01	100	620	000	470	800	0823456528 Round and Round the Year We Go	\$14.10
			E	01	100	620	000	470	800	0823458121 Astronaut Spies	\$18.99
			E	01	100	620	000	470	800	1250107245 Hello, Arnie!: An Arnie the Doughnu	\$12.59

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES						PO BOX 035184 SEATTLE, WA 98124-5184		
			001	111453						Check
			E 01	100 620 000 470 800				1250903130 The Yellow Bus	\$21.52	
			E 01	100 620 000 470 800				1426376154 Ultimate Bugopedia, 2nd Edition: T	\$20.80	
			E 01	100 620 000 470 800				1484671775 Sports Illustrated Kids Graphic Nov	\$24.75	
			E 01	100 620 000 470 800				1492670022 The Complete Cookbook for Young	\$10.70	
			E 01	100 620 000 470 800				1536204587 This Is a School (This Is Our Work	\$22.10	
			E 01	100 620 000 470 800				1536230006 The Story Factory	\$18.99	
			E 01	100 620 000 470 800				1546110054 Escaping Peril: A Graphic Novel (W	\$46.48	
			E 01	100 620 000 470 800				1588346471 Bats: An Illustrated Guide to All Spr	\$27.51	
			E 01	100 620 000 470 800				1637313004 Flexible Thinking Ninja: A Children'	\$17.99	
			E 01	100 620 000 470 800				1637385560 Justin Jefferson (Sports Superstar:	\$24.29	
			E 01	100 620 000 470 800				1662516061 Turkey's Birthday Bash (Turkey Trc	\$10.79	
			E 01	100 620 000 470 800				1662620705 Mr. Krup's Pup	\$18.99	
			E 01	100 620 000 470 800				172846045X Touch the Sky	\$17.39	
			E 01	100 620 000 470 800				1728490944 Meet Justin Jefferson: Minnesota V	\$21.23	
			E 01	100 620 000 470 800				1737839385 A Snow Day for Theo	\$17.84	
			E 01	100 620 000 470 800				1774881160 There Are No Ants in This Book	\$29.60	
			E 01	100 620 000 470 800				1797202774 Two Together (Brendan Wenzel)	\$17.58	
			E 01	100 620 000 470 800				1947277987 Just SNOW Already!	\$17.43	
			E 01	100 620 000 470 800				1948703246 The Complete DIY Cookbook for Yc	\$10.99	
			E 01	100 620 000 470 800				2848019840 The Ultimate Construction Site Boc	\$19.00	
			E 01	100 620 000 470 800				B00YQB85PG INLAND PLA 3D Printer Filamen	\$22.02	
			E 01	100 620 000 470 800				B00YQBAFX6 INLAND PLA 3D Printer Filamen	\$22.93	
			E 01	100 620 000 470 800				B00YQBF0ZY INLAND PLA 3D Printer Filamen	\$24.77	
			E 01	100 620 000 470 800				B07HFKB7D6 Swiss Miss Milk Chocolate Flavor	\$26.04	
			E 01	100 620 000 470 800				B07N8SKCMJ Dixie PerfecTouch WiseSize Cof	\$26.98	
			E 01	100 620 000 470 800				B09P22PTGG INLAND PLA 3D Printer Filamen	\$24.77	
			E 01	100 620 000 470 800				B09TF92CTS DLUGOPIS 5 pieces Rigid Print I	\$38.97	
			E 01	100 620 000 470 800				B0BQT9YBS4 Arrrgh! Me Hate To Wait!	\$29.22	
<b>PO#:</b> 61179		<b>Voucher #:</b>	<b>133278</b> Invoice		<b>Invoice No:</b>	1HQ4-C3V9-1LJ6		<b>3/7/2025</b>		<b>Paid Amt: \$870.70</b>
			E 01	300 292 000 302 000				B0DLM1JGY3 COOLBEBE 60" Sports Duffle B	\$48.99	
			E 01	300 292 000 302 000				Amazon Shipping Charge	\$0.00	
<b>PO#:</b> 61330		<b>Voucher #:</b>	<b>133282</b> Invoice		<b>Invoice No:</b>	1F74-JWfy-HVCP		<b>3/7/2025</b>		<b>Paid Amt: \$48.99</b>
			E 01	100 620 000 470 800				0399255370 The Day the Crayons Quit	\$9.50	
			E 01	100 620 000 470 800				0448449102 A Collection of Katie: Books 1-4 (K:	\$12.50	
			E 01	100 620 000 470 800				0763630438 Where's Waldo? The Great Picture	\$12.99	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES						PO BOX 035184 SEATTLE, WA 98124-5184		
			001	111453						Check
			E 01	100 620 000 470 800				0763645257 Where's Waldo? Deluxe Edition	\$13.37	
			E 01	100 620 000 470 800				0763645303 Where's Waldo? The Wonder Bool	\$13.10	
			E 01	100 620 000 470 800				1402772092 Quiet Bunny's Many Colors	\$21.05	
			E 01	100 620 000 470 800				1416990321 Waking Dragons	\$31.56	
			E 01	100 620 000 470 800				1426321023 Ultimate Reptileopedia: The Most C	\$14.13	
			E 01	100 620 000 470 800				1426338589 The Coolest Stuff on Earth: A Close	\$16.51	
			E 01	100 620 000 470 800				1465435840 Super Shark Encyclopedia: And Ot	\$15.79	
			E 01	100 620 000 470 800				1465481761 Knowledge Encyclopedia Dinosaur	\$17.98	
			E 01	100 620 000 470 800				1524888729 Matt Sprouts and the Day Nora Ate	\$16.66	
			E 01	100 620 000 470 800				1728233704 A Halloween Scare in Minnesota: A	\$9.99	
			E 01	100 620 000 470 800				B00006IEI4 X-ACTO(R) SchoolPro(R) Electric f	\$65.98	
			E 01	100 620 000 470 800				B07PBT2K43 AFMAT Electric Pencil Sharpener	\$25.00	
			E 01	100 620 000 470 800				B0BR8SX468 Over The Door Hooks, Door Hang	\$9.98	
			E 01	100 620 000 470 800				B0C84QFZKF Acrylic Sign Holder 11x8.5 " Hori:	\$76.41	
			E 01	100 620 000 470 800				Amazon Shipping Charge	\$7.98	
PO#: 61029	Voucher #:	133276 Invoice	Invoice No:	1Y9N-GWJD-DM7P				3/7/2025		Paid Amt: \$390.48
		E 04 005 505 321 401 515		B0D4TH4HSM LIANNE 8x6FT Pink Rose Flowe				\$37.98		
		E 04 005 505 321 401 515		Amazon Shipping Charge				\$0.00		
PO#: 61246	Voucher #:	133280 Invoice	Invoice No:	1PTF-PCQV-17GL				3/7/2025		Paid Amt: \$37.98
		E 04 005 505 321 401 515		B0BTYWFSZ6 Eccliy 80 Pieces Gift Bags Set C				\$40.99		
PO#: 61246	Voucher #:	133279 Invoice	Invoice No:	1YD6-PTX1-1JPJ				3/7/2025		Paid Amt: \$40.99
		E 02 300 770 701 401 000		B00006IBV7 Avery Clean Edge Printable Busine				\$4.34		
		E 02 100 770 701 401 000		B00006IBV7 Avery Clean Edge Printable Busine				\$4.33		
		E 02 128 770 701 401 000		B00006IBV7 Avery Clean Edge Printable Busine				\$4.33		
		E 02 100 770 701 401 000		B00LDYIT5K Stren Original Monofilament Fishir				\$1.33		
		E 02 128 770 701 401 000		B00LDYIT5K Stren Original Monofilament Fishir				\$1.33		
		E 02 300 770 701 401 000		B00LDYIT5K Stren Original Monofilament Fishir				\$1.33		
		E 02 100 770 701 401 000		B07S1HQZ1J Photo Booth Props Kit,Writable B				\$3.00		
		E 02 128 770 701 401 000		B07S1HQZ1J Photo Booth Props Kit,Writable B				\$3.00		
		E 02 300 770 701 401 000		B07S1HQZ1J Photo Booth Props Kit,Writable B				\$2.99		
		E 02 005 770 701 490 000		B0DSYL7X18 Valentine's Day Tiny Conversator				\$33.99		
		E 02 005 770 701 401 000		Amazon Shipping Charge				\$0.00		
PO#: 61276	Voucher #:	133281 Invoice	Invoice No:	1D6G-V9VW-VYKW				3/7/2025		Paid Amt: \$59.97
		E 01 100 620 000 470 800		0545559774 Monkey Me and the Golden Monke				\$13.90		
		E 01 100 620 000 470 800		0977412210 The Case of the Delaware Dinosaur				\$6.95		

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES								
				001	111453					Check
				E 01	100 620 000 470 800		1464226784	The Snow Thief (A Squirrel & Bird I	\$29.00	
				E 01	100 620 000 470 800		1592985459	Henry! You're Hungry Again?	\$33.90	
				E 01	100 620 000 470 800		1592988008	Claire's Hair: A Tale of Hair, Heart, :	\$67.80	
				E 01	100 620 000 470 800		1728490944	Meet Justin Jefferson: Minnesota V	\$21.23	
				E 01	100 620 000 470 800		1953491553	Fetching Dreams	\$31.76	
				E 01	100 620 000 470 800			Amazon Shipping Charge	\$23.15	
PO#:	61179	Voucher #:	133277	Invoice		Invoice No:	1XXP-PTD1-CPNF	3/7/2025		Paid Amt: \$227.69
										Check Amount: \$1,676.80
				001	111486					Check
				E 01	128 416 740 433 000		1338233556	Flash Cards: Numbers 0 - 100	\$3.99	
				E 01	128 416 740 433 000		B00V5DQJWY	Amazon Basics Ruled Lined Ind	\$17.64	
				E 01	128 416 740 433 000		B0B2HX72RC	Schylling NeeDoh Mac 'N' Squee	\$6.90	
				E 01	128 416 740 433 000		B0CRPD3DRJ	Phating Fire Retardant Curtain, I	\$67.99	
				E 01	128 416 740 433 000		B0D7Q8ZSV6	Sensory Fidget Toys for Kids Tod	\$9.99	
PO#:	61332	Voucher #:	133344	Invoice		Invoice No:	1MKN-CRL3-VDJH	3/14/2025		Paid Amt: \$106.51
				E 01	300 258 000 430 000		B001J7MMUY	Wall Control 30-P-3232W White	\$269.82	
				E 01	300 258 000 430 000		B00AZ2O266	Wall Control Shelf 12in Deep Peg	\$63.84	
				E 01	300 258 000 430 000		B00CEI7TYQ	Wall Control Slotted Tool Board W	\$239.91	
				E 01	300 258 000 430 000		B00U3F1D2G	VIZ-PRO Cork Notice Board, 36	\$28.80	
				E 01	300 258 000 430 000		B07GQQBZS3	Magnetic Squares, 120 Pieces M	\$10.95	
				E 01	300 258 000 430 000		B08Y93S6V3	G.CORE 12 Pack Pegboard Bins	\$19.98	
				E 01	300 258 000 430 000		B0CDGVZ812	MaxGear Double-Sided Dry Eras	\$9.49	
				E 01	300 258 000 430 000		B0CR19X9W4	HORUSDY 8-Piece 4" inch Sprii	\$8.99	
				E 01	300 258 000 430 000			Amazon Shipping Charge	\$0.00	
PO#:	61272	Voucher #:	133342	Invoice		Invoice No:	1JK3-1DYP-DP64	3/14/2025		Paid Amt: \$651.78
				E 01	128 416 740 433 000		B0DJ3PQWDD	Schylling NeeDoh Gumdrop Te:	\$20.99	
				E 01	128 416 740 433 000			Amazon Shipping Charge	\$0.00	
PO#:	61332	Voucher #:	133345	Invoice		Invoice No:	13hq-ggjj-1mv6	3/14/2025		Paid Amt: \$20.99
				E 01	128 211 000 401 215		B0002YVE5O	Fiskars Garden Hand Trowel and	\$24.70	
				E 01	128 211 000 401 215		B07X2HVMZR	HiGift 5 Pack 17 inch Plant Supp	\$9.99	
				E 01	128 211 000 401 215		B08SQHLP MJ	Gardzen 20 Pack Seed Starting	\$21.99	
				E 01	128 211 000 401 215		B0BYBTPV PY	LORDEM Black Full Spectrum L	\$44.97	
				E 01	128 211 000 401 215			Amazon Shipping Charge	\$0.00	
PO#:	61282	Voucher #:	133346	Invoice		Invoice No:	1fwp-749r-m7hh	3/14/2025		Paid Amt: \$101.65
				E 01	300 361 830 433 000		B092PKVRZ7	Gas Diffuser For D-M100 AccuLc	\$19.79	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No			Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES					PO BOX 035184 SEATTLE, WA 98124-5184		
			001	111486					Check
			E	01	300	361	830 433 000	B09NWFNP8P Mig liner 10ft .030 - .035 for Mill	\$19.31
			E	01	300	361	830 433 000	Amazon Shipping Charge	\$0.00
PO#: 61283		Voucher #: 133341	Invoice				Invoice No: 1FML-3DLV-1RYW	3/14/2025	Paid Amt: \$39.10
			E	01	300	211	000 430 000	B01F9R3DNY Cardinal Economy 3 Ring Binder,	\$16.18
			E	01	300	211	000 430 000	B0CF9GFM62 SUNEE 3 Ring Binder 3 Inch D I	\$29.79
			E	01	300	211	000 430 000	Amazon Shipping Charge	\$0.00
PO#: 61350		Voucher #: 133343	Invoice				Invoice No: 1hx1-nyqp-n64r	3/14/2025	Paid Amt: \$45.97
									Check Amount: \$966.00
			001	111519					Check
			E	06	100	870	024 465 500	B009S750LA VIVO Dual Monitor Desk Mount, F	\$28.79
			E	06	100	870	024 465 500	B07N2WRHMY JOUNIVO USB Microphone, 3f	\$153.40
			E	06	100	870	024 465 500	B07P6HX1P2 DEWENWILS 6-Outlet Power St	\$17.09
			E	06	100	870	024 465 500	B08BF4CZSV HP 24mh FHD Computer Monito	\$629.20
			E	06	100	870	024 465 500	B08CNBFZJ3 for MacBook Air 13" A2179 EMC	\$345.00
			E	06	100	870	024 465 500	B092HYLH8N CLEEFUN USB C to USB C Cab	\$27.98
			E	06	100	870	024 465 500	B09M8MW2VJ PERLESMITH Full Motion TV V	\$22.99
			E	06	100	870	024 465 500	B0C6TQX71B RyzzRooa DisplayPort Cable 3F1	\$47.49
			E	06	100	870	024 465 500	B0C9L8NQLW [2-Pack] 24 Inch Privacy Screen	\$50.99
			E	06	100	870	024 465 500	B0D3PK2JQ8 Anker Prime 27,650mAh Power E	\$459.98
PO#: 61334		Voucher #: 133155	Invoice				Invoice No: 1HX1-NYQP-FWT7	3/24/2025	Paid Amt: \$1,782.91
			E	06	100	870	024 530 500	B09BZNPCBD Conserv 20in STAINLESS Comj	\$318.76
			E	06	100	870	024 530 500	Amazon Shipping Charge	\$0.00
			E	06	100	870	024 530 500	Promotion	(\$7.30)
PO#: 61218		Voucher #: 133444	Invoice				Invoice No: 1LGG-Y99D-GDJK	3/24/2025	Paid Amt: \$311.46
			E	06	100	870	024 555 500	Thunderbolt Dock	\$344.00
			E	06	100	870	024 555 500	Return Shipping Fee	(\$7.99)
PO#:		Voucher #: 133445	Credit				Invoice No: 1M3P-7NM3-TTMV	3/24/2025	Paid Amt: (\$336.01)
									Check Amount: \$1,758.36
			001	111535					Check
			E	04	005	505	321 401 550	B079KL4C91 Amazon Basics Clear Thermal Lar	\$19.99
			E	04	005	505	321 401 550	Amazon Shipping Charge	\$0.00
PO#: 61445		Voucher #: 133554	Invoice				Invoice No: 1MKW-HPGL-7CHD	3/28/2025	Paid Amt: \$19.99
			E	04	005	505	321 401 550	B004KQBJ5U Dynarex BZK Antiseptic Towelette	\$34.99
			E	04	005	505	321 401 550	B005929NRU Cramer Team Color Athletic Tape,	\$63.99
			E	04	005	505	321 401 550	B06Y96HDJM American White Cross Adhesive	\$31.28

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184			
			001	111535				Check
			E 04	005 505	321 401 550	Amazon Shipping Charge	\$0.00	
<b>PO#:</b>	61404	<b>Voucher #:</b>	<b>133550</b>	Invoice	<b>Invoice No:</b>	1LJR-N4TG-4N4J	<b>3/28/2025</b>	<b>Paid Amt: \$130.26</b>
			E 01	300 211	000 430 000	B00006IFIP EXPO Low Odor Dry Erase Marker	\$12.21	
			E 01	300 211	000 430 000	B00006JNJR EXPO Low Odor Dry Erase Marke	\$11.49	
			E 01	300 211	000 430 000	B00006JNK2 EXPO Low Odor Dry Erase Marke	\$10.88	
			E 01	300 211	000 430 000	B00006RVT9 EXPO Low Odor Dry Erase Marke	\$10.49	
			E 01	300 211	000 430 000	B000TX4E2 Highland Pop-up Sticky Notes, 3	\$7.37	
			E 01	300 211	000 430 000	B0044WVO64 EXPO 80008 Low-Odor Dry Era	\$13.36	
			E 01	300 211	000 430 000	B00V5DQJWY Amazon Basics Ruled Lined Ind	\$16.84	
			E 01	300 211	000 430 000	B0CWTYKJH4 (16 Pack) Pop Up Sticky Notes	\$8.95	
			E 01	300 211	000 430 000	Amazon Shipping Charge	\$0.00	
<b>PO#:</b>	61446	<b>Voucher #:</b>	<b>133555</b>	Invoice	<b>Invoice No:</b>	1H4P-J4RV-64DJ	<b>3/28/2025</b>	<b>Paid Amt: \$91.59</b>
			E 01	128 291	000 401 374	B08XBD794R TELDRASSIL 4Pcs(26 FT) Artific	\$39.98	
			E 01	128 291	000 401 374	B0B87V5JX9 Baocicco 12x8ft Background for P	\$15.49	
			E 01	128 291	000 401 374	B0BRVGLC4N Sggvecsy 6Pcs Wisteria Garland	\$33.02	
			E 01	128 291	000 401 374	B0C745XDKG 20 Bundles Artificial Plants Outd	\$22.89	
			E 01	128 291	000 401 374	B0CPRZPFW4 Riceshoot 30 Bundles Artificial	\$19.99	
			E 01	128 291	000 401 374	Amazon Shipping Charge	\$0.00	
<b>PO#:</b>	61387	<b>Voucher #:</b>	<b>133549</b>	Invoice	<b>Invoice No:</b>	1DTY-Q6WN-3DV3	<b>3/28/2025</b>	<b>Paid Amt: \$131.37</b>
			E 01	005 110	000 401 988	Quiddler Card Games	\$47.80	
			E 01	005 110	000 401 988	wHAT wOULD yOU dO cARD gAME	\$29.96	
<b>PO#:</b>		<b>Voucher #:</b>	<b>133545</b>	Credit	<b>Invoice No:</b>	1NWL-YH3V-FM3H	<b>3/28/2025</b>	<b>Paid Amt: (\$77.76)</b>
			E 01	300 292	000 302 000	B0DLM1JGY3 COOLBEBE 60" Sports Duffle B	\$335.93	
			E 01	300 292	000 302 000	Amazon Shipping Charge	\$0.00	
<b>PO#:</b>	61375	<b>Voucher #:</b>	<b>133546</b>	Invoice	<b>Invoice No:</b>	1F3R-9CGR-DWYC	<b>3/28/2025</b>	<b>Paid Amt: \$335.93</b>
			E 01	300 292	000 302 000	B001R1UFVA Crescent Lufkin 1/2" x 60m/200' l	\$138.44	
			E 01	300 292	000 302 000	B001R222QK Crescent Lufkin 1/2" x 30m/100' l	\$58.32	
			E 01	300 292	000 302 000	B01KS737CC Fit Simplify Pull Up Assist Resist	\$101.58	
			E 01	300 292	000 302 000	B01MQXX9US Banana Boat Sport Ultra SPF 5C	\$27.94	
			E 01	300 292	000 302 000	B08MQRQTKJ BIC Xtra-Smooth Mechanical Pe	\$7.46	
			E 01	300 292	000 302 000	B08QYNJTT4 OUWOR Kids Skateboard Bike l	\$123.96	
			E 01	300 292	000 302 000	B08QYTJLJ7 OUWOR Adult Skateboard Bike l	\$61.98	
			E 01	300 292	000 302 000	B08QZ2QFJC OUWOR Youth Skateboard Bike	\$61.98	
			E 01	300 292	000 302 000	B09ZTK8WCK LAZGOL Permanent Markers Bi	\$10.99	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184			
			001	111535				Check
			E 01	300 292 000 302 000	Amazon Shipping Charge		\$0.00	
PO#: 61416		Voucher #: 133548	Invoice	Invoice No: 1DGW-JGTJ-3QYY		3/28/2025		Paid Amt: \$592.65
			E 01	300 260 000 430 000	B0CX1GD61N 20 Pack pH Test Strips, 1600 Sti		\$14.99	
			E 01	300 260 000 430 000	Amazon Shipping Charge		\$0.00	
PO#: 61400		Voucher #: 133547	Invoice	Invoice No: 1F6G-4M43-N6NG		3/28/2025		Paid Amt: \$14.99
			E 01	005 110 000 401 400	B07H3QL185 MaxGear 6 Pack Acrylic Sign Hok		\$21.99	
			E 01	005 110 000 401 400	Amazon Shipping Charge		\$0.00	
PO#: 61443		Voucher #: 133551	Invoice	Invoice No: 1QT3-XGPL-HLRL		3/28/2025		Paid Amt: \$21.99
			E 01	300 258 000 401 000	B0DGF2THR LifCratms 6 Pcs Metal Spring Cl		\$23.97	
PO#: 61103		Voucher #: 133552	Invoice	Invoice No: 19Q4-HWLW-TTCN		3/28/2025		Paid Amt: \$23.97
			E 01	100 865 347 401 000	B09CF5JR4S UniShield 4-Shelf Restaurant Met		\$239.95	
			E 01	100 865 347 401 000	Amazon Shipping Charge		\$30.48	
PO#: 61442		Voucher #: 133553	Invoice	Invoice No: 1thl-4vn3-7rgp		3/28/2025		Paid Amt: \$270.43
								Check Amount: \$1,555.41
								Vendor Total: \$5,956.57
5112		ANDREWS, GUY			17711 HILLWOOD AVE LAKEVILLE, MN 55044			
			001	111454				Check
			E 01	300 296 000 305 306	GBB Official 2/20/25		\$143.00	
PO#:		Voucher #: 133303	Invoice	Invoice No: GBB Official		3/7/2025		Paid Amt: \$143.00
								Check Amount: \$143.00
								Vendor Total: \$143.00
5749		ARNOLD, MICHAEL			3118 BAVARIA HILLS TRAIL CHASKA, MN 55318			
			001	111455				Check
			E 01	300 292 000 305 311	GBB Sections		\$20.00	
			E 01	300 292 000 305 311	BBB Sections		\$20.00	
PO#:		Voucher #: 133300	Invoice	Invoice No: Scorebook		3/7/2025		Paid Amt: \$40.00
								Check Amount: \$40.00
								Vendor Total: \$40.00
6543		ATMOSPHERE COMMERCIAL INTERIORS			81 SOUTH 9TH STREET #350 MINNEAPOLIS, MN 55402			
			001	111520				Check
			E 06	100 870 024 520 000	Application #1		\$73,660.98	
PO#:		Voucher #: 133439	Invoice	Invoice No: Application #1		3/24/2025		Paid Amt: \$73,660.98
								Check Amount: \$73,660.98
								Vendor Total: \$73,660.98

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
28892		AVIBEN		1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008				
			001	111536				Check
			E	01 005 110 000 305 000	March 2025 403b Admin Fee		\$286.78	
PO#:		Voucher #:	133544	Invoice	Invoice No: 36437			Paid Amt: \$286.78
						3/28/2025		Check Amount: \$286.78
								Vendor Total: \$286.78
6743		BARTLETTE, CARRIE		637 OLIVE ST ARLINGTON, MN 55307				
			001	111456				Check
			E	01 300 291 000 305 372	Speech Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133274	Invoice	Invoice No: 3/4/25			Paid Amt: \$120.00
						3/7/2025		Check Amount: \$120.00
								Vendor Total: \$120.00
11220		BENJAMIN BUS		216 NOLDEN LANE JORDAN, MN 55352				
			001	111487				Check
			E	01 005 760 720 360 000	Mar 2025		\$78,051.70	
PO#:	60542	Voucher #:	133347	Invoice	Invoice No: 032025A			Paid Amt: \$78,051.70
			E	01 005 760 720 440 000	Fuel Cost		\$2,326.94	
			E	01 005 760 723 360 000	SPED In District		\$13,587.60	
			E	01 005 760 723 360 000	SPED		\$36,106.32	
			E	01 005 760 728 360 000	Homeless		\$15,672.36	
			E	01 005 760 726 360 000	St John's Band		\$130.20	
			E	04 005 570 733 360 000	Kids Co		\$320.72	
			E	04 005 505 733 360 000	Ski Club		\$1,800.53	
			E	01 300 292 733 360 000	Adapted Hockey		\$1,485.44	
			E	01 128 211 320 360 000	AIPAC		\$253.20	
			E	01 128 294 733 360 306	MS Boys Basketball		\$1,209.74	
			E	01 300 294 733 360 306	JHS Boys basketball		\$5,227.17	
			E	01 300 296 733 360 306	JHS Girls Basketball		\$2,363.20	
			E	01 300 211 733 360 000	Intro to Ed		\$174.43	
			E	01 128 211 320 360 000	AIPAC Tutor		\$472.64	
			E	01 300 298 733 360 373	JHS Knowledge Bowl		\$1,626.11	
			E	01 300 292 733 360 317	Nordic Ski		\$270.08	
			E	01 300 291 733 360 371	One Act Play		\$202.56	
			E	01 300 211 733 360 000	Phy Ed Curling Center FT		\$331.97	
			E	01 128 294 733 360 310	MS Wrestling		\$866.50	
			E	01 300 294 733 360 310	HS Wrestling	26	\$2,869.60	
			E	04 005 505 733 360 000	Ski Club		(\$1,800.53)	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
11220		BENJAMIN BUS		216 NOLDEN LANE JORDAN, MN 55352				Check
			001	111487				
			E 04 005 505 733 360 520	CE-Ski Club transportation			\$1,800.53	
PO#:	61392	Voucher #:	133348	Invoice	Invoice No: Jan 2025 Billing		3/14/2025	Paid Amt: \$87,297.31
								Check Amount: \$165,349.01
								Vendor Total: \$165,349.01
6441		BEN'S STRUCTURAL FABRICATION, INC		475 PROGRESS ROAD WAITE PARK, MN 56387				Check
			001	111521				
			E 06 100 870 024 520 000	Application #7			\$2,850.00	
PO#:		Voucher #:	133446	Invoice	Invoice No: Application #7		3/24/2025	Paid Amt: \$2,850.00
								Check Amount: \$2,850.00
								Vendor Total: \$2,850.00
5788		BERG, LUCAS		1791 JUNO AVE ST PAUL, MN 55116				Check
			001	111457				
			E 01 300 294 000 305 306	BBB Official 2/22/25			\$220.00	
PO#:		Voucher #:	133306	Invoice	Invoice No: BBB Official		3/7/2025	Paid Amt: \$220.00
								Check Amount: \$220.00
								Vendor Total: \$220.00
6728		BIMBERG, DARREL		303 ARNICA DRIVE WATERTOWN, MN 55388				Check
			001	111438				
			E 01 300 291 000 305 372	Speech Meet Judge 3/4/25			\$120.00	
PO#:		Voucher #:	133259	Invoice	Invoice No: 3/4/25		3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
1899		BLECKWEHL, MARY		2005 SIBLEY VIEW LANE NORTHFIELD, MN 55057				Check
			001	111488				
			E 01 100 620 000 470 800	Children's Books-from above auther			\$378.00	
PO#:	61551	Voucher #:	133350	Invoice	Invoice No: 335		3/14/2025	Paid Amt: \$378.00
								Check Amount: \$378.00
								Vendor Total: \$378.00
11747		BLUE CROSS & BLUE SHIELD		PO BOX 860448 MINNEAPOLIS, MN 55486-0448				Check
			001	111489				
			B 01 215 024	April 2025 D. Swenson			\$301.00	
PO#:		Voucher #:	133349	Invoice	Invoice No: 250228152853		3/14/2025	Paid Amt: \$301.00
								Check Amount: \$301.00
								Vendor Total: \$301.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
6729		BOWEN, JOHN		2008 LANGSTON LANE NE ST MICHAEL, MN 55376			
			001	111439		Check	
			E	01 300 291 000 305 372	Speech Meet Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133260	Invoice	Invoice No: 3/4/25	3/6/2025	Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
5790		BROWN, CHRIS		4233 ZOEBELLA CT VICTORIA, MN 55318			
			001	111458		Check	
			E	01 300 294 000 305 306	BBB Official 2/21/25	\$140.00	
PO#:		Voucher #:	133304	Invoice	Invoice No: BBB Official	3/7/2025	Paid Amt: \$140.00
							Check Amount: \$140.00
							Vendor Total: \$140.00
6710		BUCCEK, AMY		1278 SKYWOOD LN NE FRIDLEY, MN 55421			
			001	111413		Check	
			E	01 300 291 000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133236	Invoice	Invoice No: 3/4/25	3/4/2025	Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
6711		BURNS, JOSEPH		3585 OWASSO ST APT 310 SHOREVIEW, MN 55126			
			001	111414		Check	
			E	01 300 291 000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133237	Invoice	Invoice No: 3/4/25	3/4/2025	Paid Amt: \$120.00
							Check Amount: \$120.00
							Vendor Total: \$120.00
6703		CAPELLE, MATTHEW		3825 W 40TH ST MINNEAPOLIS, MN 55410			
			001	111459		Check	
			E	01 300 294 000 305 306	BBB Official 2/24/25	\$220.00	
PO#:		Voucher #:	133307	Invoice	Invoice No: BBB Official	3/7/2025	Paid Amt: \$220.00
							Check Amount: \$220.00
							Vendor Total: \$220.00
26916	1	CDW LLC		75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515			
			001	111490		Check	
			E	01 005 630 302 406 000	Google Workspace 3rd Year Annual Pay	\$8,325.00	
PO#:	61552	Voucher #:	133357	Invoice	Invoice No: ZR00571253	3/14/2025	Paid Amt: \$8,325.00
			E	01 005 630 302 555 000	Newline Q Pro Series 75" 4K UHD LED-Backlit	\$5,649.21	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
25916	1	CDW LLC		75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515				
			001	111490				Check
			E	01 005 630 302 555 000	Newline Wall Mount Stand for 650/700/750/800		\$0.00	
PO#:	61399	Voucher #:	133358	Invoice	Invoice No: AC9255P	3/14/2025		Paid Amt: \$5,649.21
								Check Amount: \$13,974.21
								Vendor Total: \$13,974.21
25896		CENTRAL PRODUCTS LLC		7750 GEORGETOWN RD INDIANAPOLIS, IN 46268-4135				
			001	111491				Check
			E	02 100 770 701 530 000	French Whip - 14057		\$49.28	
			E	02 100 770 701 530 000	Kettle Whip - 92180		\$46.50	
			E	02 100 770 701 530 000	Mix Paddle - 62011		\$29.59	
			E	02 100 770 701 530 000	Freight		\$20.94	
PO#:	61240	Voucher #:	133351	Invoice	Invoice No: 978873	3/14/2025		Paid Amt: \$146.31
			E	02 100 770 701 530 000	Plastic Bag Opener		\$12.37	
			E	02 300 770 701 530 000	Plastic Bag Opener		\$12.37	
			E	02 128 770 701 530 000	Plastic Bag Opener		\$12.37	
PO#:	61240	Voucher #:	133352	Invoice	Invoice No: 978914	3/14/2025		Paid Amt: \$37.11
			E	02 100 770 701 530 000	Ice Machine - 85885		\$2,402.00	
PO#:	61240	Voucher #:	133354	Invoice	Invoice No: 978873B1	3/14/2025		Paid Amt: \$2,402.00
			E	02 100 770 701 530 000	Heat Resistant Turner		\$75.98	
PO#:	61240	Voucher #:	133353	Invoice	Invoice No: 978915	3/14/2025		Paid Amt: \$75.98
			E	02 128 770 701 401 000	Food Label Kit - 59273		\$49.08	
			E	02 100 770 701 401 000	Food Label Kit - 59273		\$49.08	
			E	02 300 770 701 401 000	Food Label Kit - 59273		\$49.08	
PO#:	61240	Voucher #:	133355	Invoice	Invoice No: 978873B2	3/14/2025		Paid Amt: \$147.24
								Check Amount: \$2,808.64
			001	111537				Check
			E	02 100 770 701 401 000	OPTICLEAN FOOD PAN TRAY RACK NSF LIS		\$349.68	
			E	02 100 770 701 401 000	Shipping		\$87.98	
PO#:	61457	Voucher #:	133557	Invoice	Invoice No: 115151	3/28/2025		Paid Amt: \$437.66
								Check Amount: \$437.66
								Vendor Total: \$3,246.30

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6443		CENTRAL ROOFING COMPANY			4550 MAIN ST NE MINNEAPOLIS, MN 55421			Check
			001	111522				
			E	06 100 870	024 520 000	Application #9	\$82,341.91	
PO#:		Voucher #:	133448	Invoice	Invoice No:	Application #9	3/24/2025	Paid Amt: \$82,341.91
								Check Amount: \$82,341.91
								Vendor Total: \$82,341.91
6723		CHRISTENSON, JULIE			1886 W HIGHVIEW DR SAUK RAPIDS, MN 56379			Check
			001	111415				
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133250	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
10254		CITY OF JORDAN			210 EAST FIRST STREET JORDAN, MN 55352			Check
			001	111460				
			E	01 128 865	363 350 000	1/23/25 JMS fire call charge	\$336.00	
PO#:	61293	Voucher #:	133283	Invoice	Invoice No:	00003323	3/7/2025	Paid Amt: \$336.00
								Check Amount: \$336.00
								Vendor Total: \$336.00
6712		CLARKE, CHRISTOPHER			1601 PRINCETON AVE S ST LOUIS PARK, MN 55416			Check
			001	111416				
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133238	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6730		COLLINS, WANDA			1105 WEST SHORE DR SW HUTCHINSON, MN 55350			Check
			001	111440				
			E	01 300 291	000 305 372	Speech Meet Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133261	Invoice	Invoice No:	3/4/25	3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
2629		COMCAST			PO BOX 60533 CITY OF INDUSTRY, CA 91716-0533			Check
			001	111492				
			E	04 005 505	321 320 550	Service 3/4/25-4/3/25	\$2.27	
PO#:		Voucher #:	133356	Invoice	Invoice No:	2/25/25	3/14/2025	Paid Amt: \$2.27
								Check Amount: \$2.27

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
2629		COMCAST		PO BOX 60533	CITY OF INDUSTRY, CA 91716-0533			Check
			001	111538				
			E	04 005 505	321 320 550	Service 3/18/25-4/17/25	\$2.27	
PO#:		Voucher #:	133558	Invoice	Invoice No: 3/8/25			Paid Amt: \$2.27
								Check Amount: \$2.27
								Vendor Total: \$4.54
6323		CUSEY, ELIZABETH		14044 PRINCTON AVE	SAVAGE, MN 55378			Check
			001	111461				
			E	04 005 507	321 305 000	Winter Hand Stamped Card Class 2/26/25	\$32.00	
PO#:	61495	Voucher #:	133284	Invoice	Invoice No: 2/26/25			Paid Amt: \$32.00
								Check Amount: \$32.00
								Vendor Total: \$32.00
6120		DAY, ROGER		640 RADLER CIR	HANOVER, MN 55341			Check
			001	111462				
			E	01 300 294	000 305 306	BBB Official 2/20/25	\$165.00	
PO#:		Voucher #:	133302	Invoice	Invoice No: BBB Official			Paid Amt: \$165.00
								Check Amount: \$165.00
								Vendor Total: \$165.00
5617		DECORY, TRAVIS		1965 5TH ST E	ST PAUL, MN 55119			Check
			001	111484				
			E	01 005 211	320 305 000	Culture/Drum Group K-12 3/10/25	\$800.00	
PO#:		Voucher #:	133311	Invoice	Invoice No: 3/10/25			Paid Amt: \$800.00
								Check Amount: \$800.00
								Vendor Total: \$800.00
			001	111533				Check
			E	01 005 211	320 305 000	Culture Drumming - k-12 - 03/19/2025	\$800.00	
PO#:		Voucher #:	133455	Invoice	Invoice No: 22			Paid Amt: \$800.00
								Check Amount: \$800.00
								Vendor Total: \$1,600.00
3409		EBERT COMPANIES		23350 COUNTY ROAD 10	CORCORAN, MN 55357			Check
			001	111523				
			E	06 100 870	024 520 000	Application #11	\$35,252.09	
PO#:		Voucher #:	133447	Invoice	Invoice No: Application #11			Paid Amt: \$35,252.09
								Check Amount: \$35,252.09
								Vendor Total: \$35,252.09

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type	
5805		ELLIOTT, MATTHEW		847 PARK LANE	SOUTH ST PAUL, MN 55075			Check	
			001	111463					
			E	01	300	294	000 305 306	BBB Official 2/24/25	\$220.00
PO#:		Voucher #:	133308	Invoice	Invoice No:	BBB Official	3/7/2025	Paid Amt:	\$220.00
								Check Amount:	\$220.00
								Vendor Total:	\$220.00
27208		ESTR PUBLICATIONS		7464 MAPLELEAF COURT	COLUMBUS, OH 43235			Check	
			001	111464					
			E	01	128	420	740 433 000	TSR 1.0 Assessments	\$40.00
PO#:	61423	Voucher #:	133285	Invoice	Invoice No:	46155	3/7/2025	Paid Amt:	\$40.00
								Check Amount:	\$40.00
								Vendor Total:	\$40.00
			001	111539				Check	
			E	01	128	420	740 433 000	Shipping and Handling on PO 61423	\$7.40
PO#:	61575	Voucher #:	133559	Invoice	Invoice No:	46155INV	3/28/2025	Paid Amt:	\$7.40
								Check Amount:	\$7.40
								Vendor Total:	\$47.40
6716		FERREIRA WAGNER, MARIA		1766 MEADOWLARK RD	EAGAN, MN 55122			Check	
			001	111417					
			E	01	300	291	000 305 372	WCC Speech Judge 3/4/25	\$120.00
PO#:		Voucher #:	133242	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt:	\$120.00
								Check Amount:	\$120.00
								Vendor Total:	\$120.00
25785		FERTIMIX, INC.		512 N BROADWAY ST	JORDAN, MN 55352			Check	
			001	111465					
			E	01	300	810	000 305 299	1/15/25 Ice Melt JHS split	\$103.50
			E	01	128	810	000 305 299	1/15/25 Ice Melt JMS split	\$103.50
			E	01	100	810	000 305 299	1/15/25 Ice Melt JES split	\$103.50
			E	01	998	810	000 305 299	1/15/25 Ice Melt RV split	\$103.50
PO#:	61292	Voucher #:	133286	Invoice	Invoice No:	23320	3/7/2025	Paid Amt:	\$414.00
								Check Amount:	\$414.00
								Vendor Total:	\$414.00
6726		GONZALEZ PAUL, MIRANDA		1039 COMO PL	ST PAUL, MN 55103			Check	
			001	111418					
			E	01	300	291	000 305 372	WCC Speech Judge 3/4/25	\$120.00
PO#:		Voucher #:	133253	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt:	\$120.00
								Check Amount:	\$120.00
								Vendor Total:	\$120.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
27120		GOPHER STATE ONE-CALL			7223 PARKWAY DRIVE SUITE 210 HANOVER, MD 21076-1392			Check
			001	111466				
			E	01 005 810	000 305 000	Feb 2025 Emailed Tickets	\$5.40	
PO#:		Voucher #:	133287	Invoice	Invoice No: 5021094	3/7/2025		Paid Amt: \$5.40
								Check Amount: \$5.40
								Vendor Total: \$5.40
3271		GRIDER, DANIEL			14117 CROCUS WAY ROSEMOUNT, MN 55068			Check
			001	111467				
			E	01 300 296	000 305 306	GBB Official 2/21/25	\$146.00	
PO#:		Voucher #:	133305	Invoice	Invoice No: GBB Official	3/7/2025		Paid Amt: \$146.00
								Check Amount: \$146.00
								Vendor Total: \$146.00
6577		H2I GROUP, INC			430 INDUSTRIAL BLVD NE MINNEAPOLIS, MN 55413			Check
			001	111524				
			E	06 100 870	024 520 000	APP#3	\$30,987.10	
PO#:		Voucher #:	133451	Invoice	Invoice No: App#3	3/24/2025		Paid Amt: \$30,987.10
								Check Amount: \$30,987.10
								Vendor Total: \$30,987.10
6747		HAGEN, SOPHIA			221 FIREWATCH DRIVE JORDAN, MN 55352			Check
			001	111493				
			E	04 005 505	321 305 515	K-2 Basketball 1/11/25-2/15/25	\$40.00	
PO#:	61556	Voucher #:	133372	Invoice	Invoice No: K-2 Basketball	3/14/2025		Paid Amt: \$40.00
								Check Amount: \$40.00
								Vendor Total: \$40.00
25404		HALLER, PETE			907 LODGE DR JORDAN, MN 55352			Check
			001	111468				
			E	04 005 505	321 305 503	Umpire Clinic 2/22/25	\$350.00	
PO#:	61494	Voucher #:	133288	Invoice	Invoice No: 2/22/25	3/7/2025		Paid Amt: \$350.00
								Check Amount: \$350.00
								Vendor Total: \$350.00
6746		HANSEN, PAXTON			22241 HUNTER RIDGE CIRCLE JORDAN, MN 55352			Check
			001	111469				
			E	01 128 294	000 305 306	2/11/25	\$40.00	
			E	01 128 294	000 305 306	2/14/25	\$80.00	
PO#:		Voucher #:	133301	Invoice	Invoice No: BBB Official	3/7/2025		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No					Pmt/Void Date		Pmt Type
1327		HEGER'S DAIRY LLC		8816 HIGHWAY 212	COLOGNE, MN 55322						
			001	111494							Check
			E	02	100	770	701	495	000	JES	\$3,057.23
			E	02	300	770	701	495	000	JHS	\$619.35
			E	02	128	770	701	495	000	JMS	\$743.70
			E	02	300	770	701	495	000	River Valley	\$371.21
			E	02	128	770	701	495	000	St Johns	\$545.11
PO#:		Voucher #:	133359	Invoice	Invoice No:	Feb 2025			3/14/2025		Paid Amt: \$5,336.60
											Check Amount: \$5,336.60
											Vendor Total: \$5,336.60
4829		HENTGES, JEREMY		13507 PRIBYL POND LANE	SHAKOPEE, MN 55379						
			001	111495							Check
			E	01	300	810	000	305	299	1/10/25 & 1/15/25 Salt service JHS split	\$350.00
			E	01	128	810	000	305	299	1/10/25 & 1/15/25 Salt service JMS split	\$350.00
			E	01	100	810	000	305	299	1/10/25 & 1/15/25 Salt service JES split	\$350.00
			E	01	998	810	000	305	299	1/10/25 & 1/15/25 Salt service RV split	\$350.00
			E	01	100	810	000	305	299	1/10/25 & 1/15/25 Salt service JES/KA lot split	\$350.00
PO#:	61291	Voucher #:	133360	Invoice	Invoice No:	0000300			3/14/2025		Paid Amt: \$1,750.00
			E	01	998	810	000	305	299	Salt Service RVEC 2/3, 2/6, 2/8 & 2/15/25	\$700.00
PO#:	61468	Voucher #:	133361	Invoice	Invoice No:	0000301			3/14/2025		Paid Amt: \$700.00
			E	01	100	810	000	305	299	JES Salt Service 2/3, 2/6, 2/8 & 2/15/25	\$700.00
PO#:	61469	Voucher #:	133362	Invoice	Invoice No:	0000301			3/14/2025		Paid Amt: \$700.00
			E	01	128	810	000	305	299	JMS Salt Service 2/3, 2/6, 2/8 & 2/15/25	\$700.00
PO#:	61470	Voucher #:	133363	Invoice	Invoice No:	0000301			3/14/2025		Paid Amt: \$700.00
			E	01	300	810	000	305	299	JHS Salt Service 2/3, 2/6, 2/8 & 2/15/25	\$700.00
PO#:	61471	Voucher #:	133364	Invoice	Invoice No:	0000301			3/14/2025		Paid Amt: \$700.00
			E	01	100	810	000	305	299	JES 2/8/25 Snow Plow service	\$425.00
			E	01	100	810	000	305	299	JES 2/15/25 Snow Plow service	\$425.00
PO#:	61465	Voucher #:	133365	Invoice	Invoice No:	0000305			3/14/2025		Paid Amt: \$850.00
			E	01	300	810	000	305	299	JHS 2/8/25 Snow Plow service	\$750.00
			E	01	300	810	000	305	299	JHS 750.00/15/25 Snow Plow service	\$750.00
PO#:	61464	Voucher #:	133366	Invoice	Invoice No:	0000306			3/14/2025		Paid Amt: \$1,500.00
			E	01	998	810	000	305	299	RVEC Snow Plow 2/8/25	\$250.00
			E	01	998	810	000	305	299	RVEC Snow Plow 2/15/25	\$250.00
PO#:	61463	Voucher #:	133367	Invoice	Invoice No:	0000307			3/14/2025		Paid Amt: \$500.00
			E	04	005	505	321	305	550	CERC Snow Plow 2/8/25	\$250.00
			E	04	005	505	321	305	550	CERC Snow Plow 2/15/25	\$250.00
PO#:	61467	Voucher #:	133368	Invoice	Invoice No:	0000303			3/14/2025		Paid Amt: \$500.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type		
4829		HENTGES, JEREMY		13507 PRIBYL POND LANE	SHAKOPEE, MN 55379					Check		
			001	111495								
			E	01	128	810	000	305	299	JMS Snow Plow 2/8/25	\$550.00	
			E	01	128	810	000	305	299	JMS Snow Plow 2/15/25	\$550.00	
PO#:	61466	Voucher #:	133369	Invoice	Invoice No:	0000304		3/14/2025		Paid Amt:	\$1,100.00	
			E	01	100	810	000	305	299	KA Lot/JES Snow plow service 2/8/25 & 2/15/2	\$500.00	
PO#:	61499	Voucher #:	133370	Invoice	Invoice No:	0000302		3/14/2025		Paid Amt:	\$500.00	
			E	04	005	505	321	305	550	CERC Salt Service 2/3, 2/6, 2/8 & 2/15/25	\$700.00	
PO#:	61472	Voucher #:	133371	Invoice	Invoice No:	0000301		3/14/2025		Paid Amt:	\$700.00	
										Check Amount:	\$10,200.00	
										Vendor Total:	\$10,200.00	
3391		HOWARD LAKE WAVERLY HIGH SCHOOL		8700 COUNTY RD 6 SW	HOWARD LAKE, MN 55349					Check		
			001	111452								
			E	01	300	291	000	369	372	Speech Meet 3/8/25	\$126.00	
PO#:		Voucher #:	133273	Invoice	Invoice No:	3/8/25		3/7/2025		Paid Amt:	\$126.00	
										Check Amount:	\$126.00	
										Vendor Total:	\$126.00	
3224		IASCO		5724 WEST 36TH STREET	MINNEAPOLIS, MN 55416					Check		
			001	111540								
			E	01	128	255	000	430	000	8th gr Ind. Arts supplies balsa wood for bridge pi	\$147.00	
			E	01	128	255	000	430	000	Freight	\$12.90	
PO#:	60984	Voucher #:	133561	Invoice	Invoice No:	M19675		3/28/2025		Paid Amt:	\$159.90	
										Check Amount:	\$159.90	
										Vendor Total:	\$159.90	
6344		IKI INC		10029 E SEISMIC AVE	MESA, AZ 85212					Check		
			001	111541								
			E	04	005	507	321	305	000	3/10 & 3/11/25 Instant piano & guitar fro busy pe	\$98.00	
PO#:	61576	Voucher #:	133560	Invoice	Invoice No:	6578		3/28/2025		Paid Amt:	\$98.00	
										Check Amount:	\$98.00	
										Vendor Total:	\$98.00	
26578		INNOVATIVE OFFICE SOLUTIONS		151 CLIFF ROAD	BURNSVILLE, MN 55337					Check		
			001	111525								
			E	06	100	870	024	520	000	Application #1	\$81,618.50	
PO#:		Voucher #:	133438	Invoice	Invoice No:	Application #1		3/24/2025		Paid Amt:	\$81,618.50	
										Check Amount:	\$81,618.50	
										Vendor Total:	\$81,618.50	



Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
1982		JWP SPEECH BOOSTERS			405 N MAIN ST JANESVILLE, MN 56048				
			001	111485			Check		
			E	01 300 291	000 369 372	Speech Meet 3/14/25		\$147.00	
PO#:		Voucher #:	133436	Invoice	Invoice No:	3/14/25		3/14/2025	Paid Amt: \$147.00
									Check Amount: \$147.00
									Vendor Total: \$147.00
2254		KOHLHARDT, DEB			205 RUSTLE RD JORDAN, MN 55352				
			001	111496			Check		
			E	04 005 508	321 305 000	Gentle Yoga Winter Session 1 1/7/25-2/4/25		\$246.40	
PO#:	61554	Voucher #:	133373	Invoice	Invoice No:	Winter Session 1		3/14/2025	Paid Amt: \$246.40
									Check Amount: \$246.40
									Vendor Total: \$246.40
6731		KOLSTAD, MATTHEW			1904 PINE ST WHITE BEAR LAKE, MN 55110				
			001	111441			Check		
			E	01 300 291	000 305 372	Speech Meet Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133262	Invoice	Invoice No:	3/4/25		3/6/2025	Paid Amt: \$120.00
									Check Amount: \$120.00
									Vendor Total: \$120.00
6445		KRAFT CONTRACTING & MECHANICAL LLC			2330 VENTURA DRIVE STE 100 WOODBURY, MN 55125				
			001	111526			Check		
			E	06 100 870	024 520 000	Application #13		\$39,900.00	
PO#:		Voucher #:	133452	Invoice	Invoice No:	Application #13		3/24/2025	Paid Amt: \$39,900.00
									Check Amount: \$39,900.00
									Vendor Total: \$39,900.00
5637		KRAUS-ANDERSON CONSTRUCTION COMPANY			501 S 8TH STREET MINNEAPOLIS, MN 55404				
			001	111527			Check		
			E	06 100 870	024 305 000	Construction Manager Fee		\$32,255.00	
			E	06 100 870	024 305 000	Site Services & Reimbursables		\$74,062.00	
			E	06 100 870	024 305 000	General Conditions		\$32,142.35	
PO#:		Voucher #:	133443	Invoice	Invoice No:	KA69628		3/24/2025	Paid Amt: \$138,459.35
									Check Amount: \$138,459.35
									Vendor Total: \$138,459.35

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6740		LAKETOWN ELECTRIC, INC-WACONIA		8470 STATE HWY 5 WACONIA, MN 55387				Check
			001	111528				
			E	06 100 870 024 520 000	Application #12		\$124,439.67	
PO#:		Voucher #:	133453	Invoice	Invoice No: Application #12		3/24/2025	Paid Amt: \$124,439.67
								Check Amount: \$124,439.67
								Vendor Total: \$124,439.67
6742		LANGEMO, RHEA		14378 ROBIN RD NE PRIOR LAKE, MN 55372				Check
			001	111472				
			E	01 300 291 000 305 372	Speech Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133275	Invoice	Invoice No: 3/4/25		3/7/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6754		LANGHEIM, ARI		217 FIREWATCH DR JORDAN, MN 55352				Check
			001	111544				
			E	04 005 505 321 305 515	K-2 Basketball 1/11/25-2/15/25		\$20.00	
PO#:	61607	Voucher #:	133566	Invoice	Invoice No: K-2 Basketball		3/28/2025	Paid Amt: \$20.00
								Check Amount: \$20.00
								Vendor Total: \$20.00
6755		LANGHEIM, FINN		217 FIREWATCH DRIVE JORDAN, MN 55352				Check
			001	111545				
			E	04 005 505 321 305 515	K-2 Basketball 1/11/25-2/15/25		\$40.00	
PO#:	61608	Voucher #:	133565	Invoice	Invoice No: K-2 Basketball		3/28/2025	Paid Amt: \$40.00
								Check Amount: \$40.00
								Vendor Total: \$40.00
27366		LANGSWEIRD, CHERYL		115 EICHENS LN JORDAN, MN 55352				Check
			001	111546				
			B	01 215 025	Dental Coverage Refund Apr-Jun 2025		\$107.10	
PO#:	61655	Voucher #:	133567	Invoice	Invoice No: Refund		3/28/2025	Paid Amt: \$107.10
								Check Amount: \$107.10
								Vendor Total: \$107.10
6720		LARSON, THOMAS		1228 108TH AVE NE BLAINE, MN 55434				Check
			001	111421				
			E	01 300 291 000 305 372	WCC Speech Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133247	Invoice	Invoice No: 3/4/25		3/4/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00

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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
27558		LEE, TIMOTHY RANDALL			8025 AIRPORT RD WACONIA, MN 55387			
			001	111473				Check
			E	02 128 770	701 350 000	11/20/24	JMS walk in cooler running warm	\$327.50
PO#:	61159	Voucher #:	133290	Invoice	Invoice No: 3983	3/7/2025		Paid Amt: \$327.50
								Check Amount: \$327.50
			001	111547				Check
			E	02 300 770	701 350 000	2/19/25	JHS kirchen walk in running warm	\$327.50
PO#:	61558	Voucher #:	133564	Invoice	Invoice No: 4219	3/28/2025		Paid Amt: \$327.50
								Check Amount: \$327.50
								Vendor Total: \$655.00
6732		LEWIS, SAMUEL			1589 PHILIPP WAY SHAKOPEE, MN 55379			
			001	111442				Check
			E	01 300 291	000 305 372		Speech Meet Judge 3/4/25	\$120.00
PO#:		Voucher #:	133263	Invoice	Invoice No: 3/4/25	3/6/2025		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6724		LUDOWESE, DEBORAH			4725 YATES AVE N CRYSTAL, MN 55429			
			001	111422				Check
			E	01 300 291	000 305 372		WCC Speech Judge 3/4/25	\$120.00
PO#:		Voucher #:	133251	Invoice	Invoice No: 3/4/25	3/4/2025		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6369		MALEK, LINCOLN			208 BROADWAY ST N JORDAN, MN 55352			
			001	111474				Check
			E	01 128 294	000 305 306		MS BBB Official 2/14/25	\$80.00
PO#:		Voucher #:	133297	Invoice	Invoice No: BBB Official	3/7/2025		Paid Amt: \$80.00
								Check Amount: \$80.00
								Vendor Total: \$80.00
6733		MATHIAS, KAREN			4226 LOUISIANA AVE N CRYSTAL, MN 55428			
			001	111443				Check
			E	01 300 291	000 305 372		Speech Meet Judge 3/4/25	\$120.00
PO#:		Voucher #:	133264	Invoice	Invoice No: 3/4/25	3/6/2025		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6734		MATTICK, THOR		2140 49TH ST SE	ST CLOUD, MN 56304			Check
			001	111444				
			E	01 300 291	000 305 372	Speech Meet Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133265	Invoice	Invoice No: 3/4/25		3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6756		METRO FURNITURE SOLUTIONS BY HENRICKSEN		800 WASHINGTON AVE N STE 200	MINNEAPOLIS, MN 55410			Check
			001	111529				
			E	06 100 870	024 520 000	Application #2	\$2,200.81	
PO#:		Voucher #:	133442	Invoice	Invoice No: Application #2		3/24/2025	Paid Amt: \$2,200.81
								Check Amount: \$2,200.81
								Vendor Total: \$2,200.81
6751		METRO JUNIOR LEGION LEAGUE		C/O MIKE PERRY 14319 STEWART LN #308	MINNETONKA, MN 55345			Check
			001	111497				
			E	04 005 505	321 305 315	2025 Jordan Junior Legion Team	\$75.00	
PO#:	61557	Voucher #:	133375	Invoice	Invoice No: 2025 Junior Legion		3/14/2025	Paid Amt: \$75.00
								Check Amount: \$75.00
								Vendor Total: \$75.00
5867		METRONET		PO BOX 630546	CINCINNATI, OH 45263-0546			Check
			001	111498				
			E	04 005 582	344 320 000	School Readiness	\$26.94	
			E	04 005 570	321 320 000	Kids Co	\$7.70	
			E	02 005 770	701 320 000	ES Food Service	\$3.85	
			E	01 100 203	000 320 000	ES	\$346.37	
			E	04 005 505	321 320 550	CERC	\$17.98	
			E	02 005 770	701 320 000	MS Food Service	\$4.50	
			E	01 128 211	000 320 000	MS	\$427.13	
			E	02 005 770	701 320 000	HS Food Service	\$9.56	
			E	01 300 211	000 320 000	HS	\$468.43	
PO#:		Voucher #:	133374	Invoice	Invoice No: March 2025		3/14/2025	Paid Amt: \$1,312.46
								Check Amount: \$1,312.46
								Vendor Total: \$1,312.46
26865		MID COUNTY FABRICATING INC.		395 ERVIN INDUSTRIAL DRIVE	JORDAN, MN 55352			Check
			001	111548				
			E	01 300 361	830 433 000	1X1X1/8 Angle 20'	\$40.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26865		MID COUNTY FABRICATING INC.			395 ERVIN INDUSTRIAL DRIVE JORDAN, MN 55352			Check
			001	111548				
			E	01 300 361	830 433 000	1/2" Hex Bar	\$45.00	
PO#:		Voucher #:	133568	Invoice	Invoice No:	48120/47965	3/28/2025	Paid Amt: \$85.00
								Check Amount: \$85.00
								Vendor Total: \$85.00
6714		MISENCIK, JEFFREY			8227 BLAISDELL AVE S BLOOMINGTON, MN 55420			Check
			001	111423				
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133240	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
24115		MN CLAY USA			2960 NIAGARA LANE N PLYMOUTH, MN 55447			Check
			001	111475				
			E	01 300 212	000 430 000	#7 White Buff Clay cone 06-6 0.411 per pound	\$205.50	
PO#:	61253	Voucher #:	133291	Invoice	Invoice No:	152156	3/7/2025	Paid Amt: \$205.50
								Check Amount: \$205.50
								Vendor Total: \$205.50
4016		MN HORSE AND HUNT CLUB			2920 220TH ST EAST PRIOR LAKE, MN 55372			Check
			001	111549				
			E	04 005 505	321 401 514	FY25 Spring Sporting Clays	\$1,065.00	
PO#:	61658	Voucher #:	133571	Invoice	Invoice No:	3/8/25	3/28/2025	Paid Amt: \$1,065.00
								Check Amount: \$1,065.00
								Vendor Total: \$1,065.00
4437		MN INDIAN EDUCATION ASSN			PO BOX 1210 CASS LAKE, MN 56633			Check
			001	111499				
			E	01 005 211	320 366 000	MIEA Conference March 18-21, 2025 Miller and	\$1,100.00	
			E	01 005 211	320 366 000	Nettle Weaving Foyer	\$10.00	
PO#:	61555	Voucher #:	133376	Invoice	Invoice No:	0112/0137	3/14/2025	Paid Amt: \$1,110.00
								Check Amount: \$1,110.00
								Vendor Total: \$1,110.00
10854		MN SCHOOL BOARDS ASSN			1900 WEST JEFFERSON AVENUE ST PETER, MN 56082			Check
			001	111476				
			E	01 005 010	000 366 000	C. Hennen Officer's Wrkshp	\$210.00	
PO#:	61490	Voucher #:	133292	Invoice	Invoice No:	INV-12643-Z8Q8F0	3/7/2025	Paid Amt: \$210.00
								Check Amount: \$210.00
								Vendor Total: \$210.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
3156		MN SPORTS PREVIEW		4726 2ND ST COURT NE	ST CLOUD, MN 56304				
			001	111550			Check		
			E	01 300 292	000 401 296	Tournament fee-GBB tournament entry fee - 11/2		\$125.00	
PO#:	61565	Voucher #:	133570	Invoice	Invoice No:	11/23/24		3/28/2025	
							Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
							Vendor Total:	\$125.00	
3967		MN VALLEY ELECTRIC COOPERATIVE		125 MN VALLEY ELECTRIC DR	JORDAN, MN 55352				
			001	111551			Check		
			E	01 005 810	000 330 201	Ballfield Lights		\$14.16	
PO#:		Voucher #:	133569	Invoice	Invoice No:	3/7/25		3/28/2025	
							Paid Amt:	\$14.16	
							Check Amount:	\$14.16	
							Vendor Total:	\$14.16	
5860		MSU MANKATO TRACK		135 MYERS FIELD HOUSE	MANKATO, MN 56001				
			001	111532			Check		
			E	01 300 292	000 369 320	Registration fee		\$450.00	
PO#:	61590	Voucher #:	133454	Invoice	Invoice No:	3/20/25		3/18/2025	
							Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
							Vendor Total:	\$450.00	
3543		MULTIPLE CONCEPTS INTERIORS		26 1ST AVE N	WAITE PARK, MN 56387				
			001	111530			Check		
			E	06 100 870	024 520 000	Application #6		\$4,807.00	
PO#:		Voucher #:	133450	Invoice	Invoice No:	Application #6		3/24/2025	
							Paid Amt:	\$4,807.00	
							Check Amount:	\$4,807.00	
							Vendor Total:	\$4,807.00	
6072		MYERS, JOEL		500 VARNER ST N	JORDAN, MN 55352				
			001	111477			Check		
			E	01 128 294	000 305 306	MS BBB Official 2/14/25		\$80.00	
PO#:		Voucher #:	133298	Invoice	Invoice No:	BBB Official		3/7/2025	
							Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
							Vendor Total:	\$80.00	
6736		NELSON, BECKY		73369 260TH ST	DASSEL, MN 55325				
			001	111445			Check		
			E	01 300 291	000 305 372	Speech Meet Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133267	Invoice	Invoice No:	3/4/25		3/6/2025	
							Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
							Vendor Total:	\$120.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
6735		NELSON, STEVE		73369 260TH ST DASSEL, MN 55325				Check
			001	111446				
			E	01 300 291 000 305 372	Speech Meet Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133266	Invoice	Invoice No: 3/4/25		3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
5626		NOVAK, HEATHER		311 1ST ST SE NEW PRAGUE, MN 56071				Check
			001	111552				
			E	04 005 507 321 305 000	Gluten Free Baking 3/3/25		\$178.77	
PO#:	61605	Voucher #:	133572	Invoice	Invoice No: 3/3/25		3/28/2025	Paid Amt: \$178.77
								Check Amount: \$178.77
								Vendor Total: \$178.77
5775		NOYES, DOUGLAS		848 FOREST EDGE DR JORDAN, MN 55352				Check
			001	111478				
			E	01 300 294 000 305 306	BBB 2/25/25		\$40.00	
			E	01 300 292 000 305 311	GBB Sections 3/1/25		\$20.00	
			E	01 300 292 000 305 311	BBB Sections 3/6/25		\$20.00	
PO#:		Voucher #:	133299	Invoice	Invoice No: Shot Clock		3/7/2025	Paid Amt: \$80.00
								Check Amount: \$80.00
								Vendor Total: \$80.00
5340		OFFICE OF MNIT SERVICES		CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603				Check
			001	111500				
			E	01 005 219 317 358 000	GenEd Phone Interpretation January 2025		\$51.45	
			E	01 005 420 740 394 000	SpEd Phone Interpretation January 2025		\$13.65	
PO#:	61514	Voucher #:	133377	Invoice	Invoice No: W25010745		3/14/2025	Paid Amt: \$65.10
								Check Amount: \$65.10
								Vendor Total: \$65.10
6737		OLSON, DANIEL		958 MAPLE HILL ROAD NEWPORT, MN 55055				Check
			001	111447				
			E	01 300 291 000 305 372	Speech Meet Judge 3/4/25		\$120.00	
PO#:		Voucher #:	133268	Invoice	Invoice No: 3/4/25		3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
6738		PARDUN-JOHANNSEN, KIRSTEN			6070 STRAWBERRY LN	EXCELSIOR, MN	55331			Check	
			001	111448							
			E	01	300	291	000	305	372	Speech Meet Judge 3/4/25	\$120.00
PO#:		Voucher #:	133269	Invoice	Invoice No:	3/4/25		3/6/2025		Paid Amt:	\$120.00
										Check Amount:	\$120.00
										Vendor Total:	\$120.00
6717		PARIPOUVICH THOMPSON, MICHELLE			17863 235TH AVE NW	BIG LAKE, MN	55309			Check	
			001	111424							
			E	01	300	291	000	305	372	WCC Speech Judge 3/4/25	\$120.00
PO#:		Voucher #:	133243	Invoice	Invoice No:	3/4/25		3/4/2025		Paid Amt:	\$120.00
										Check Amount:	\$120.00
										Vendor Total:	\$120.00
5765		PB & J LEARNING LAB LLC			5826 QUIN AVE NE	OTSEGO, MN	55330			Check	
			001	111501							
			E	01	005	640	316	305	000	Wait Time PD Creation	\$175.00
			E	01	005	640	316	305	000	Sentence Support PD Creation	\$175.00
PO#:	61515	Voucher #:	133380	Invoice	Invoice No:	0070		3/14/2025		Paid Amt:	\$350.00
										Check Amount:	\$350.00
										Vendor Total:	\$350.00
1408		PEARSON			ORDERING DEPARTMENT PO BOX 599700	SAN ANTONIO, TX	78259			Check	
			001	111502							
			E	01	100	420	740	433	000	BASC-3 PRS Adolescent Print	\$59.60
			E	01	100	420	740	433	000	BASC-3 TRS Child Print	\$59.60
			E	01	100	420	740	433	000	BASC-3 TSR Adolescent Print	\$59.60
			E	01	100	420	740	433	000	WISC-V Print	\$195.00
			E	01	100	420	740	433	000	WISC-V Response Booklet Print	\$145.00
			E	01	100	420	740	433	000	Freight	\$25.94
PO#:	61373	Voucher #:	133378	Invoice	Invoice No:	28201799		3/14/2025		Paid Amt:	\$544.74
										Check Amount:	\$544.74
										Vendor Total:	\$544.74
25600		POSTMASTER			214 2ND ST E	JORDAN, MN	55352			Check	
			001	111483							
			E	01	005	110	000	329	000	DO	\$131.07
			E	04	005	505	321	329	000	CE	\$131.08
			E	01	005	110	000	329	000	DO	\$249.68

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type	
25600		POSTMASTER		214 2ND ST E JORDAN, MN 55352				
			001	111483			Check	
			E	04 005 505 321 329 000	CE		\$249.69	
PO#:		Voucher #:	133310	Invoice	Invoice No: 3/10/25	3/10/2025	Paid Amt:	\$761.52
							Check Amount:	\$761.52
							Vendor Total:	\$761.52
6372		PROSHEK, NATHAN		813 2ND STREET NW NEW PRAGUE, MN 56071				
			001	111479			Check	
			E	01 300 294 000 305 306	BBB Official 2/26/25		\$140.00	
PO#:		Voucher #:	133309	Invoice	Invoice No: BBB Official	3/7/2025	Paid Amt:	\$140.00
							Check Amount:	\$140.00
							Vendor Total:	\$140.00
6704		PYE BARKER FIRE & SAFETY		405 COUNTY ROAD E W ST PAUL, MN 55126				
			001	111503			Check	
			E	01 128 865 347 305 000	2/17/25 JMS kitchen hood testing		\$630.08	
PO#:	61426	Voucher #:	133379	Invoice	Invoice No: IVN00321988	3/14/2025	Paid Amt:	\$630.08
							Check Amount:	\$630.08
							Vendor Total:	\$630.08
11072		RADERMACHER FOODS INC.		500 WEST 2ND STREET JORDAN, MN 55352				
			001	111504			Check	
			E	04 005 505 321 401 503	Youth Enrich		\$58.95	
			E	04 005 505 321 401 000	CE		\$100.74	
PO#:		Voucher #:	133382	Invoice	Invoice No: Acct#26211	3/14/2025	Paid Amt:	\$159.69
							Check Amount:	\$159.69
			001	111553			Check	
			E	04 005 582 344 401 000	Preschool		\$17.97	
PO#:		Voucher #:	133573	Invoice	Invoice No: Acct#23233	3/28/2025	Paid Amt:	\$17.97
			E	01 005 211 320 430 000	AIPAC		\$30.66	
			E	02 128 770 701 490 000	MS Food Service		\$5.88	
			E	01 300 331 830 433 000	HS FACS		\$80.69	
			E	01 300 260 000 430 000	HS Science		\$31.03	
			E	01 128 250 000 430 000	JMS FACS Food		\$142.77	
			E	01 128 250 000 430 000	JMS FACS Instructional		\$12.68	
PO#:		Voucher #:	133574	Invoice	Invoice No: Acct#26200	3/28/2025	Paid Amt:	\$303.71
							Check Amount:	\$321.68
							Vendor Total:	\$481.37

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No					Pmt/Void Date		Pmt Type	
25668		RATWIK, ROSZAK & MALONEY, PA			444 CEDAR ST STE 2100 SAINT PAUL, MN 55101-2136							
			001	111505								Check
			E	01 005 160 000 305 000	Misc					\$589.71		
			E	01 005 160 000 305 000	Pay Equity Compliance					\$55.00		
			E	01 005 160 000 305 000	Employee Performance Issues Attendance					\$830.00		
			E	01 005 160 000 305 000	Employee Performance Issue					\$357.50		
PO#:	61485	Voucher #:	133381	Invoice	Invoice No:	78772			3/14/2025		Paid Amt: \$1,832.21	
										Check Amount:	\$1,832.21	
										Vendor Total:	\$1,832.21	
25668		REGION 4A			ATTN: MIKE AURICH 19800 DAWSON LN FARMINGTON, MN 55024							
			001	111554								Check
			E	01 300 292 000 305 311	Girls - 03/01/25					\$205.00		
			E	01 300 292 000 305 311	Boys - 03/06/25					\$710.00		
PO#:	61594	Voucher #:	133575	Invoice	Invoice No:	BB Sections			3/28/2025		Paid Amt: \$915.00	
										Check Amount:	\$915.00	
										Vendor Total:	\$915.00	
6752		RICHARDSON NATURE CENTER			8737 EAST BUSH LAKE ROAD BLOOMINGTON, MN 55438							
			001	111506								Check
			E	04 005 582 344 369 000	Mar 17-18, 2025 EE Field Trip					\$426.00		
PO#:		Voucher #:	133383	Invoice	Invoice No:	Mar 17-18,2025			3/14/2025		Paid Amt: \$426.00	
										Check Amount:	\$426.00	
										Vendor Total:	\$426.00	
6739		ROSEEN, RYAN			716 5TH STREET FARMINGTON, MN 55024							
			001	111449								Check
			E	01 300 291 000 305 372	Speech Meet Judge 3/4/25					\$120.00		
PO#:		Voucher #:	133270	Invoice	Invoice No:	3/4/25			3/6/2025		Paid Amt: \$120.00	
										Check Amount:	\$120.00	
										Vendor Total:	\$120.00	
6468		RTL CONSTRUCTION, INC			290 SARAZIN STREET SHAKOPEE, MN 55379							
			001	111531								Check
			E	06 100 870 024 520 000	Application #10					\$754.93		
PO#:		Voucher #:	133449	Invoice	Invoice No:	24103-10			3/24/2025		Paid Amt: \$754.93	
										Check Amount:	\$754.93	
										Vendor Total:	\$754.93	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type	
25338		SCOTT COUNTY TREASURER			ATTN: CUSTOMER SERVICE DEPT 200 4TH AVE W. SHAKOPEE, MN 55379-1220				
			001	111507				Check	
			E	01 005 730	317 379 000	4th Quarter 2024 Non-Billable Therapist	\$11,942.56		
PO#:	61339	Voucher #:	133385	Invoice	Invoice No:	22394-24	3/14/2025	Paid Amt: \$11,942.56	
								Check Amount: \$11,942.56	
								Vendor Total: \$11,942.56	
5648		SELECT PRODUCTS COMPANY			1585 PIERCE TERRACE N.E. MINNEAPOLIS, MN 55421				
			001	111555				Check	
			E	01 005 010	000 401 000	White Pencils-Board Expense	\$850.00		
			E	01 005 010	000 401 000	Color Match	\$35.00		
			E	01 005 010	000 401 000	Shipping	\$62.34		
PO#:	61498	Voucher #:	133577	Invoice	Invoice No:	51419	3/28/2025	Paid Amt: \$947.34	
			E	01 005 010	000 401 000	C. Olson Board Member Name Badge	\$27.80		
			E	01 005 010	000 401 000	Magnets	\$2.60		
			E	01 005 010	000 401 000	Shipping	\$8.20		
PO#:	61433	Voucher #:	133576	Invoice	Invoice No:	51411	3/28/2025	Paid Amt: \$38.60	
								Check Amount: \$985.94	
								Vendor Total: \$985.94	
6740		SHELBY, MARGARET			401 4TH AVE SE #341 ST JOSEPH, MN 56374				
			001	111450				Check	
			E	01 300 291	000 305 372	Speech Meet Judge 3/4/25	\$120.00		
PO#:		Voucher #:	133271	Invoice	Invoice No:	3/4/25	3/6/2025	Paid Amt: \$120.00	
								Check Amount: \$120.00	
								Vendor Total: \$120.00	
6722		SHOFNER, BARBARA			4845 DRAKE ST MAPLE PLAIN, MN 55359				
			001	111426				Check	
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00		
PO#:		Voucher #:	133249	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt: \$120.00	
								Check Amount: \$120.00	
								Vendor Total: \$120.00	
6715		SIRARUSA, JOHN			3116 W LAKE ST #224 MINNEAPOLIS, MN 55416				
			001	111428				Check	
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00		
PO#:		Voucher #:	133241	Invoice	Invoice No:	3/4/25	3/4/2025	Paid Amt: \$120.00	
								Check Amount: \$120.00	
								Vendor Total: \$120.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type
26286		SKATEVILLE INC		201 S RIVER RIDGE CIRCLE	BURNSVILLE, MN 55337		
			001	111556			Check
			E 01	100 203	000 369 234	4th Grade FT 2/24/25	\$1,160.00
PO#: 61650		Voucher #: 133578	Invoice	Invoice No: 2/24/25		3/28/2025	Paid Amt: \$1,160.00
							Check Amount: \$1,160.00
							Vendor Total: \$1,160.00
3439		SOUTH CENTRAL COLLEGE		1920 LEE BOULEVARD	NORTH MANKATO, MN 56003		
			001	111508			Check
			E 01	300 211	000 394 000	Health Care Core	\$3,000.00
PO#: 61435		Voucher #: 133384	Invoice	Invoice No: CI0000006612		3/14/2025	Paid Amt: \$3,000.00
							Check Amount: \$3,000.00
							Vendor Total: \$3,000.00
16835		SOUTH CENTRAL SERVICE COOP.		2075 LOOKOUT DR.	NORTH MANKATO, MN 56003		
			001	111509			Check
			E 18	005 298	301 401 020	MASA Professional Dev 12/11/24	\$330.56
PO#: 61359		Voucher #: 133388	Invoice	Invoice No: 23472		3/14/2025	Paid Amt: \$330.56
			E 01	100 865	358 305 000	Asbestos	\$1,418.03
			E 01	005 865	352 305 000	EHS	\$723.01
PO#: 61431		Voucher #: 133386	Invoice	Invoice No: 23486		3/14/2025	Paid Amt: \$2,141.04
			E 18	005 298	301 401 020	MASA Catering 2/5/25	\$341.39
PO#: 61354		Voucher #: 133387	Invoice	Invoice No: 23469		3/14/2025	Paid Amt: \$341.39
							Check Amount: \$2,812.99
							Vendor Total: \$2,812.99
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT		4601 DEAN LAKES BLVD	SHAKOPEE, MN 55379		
			001	111510			Check
			E 01	305 361	830 390 000	Construction	\$2,362.50
			E 01	305 365	830 390 000	Photo	\$787.50
			E 01	305 365	830 390 000	Auto	\$2,100.00
			E 01	305 365	830 390 000	Criminal Justice	\$525.00
			E 01	305 365	830 390 000	Computer	\$525.00
			E 01	305 365	830 390 000	Cosmo	\$2,625.00
			E 01	305 365	830 390 000	Graphics	\$525.00
			E 01	305 321	830 390 000	Medical Careers	\$787.50
PO#: 61259		Voucher #: 133389	Invoice	Invoice No: 0002500246		3/14/2025	Paid Amt: \$10,237.50
			E 01	998 405	740 396 000	DHH	\$6,178.70
			E 01	998 405	740 397 000	DHH	\$1,606.63
			E 01	998 405	740 820 000	DHH	\$389.25

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type		
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT					4601 DEAN LAKES BLVD SHAKOPEE, MN 55379			
			001	111510				Check		
			E	01 998 420 740 396 000	SPED Aggre		\$3,881.81			
			E	01 998 420 740 397 000	SPED Aggre		\$647.89			
			E	01 998 420 740 820 000	SPED Aggre		\$186.02			
PO#: 61432	Voucher #:	133391 Invoice		Invoice No: 0002500325		3/14/2025		Paid Amt:	\$12,890.30	
		E	01 998 211 000 390 000	FY25 JAF 1st Quarter Sept 3-Nov 7, 2024			\$5,144.16			
PO#: 61051	Voucher #:	133394 Invoice		Invoice No: 0002500174		3/14/2025		Paid Amt:	\$5,144.16	
		E	01 305 361 830 390 000	Construction			\$2,047.50			
		E	01 305 365 830 390 000	Photo			\$682.50			
		E	01 305 365 830 390 000	Auto			\$1,820.00			
		E	01 305 365 830 390 000	Criminal Justice			\$455.00			
		E	01 305 365 830 390 000	Computer			\$455.00			
		E	01 305 365 830 390 000	Cosmo			\$2,275.00			
		E	01 305 365 830 390 000	Graphics			\$455.00			
		E	01 305 321 830 390 000	Medical Careers			\$682.50			
PO#: 61488	Voucher #:	133392 Invoice		Invoice No: 0002500335		3/14/2025		Paid Amt:	\$8,872.50	
		E	01 998 211 000 390 000	FY25 JAF Tuition 2nd Quarter			\$2,388.36			
PO#: 61487	Voucher #:	133393 Invoice		Invoice No: 0002500292		3/14/2025		Paid Amt:	\$2,388.36	
		E	01 998 211 000 390 000	Catalyst Nov 11-Jan 23			\$2,053.20			
		E	01 998 211 000 390 000	SWMHS ALC Nov 11-Jan 23			\$1,488.57			
PO#: 61430	Voucher #:	133390 Invoice		Invoice No: 0002500263		3/14/2025		Paid Amt:	\$3,541.77	
								Check Amount:	\$43,074.59	
								Vendor Total:	\$43,074.59	
25711		STAR GROUP, LLC		2121 N BROADWAY	NEW ULM, MN 56073					
			001	111480				Check		
			E	01 005 810 000 401 000	1/14/25 District wide Window washer fluid qty 6		\$20.94			
PO#: 61294	Voucher #:	133294 Invoice		Invoice No: 913929		3/7/2025		Paid Amt:	\$20.94	
								Check Amount:	\$20.94	
								Vendor Total:	\$20.94	
6719		STEINLEITNER, BETH		857 WILLOW GLEN DRIVE	BUFFALO, MN 55313					
			001	111429				Check		
			E	01 300 291 000 305 372	WCC Speech Judge Organizer 3/4/25		\$150.00			
PO#:	Voucher #:	133246 Invoice		Invoice No: 3/4/25		3/4/2025		Paid Amt:	\$150.00	
								Check Amount:	\$150.00	
								Vendor Total:	\$150.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type	
2976		STEWART, BENJAMIN PETER			525 E WILLOW AVE WEATON, IL 60187						
			001	111481						Check	
			E	01	300	291	000	305	372	Speech meet Tournament Services	\$500.00
PO#:	61454	Voucher #:	133293	Invoice	Invoice No:	11681/11781		3/7/2025		Paid Amt:	\$500.00
										Check Amount:	\$500.00
			001	111511						Check	
			E	01	300	292	000	401	311	Full tournament services (190 entries)	\$300.00
PO#:	61562	Voucher #:	133395	Invoice	Invoice No:	11906		3/14/2025		Paid Amt:	\$300.00
										Check Amount:	\$300.00
										Vendor Total:	\$800.00
4700		TEACHERS ON CALL INC			3001 METRO DRIVE SUITE 200 BLOOMINGTON, MN 55425						
			001	111512						Check	
			E	01	100	203	000	394	999	JES	\$396.86
			E	01	100	203	000	394	999	JES	\$297.66
			E	01	100	412	740	307	999	JES Para SPED	\$148.84
			E	01	300	211	000	394	999	JHS	\$793.72
			E	01	300	400	000	307	999	JHS SPED Non Licensed	\$198.43
			E	01	300	640	316	305	999	JHS Staff Dev	\$99.22
			E	01	300	640	316	305	999	JHS Staff Dev	\$198.43
			E	01	128	411	740	307	999	JMS Para SPED	\$143.71
			E	01	128	211	000	394	999	JMS	\$595.29
PO#:	61559	Voucher #:	133404	Invoice	Invoice No:	165026		3/14/2025		Paid Amt:	\$2,872.16
			E	01	100	203	000	394	999	JES	\$164.24
			E	01	100	203	000	394	999	JES	\$992.15
			E	01	100	203	000	394	999	JES	\$198.44
			E	01	300	211	000	394	999	JHS	\$99.22
			E	01	300	400	000	307	999	JHS Non Licensed SPED	\$307.96
			E	01	305	361	628	145	000	Carl Perkins	\$198.43
			E	01	300	640	316	305	999	JHS Staff Dev	\$198.43
			E	01	300	211	000	394	999	JHS	\$793.72
			E	01	300	400	000	307	999	JHS Non Licensed SPED	\$198.43
			E	01	128	211	000	394	999	JMS	\$2,182.73
			E	01	128	211	000	394	999	JMS Bonus	\$396.86
			E	01	128	400	000	307	999	JMS Non Licensed SPED	\$99.22
			E	01	100	203	000	394	999	JES	(\$164.24)
			E	01	300	403	740	307	999	JHS Para sub	\$164.24
PO#:	61560	Voucher #:	133405	Invoice	Invoice No:	165282		3/14/2025	50	Paid Amt:	\$5,829.83

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No				Pmt/Void Date		Pmt Type
4700		TEACHERS ON CALL INC			3001 METRO DRIVE SUITE 200 BLOOMINGTON, MN 55425					
			001	111512						Check
			E 04	005 582 344 394 000		Preschool			\$99.22	
			E 01	100 203 000 394 999		JES			\$246.36	
			E 01	100 203 000 394 999		JES			\$992.15	
			E 01	100 203 000 394 999		JES			\$297.66	
			E 01	100 403 740 307 999		JES SPED			\$396.86	
			E 01	100 400 000 307 999		JES SPED Non-Licensed			\$99.22	
			E 01	100 411 740 307 999		JES SPED Para			\$97.52	
			E 01	300 411 740 307 999		JHS SPED			\$99.22	
			E 01	300 407 740 307 999		JHS Para SPED			\$287.42	
			E 01	300 211 000 394 999		JHS			\$793.72	
			E 01	300 400 000 307 999		JHS SPED Non Licensed4			\$793.72	
			E 01	128 211 000 394 999		JMS			\$992.15	
			E 01	128 400 000 307 999		JMS SPED Non Licensed			\$396.86	
			E 01	128 211 000 394 999		JMS			\$297.66	
			E 01	128 400 000 307 999		JMS SPED Non Licensed			\$297.65	
			E 04	005 582 344 394 000		Preschool			(\$99.22)	
			E 04	005 582 344 394 999		Preschool Sub Teacher			\$99.22	
PO#: 61428	Voucher #:	133403 Invoice		Invoice No: 164781				3/14/2025		Paid Amt: \$6,187.39
			E 04	005 582 344 394 999		Preschool			\$99.22	
			E 01	100 203 000 394 999		JES			\$793.72	
			E 01	100 203 000 394 999		JES			\$297.66	
			E 04	005 582 344 394 999		PARA ELS			\$82.12	
			E 01	300 400 000 307 999		JHS SPED Non Licensed			\$992.15	
			E 01	300 400 000 307 999		JHS SPED Non Licensed			\$99.22	
			E 01	300 400 000 307 999		JHS SPED Non Licensed-Bonus			\$595.29	
			E 01	300 211 000 394 999		JHS			\$1,190.58	
			E 01	128 211 000 394 999		JMS			\$992.15	
			E 01	128 403 740 307 999		JMS SPED Para			\$718.55	
			E 01	128 400 000 307 999		JMS SPED Non Licensed			\$595.29	
			E 01	128 402 740 307 999		JMS SPED Para			\$744.20	
			E 01	128 640 316 305 999		JMS Staff Dev			\$99.22	
PO#: 61361	Voucher #:	133402 Invoice		Invoice No: 164303				3/14/2025		Paid Amt: \$7,299.37
										Check Amount: \$22,188.75
										Vendor Total: \$22,188.75

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
26700		THREE RIVERS PARK DISTRICT					ADMINISTRATIVE CENTER 3000 XENIUM LANE N. PLYMOUTH, MN 55441-2661	
			001	111557				Check
			E	01 128 211	000 369 244		Student rental/ lift ticket fees	\$2,531.00
PO#:	61530	Voucher #:	133579	Invoice	Invoice No: 7032666		3/28/2025	Paid Amt: \$2,531.00
								Check Amount: \$2,531.00
								Vendor Total: \$2,531.00
6721		TREMAIN, TOBY					8227 BLAISDELL AVE S BLOOMINGTON, MN 55420	
			001	111430				Check
			E	01 300 291	000 305 372		WCC Speech Judge 3/4/25	\$120.00
PO#:		Voucher #:	133248	Invoice	Invoice No: 3/4/25		3/4/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6237		TRUE MECHANICAL LLC					3225 180TH ST W JORDAN, MN 55352	
			001	111513				Check
			E	01 300 810	000 350 272		1/18/25 JHS AC unit not working	\$1,195.00
PO#:	61217	Voucher #:	133396	Invoice	Invoice No: 1799		3/14/2025	Paid Amt: \$1,195.00
			E	01 300 810	000 350 272		12/26/24 JHS Replace water pump inv#1862	\$1,465.00
PO#:	61366	Voucher #:	133397	Invoice	Invoice No: 1862		3/14/2025	Paid Amt: \$1,465.00
			E	01 300 810	000 350 272		8/23/24, 8/24/24, 8/28/24 JHS chiller	\$1,069.30
PO#:	61503	Voucher #:	133398	Invoice	Invoice No: 1640		3/14/2025	Paid Amt: \$1,069.30
			E	01 300 810	000 350 272		12/20 & 12/26/24, 1/7 & 1/31/25 JHS boiler #3 re	\$3,830.00
PO#:	61504	Voucher #:	133399	Invoice	Invoice No: 1953		3/14/2025	Paid Amt: \$3,830.00
			E	01 100 810	000 350 272		12/31/24 JES Boiler repair inv#1869	\$502.50
			E	01 100 810	000 350 272		12/31/24 JES Boiler repair inv#1903	\$3,102.00
PO#:	61368	Voucher #:	133400	Invoice	Invoice No: 1869/1903		3/14/2025	Paid Amt: \$3,604.50
			E	01 128 810	000 401 000		12/26/24 JMS AHU failed inv#1860	\$297.60
			E	01 128 810	000 401 000		12/26/24 JMS AHU failed inv#1859	\$1,246.00
PO#:	61367	Voucher #:	133401	Invoice	Invoice No: 1860/1859		3/14/2025	Paid Amt: \$1,543.60
								Check Amount: \$12,707.40
								Vendor Total: \$12,707.40
6741		TUPA, KRISTIN					4725 JUNEAU LANE N PLYMOUTH, MN 55446	
			001	111451				Check
			E	01 300 291	000 305 372		Speech Meet Judge 3/4/25	\$120.00
PO#:		Voucher #:	133272	Invoice	Invoice No: 3/4/25		3/6/2025	Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00

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

Check Number: 0-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 202509-202509 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date		Pmt Type
27930		WAGNER PRESS & GRAPHICS			211 CHESTNUT STREET	CHASKA, MN 55318		
			001	111482				Check
			E	01 100 203	000 401 000	JES Stop & Think Cards	\$110.00	
PO#:	61497	Voucher #:	133295	Invoice	Invoice No:	38166		Paid Amt: \$110.00
								Check Amount: \$110.00
								Vendor Total: \$110.00
6725		WARTMAN, MICHAEL			15169 OAKRIDGE CIR SE	PRIOR LAKE, MN 55372		
			001	111431				Check
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133252	Invoice	Invoice No:	3/4/25		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
6718		WHITBY, SANDRA			13903 GENEVA AVE N	HUGO, MN 55038		
			001	111432				Check
			E	01 300 291	000 305 372	WCC Speech Judge 3/4/25	\$120.00	
PO#:		Voucher #:	133245	Invoice	Invoice No:	3/4/25		Paid Amt: \$120.00
								Check Amount: \$120.00
								Vendor Total: \$120.00
								Report Total: \$987,836.24

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

**RESOLUTION ACCEPTING DONATIONS**

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

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

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

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

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount/Items</b>
Mightycause	JES Backpack Program	\$45.00
Wolf Motors	Scott West Fishing	\$500.00
Cox Construction	Scott West Fishing	\$150.00
Merchant 29	Scott West Fishing	\$150.00

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 PUBLIC SCHOOLS  
POLICY**

*Adopted: October 8, 2012*

*Revised: April 14<sup>th</sup>, 2025*

**413 HARASSMENT AND VIOLENCE**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability (Protected Class).

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means, with respect to an individual who:
    - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
    - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
  2. "Familial status" means the condition of one or more minors having legal

status or custody with:

- a. the minor's parent or parents or the minor's legal guardian; or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression,.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat

thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Payroll and Benefits Specialist as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days

of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
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 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 717  
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 717 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ gender identity or expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group. \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**425 STAFF DEVELOPMENT**

**I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

**II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. Committee members shall serve a two-year term<sup>1\*</sup> based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school administration. Team members shall serve a two-year term<sup>\*</sup> based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement

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<sup>1\*</sup> This time period may be changed to accommodate individual school district needs.

members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### **III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the school board once a year.<sup>2\*</sup>
- B. The Staff Development Plan must contain the following elements:
  1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board;
  2. The means to achieve the Staff Development outcomes;
  3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
  4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
    - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
    - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
    - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
    - d. Improve staff collaboration and develop mentoring and peer

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<sup>2\*</sup> This time period may be changed to accommodate individual school district needs.

coaching programs for teachers new to the school or district;

- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended

- learning and curriculum and engage students with technology;
- e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
  - D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis<sup>3\*</sup> the extent to which staff at the site have met the outcomes of the Staff Development Plan.
  - E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of

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<sup>3\*</sup> This time period may be changed to accommodate individual school district needs.

color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan once a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of

unreserved revenue for staff development based on its needs.

- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly<sup>4\*</sup> basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.

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<sup>4\*</sup> This time period may be changed to accommodate individual school district needs.

- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.
- E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

## **VII. REPORTING**

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.

***Legal References:*** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 121A.642 (Paraprofessional Training)  
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

***Cross References:*** *None.*

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

**I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

**II. GENERAL STATEMENT OF POLICY**

- A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- B. Students who believe their right to free expression has been unreasonably restricted in a school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.
  - 2. School-sponsored media may be distributed at reasonable times and locations.

**III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.

- C. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or

otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and
3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- H. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- I. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### **IV. GUIDELINES**

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is defamatory;
  3. is profane, harassing, threatening, or intimidating;
  4. constitutes an unwarranted invasion of privacy;
  5. violates federal or state law;
  6. causes a material and substantial disruption of school activities;

7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
  8. advertises or promotes any product or service not permitted for minors by law;
  9. advocates sexual, racial, or religious harassment or violence or prejudice; or
  10. is distributed or displayed in violation of time, place and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

## V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

**Cross References:** 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 904 (Distribution of Materials on School District Property by Nonschool Persons)

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

**I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**JORDAN PUBLIC SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

**I. PURPOSE**

The purpose of this policy is to set forth the school district's testing plan and procedure.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

**III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

A. Superintendent

1. Responsibilities before testing.
  - a. Designate a district assessment coordinator and district technology coordinator.
  - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
  - c. Annually review and recertify staff who have access to MDE secure systems.
  - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - e. Establish a culture of academic integrity.
  - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
  - g. Ensure student information is current and accurate.

- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
  - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
  - (1) Provide training on proper test administration and test security.
  - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.

- (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
  - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - c. Return secure test materials as outlined in applicable manuals and resources.
  - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
  - a. Designate a school assessment coordinator and technology coordinator for the building.
  - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
  - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
  - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
  - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
  - g. Verify that all test monitors and test administrators receive proper training for test administration.
  - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
  - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s).
  - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
  - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
- a. Implement test administration and test security policies and procedures.
  - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
  - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
  - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

- g. Maintain security of test content and test materials.
  - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
  - (2) Organize secure test materials for online administrations and keep them secure.
  - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - (4) Identify need for additional test materials to district assessment coordinator.
  - (5) Provide MTAS student data collection forms if necessary.
  - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
  - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.

- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
  - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
  - f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
  - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - d. Return secure test materials as outlined in applicable manuals and resources.
  - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
  - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.
- 6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
  - e. Be knowledgeable regarding student accommodations.
  - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
  - a. Before test.
    - (1) Receive and maintain security of test materials.
    - (2) Verify that all test materials are received.
    - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
    - (4) Verify student testing tickets and appropriate allowable materials.
    - (5) Assign numbered test books to individual students.
    - (6) Complete information as directed.

- (7) Record extra test materials.
- b. During test.
- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
  - (2) Follow all directions and scripts exactly.
  - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
  - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
  - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
  - (6) Do not review, discuss, capture, email, post, or share test content in any format.
  - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
  - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.).
  - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
  - (11) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
  - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
  - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
  - a. Before the test.
    - (1) Maintain security of materials.
    - (2) Confirm appropriate MTAS materials are available and prepared for student.
  - b. During the test.
    - (1) Administer each task to each student and record the score.
    - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
    - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
    - (4) Document and report and unusual circumstances to district or school assessment coordinator.
  - c. After the test.

- (1) Keep materials secure.
- (2) Return all materials.
- (3) Return objects and manipulatives to classroom.
- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
  - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
  - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
  - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
  - a. Ensure accurate enrollment of students in schools during the accountability windows.
  - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
  - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any person with access to test materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

**IV. TEST SECURITY**

- A. Test Security Procedures will be adopted by school district administration.
- B. Students will be informed of the following:
  1. The importance of test security;
  2. Expectation that students will keep test content secure;

3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g. smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

## V. **REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

***Legal References:***

Minn. Stat. § 13.34 (Examination Data)  
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
 Minn. Stat. § 120B.36, Subd. 2 (School Accountability)  
 Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)  
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
 Minn. Rules Parts 3501.082 (Academic Standards for the Arts)  
 Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
 Minn. Rules Parts 3501-1400-3501.1410 (Academic Standards for Physical Education)  
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:***

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
 MSBA/MASA Model Policy 613 (Graduation Requirements)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)  
 Minnesota PearsonAccess Next Resources and Forms:  
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

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

- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

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

**JORDAN DISTRICT SCHOOLS  
POLICY**

*Adopted: September 12, 2007*

*Revised: April 14<sup>th</sup>, 2025*

**704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

**I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and  
Nonschool Purposes; Closings)  
GASB Implementation Guide 2021-1

***Cross References:*** MSBA/MASA Model Policy 702 (Accounting)

**JORDAN DISTRICT SCHOOLS**  
**POLICY**

*Adopted: November 14<sup>th</sup>, 2016*

*Revised: April 14<sup>th</sup>, 2025*

**721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

**II. DEFINITIONS**

- A. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.

E. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
  - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability); or
  - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

G. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or

services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation).
  3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- J. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

#### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues

include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 3. Procurement by sealed bids (formal advertising).
  - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject

to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

## V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.

## VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

A. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

B. Internal Controls. The school district must establish and maintain effective

internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. “Omni Circular” or “2 Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;

18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;

13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.
- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
  - 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
  - 3. Auditors generally presume supplanting has occurred in three situations:
    - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
    - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

- c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729-3733).

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations,

section 200.339.

## **VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

### **A. Compensation – Personal Services**

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

### **B. Compensation – Fringe Benefits**

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under

established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- C. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

**Legal References:** 2 C.F.R. § 200.1 (Definitions: Capital Assets)  
 2 C.F.R. § 200.112 (Conflict of Interest)  
 2 C.F.R. § 200.113 (Mandatory Disclosures)  
 2 C.F.R. § 200.205 (Federal Awarding Agency Review of Merit of Proposals)  
 2 C.F.R. § 200.214 (Suspension and Debarment)  
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
 2 C.F.R. § 200.302 (Financial Management)  
 2 C.F.R. § 200.303 (Internal Controls)  
 2 C.F.R. § 200.305(b)(1) (Federal Payment)

2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,  
Women’s Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Financial Reporting)  
2 C.F.R. § 200.339  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

**PERSONNEL ITEMS:**

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

**New Hire**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>	<b>LANE/GRADE</b>	<b>STEP</b>	<b>SALARY/HRLY RATE</b>
Whitehead, Kayla	Speech and Language Pathologist	Elementary School	MA	2	\$56,119.00
Lundborg, Ann	Speech and Language Pathologist	ELS	MA	9	\$66,418.00

**Assignment Changes**

<b>NAME</b>	<b>CURRENT ASSIGNMENT</b>	<b>CURRENT LOCATION</b>	<b>NEW ASSIGNMENT</b>	<b>NEW LOCATION</b>
Fisher, Katie	Teacher, Kindergarten	Elementary School	Teacher, Special Education	Elementary School
Attig, Sarah	Teacher, Grade 2	Elementary School	Teacher, Science	Middle School
Johnson, Julie	Teacher, EL	Elementary School	Teacher, Kindergarten	Elementary School
Flicek, Brittany	Teacher, Special Education	Elementary School	Teacher, Special Education	Middle School
Briese, Heather	Teacher, Special Education	Elementary School	Teacher, Special Education	High School
Ruehling, Chania	Teacher, Special Education	Middle School	Teacher, Special Education	Elementary School
Boeckmann, Lauren	Teacher, Special Education	Middle School	Teacher, Special Education	Elementary School

**Resignations/Retirement**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>LOCATION</b>
Quiroz, Arianna	Resignation	Paraprofessional, Special Education	Middle School
Armstrong, Michelle	Resignation	Teacher, Grade 1	Elementary School

**EFFECTIVE DATE**

8/18/2025  
8/18/2025

**EFFECTIVE DATE**

8/19/2025  
8/19/2025  
8/19/2025  
8/19/2025  
8/19/2025  
8/19/2025  
8/19/2025

**EFFECTIVE DATE**

4/1/2025  
5/30/2025



## FIELD TRIP REQUEST FORM

Day Field Trip  
(Submit 30 days in advance)

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

### Day Trip Procedures:

- Check with the main office to confirm the date of the trip
- Complete this form, include an itinerary, and submit to principal for approval
- Arrange appropriate transportation
- Arrange parent/guardian chaperones, if necessary, and notify them of trip information
- Have chaperones complete a volunteer background check
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their 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
- Contact [Katie Damlo](#) in the district office to verify all chaperones/volunteers have been approved following their background check
- Email appropriate support staff, SPED teachers, specialists, kitchen staff

Name of Group: JHS Spanish Club	Date of trip: June 2027
Destination: Puerto Rico	Amount charged to students: Approximately \$3700
Trip Supervisor: Amy M. Peters	Cell phone #: 952-393-8989
Number of Adults: TBD, based on students participating, usually 1:6 adult to student ratio.	Number of Students: TBD
Depart from School: June 2027	Estimated time of return: June 2027
Transportation Type: Bus to airport, flights to Puerto Rico, busing while in Puerto Rico	Lodging: Hotels and possible homestays
Transportation Cost Total: Included in the cost of the trip	Field Trip Cost Total: Approximately \$3700 per person

- Learning Objectives / Educational Purposes:  
The purpose of this trip is to bring the Spanish language and culture to life for our Spanish students.
- Outcomes students will gain from this trip:  
Students will improve their Spanish language proficiency.  
Students will learn first hand about the nuances of Spanish culture, specifically Puerto Rico's culture.  
Students will visit popular and historical locations in Puerto Rico to further their knowledge of the country.  
Students will learn the similarities and differences between housing in Minnesota and in Puerto Rico.

- Educational alternatives with similar outcomes for students who do not attend:  
This is an optional trip.
- Review / Evaluation upon returning to school:  
We will have students reflect on the trip experience as a whole and I will encourage students to put together a PPT or Prezi of the trip to share with the students who do not participate so they can learn more about Puerto Rico and its culture.

  
Trip Supervisor Signature

3/13/25  
Date

  
Administrator Signature

3/14/25  
Date

Approved       Denied

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

- If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.  
This is an optional field trip. I will encourage students to put together a PPT or Prezi of the trip to share with the students who do not participate so they can learn more about Puerto Rico and its culture.
- Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.  
We will post the trip information on the Spanish Club website with links on each Spanish Teacher's page.  
We will send an email home to each Spanish student and their parents using the infinite campus system.  
We will have an initial meeting in the spring or fall of 2025 so parents and students have ample time to fundraise.  
We will also promote the trip on social media.
- Describe steps taken to inform and assist disadvantaged students participating in the trip:  
We offer multiple fundraising opportunities so that the trip is affordable to all students.
- List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)  
Approximately \$3700 for the cost of the trip plus any spending money that students want to bring for souvenirs or snacks. Students may have to pay for a meal at the airport and or a meal during the trip.
- List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)  
This is TBD based on the students who decide to participate.
- If fund raising activities are part of financing, briefly describe fundraising plans and attach a copy of the fundraising request.  
We will offer the following fundraiser s(all have been approved in the past):  
Bagging groceries at Cub Foods

- Gift card sales
- Candy bar sales
- Chipotle Restaurant % back on sales
- Picking up garbage at the stadium
- Picking up garbage at Heimeffest
- Working concessions
- Fall flower sales
- Heimeffest Brownie Sundae sales
- Heimeffest Gates
- Pizza Ranch bussing tables
- Cookie sales - Eileen's Cookies
- Mum flower sales

- Describe how funds will be collected.  
Parents will have the option to pay on Infinite Campus, with cash or check and to use their fundraising money. We will request a check for each payment made from our Spanish Club fundraising account.

- Adults accompanying students on the trip:

Name:

Status: Teacher, parent/guardian, etc.

TBD

TBD

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

3/14/25  
\_\_\_\_\_  
Date

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

3/19/25  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# New York 2026

## JHS Band & Choir

### School Board Highlights

**Dates:** March 26 - March 31, 2026

**Approximate Cost:** \$1800 - \$2000

- The difference between Coach Bus Travel to NYC vs. Flying and then contracting coach buses is approximately \$200. Driving adds 2 days of travel (one on either side of the trip). Travel days add additional meals for students to pay for.
- Because of the closeness in cost, we are opting to fly.

### **Fundraising:**

- Students have had the opportunity to fundraise for trips like this since 7<sup>th</sup> grade and have rolling student activity accounts.
- Traditionally we run 2-3 sales-based fundraisers during a travel year.
  - CFA Fundraising (Coffee, Cocoa, Popcorn) January 2026
  - MinnTex Fruit - Winter 2025
  - CFA Fundraising (Coffee, Cocoa, Popcorn) Fall 2025
- We seek out and work with students who want to travel but have trouble meeting the costs. In the past there have been some generous families who have donated partial and full trips to the music program to allow us to award “scholarships” to students who need help.
- Every student who has ever wanted to travel has been able to go on one of these trips.

### **Travel Company Quotes:**

- Performance Tours:
  - Orlando 2014, Chicago 2016, NYC 2018, Winnipeg 2020 (Canceled), New Orleans 2022
  - **\$1740-\$1770 Bus**
  - **\$1925-\$1960 Air + Bus**
- Bob Rogers Travel:
  - Chicago 2024
  - **\$1750 Bus (Approx)**
  - **Air + Bus (TBD)**

### **Possible Itinerary Inclusions:**

- 911 Memorial
- 911 Memorial Museum
- Museum of Modern Art
- China Town and Little Italy
- Ferry to the Ellis Island Museum & Statue of Liberty
- Guided tour of Radio City Music Hall – this is one of the top tours for student groups in the city.
- Intrepid Sea, Air & Space Museum

- Midtown Manhattan & Times Square
- One World Observation Deck
- Shopping on Fifth Avenue, South Central Park and Times Square
- Step-on guided tour of New York City (includes walk through Central Park)
- Tour of the United Nations
- Walking tour of southern Manhattan with the Tour Director.
- Dinner/DJ Cruise of NY Harbor
- Brooklyn Deli Dinner & Show
- Broadway Workshop
- Broadway Show (Exact show TBD)
- NY Philharmonic Concert
- Choir Performance at St. John The Divine
- Band Performance on the U.S.S. Intrepid
- Band & Choir Performance at Concordia Learning Center at St. Joseph's School for the Blind (Highlight in 2018)

#### **Cancellations & Travel Insurance:**

- **A payment schedule from each company leading up to the trip will outline withdrawal penalties and fees.**
- Travel insurance will be available for purchase. Families are also able to purchase travel insurance outside of the vendor.
- Example:
  - **Performance Tours** offers an optional insurance policy that includes individual coverage if the individual cancels or interrupts the trip, or in the event of trip delay, emergency evacuation, accident and sickness medical expense, accidental death and dismemberment, baggage protection, bag delay, and worldwide 24-hour emergency assistance. There is also a Cancel for Any Reason (CFAR) optional policy available which provides coverage up to 75% of the non-refundable amount paid for the tour. For individual protection and peace of mind, we suggest that tour participants purchase this coverage. Full details of the coverage and a premium schedule are attached to this proposal.

## Field Trip Request Form

This is a  Day Field Trip       Overnight Field Trip       Extended Field Trip

Must be submitted      Must be submitted      Must be submitted  
30 days in advance      60 days in advance      90 days in advance

### Procedures:

Check the main office to confirm date of trip.  
Complete this form, include schedule and/or copy of brochure, and wait for approval.  
Arrange appropriate transportation.  
Arrange parent chaperones (if necessary) and notify them of trip information.  
E-mail appropriate support staff, SPED teachers, specialists, kitchen staff, and attendance secretary three days in advance.

Name of School Group: JHS Band & Choir Destination: New York, New York  
Primary Contact Person: Logan Burnside Phone Number: 952-492-4228 Office  
Number of Adults: TBD, 10:1 Adult:Student Number of Students: Approx 100  
Date of Trip: March 26-31, 2026 (Window) Amount Charged to Students:  
\$1800-\$2000  
Depart from School: March 26 Estimated Time of Return: ~~March 31~~ TBD  
Transportation: Subcontracted through travel company. Airfare & Coach Bus  
Number of Buses: TBD, 3-4  
Trip Supervisor: Logan Burnside & Carrie Enstad Cell Phone Number:  
952-913-5154 (Logan)

### Learning Objectives/Educational Purpose:

- To reinforce day-to-day classroom learning objectives through preparation and presentation of a concert to be performed out of state and provide "real-life" performance opportunities and learning for students.
- Connect students to meaningful and relevant cultural history surrounding New York City.

Outcomes expected students will gain from this field trip:

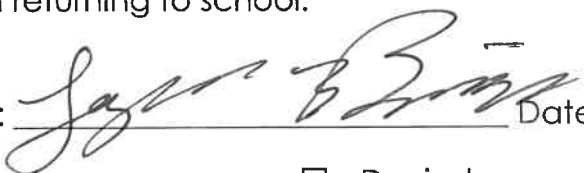
This trip will be a unique educational experience not capable of being recreated in a classroom. Students will:

- Experience performing in a performance space for an audience outside of the Twin Cities.
- Gain a greater appreciation for music making, develop a deeper level of ensembleship and teamwork, and see how music making fits into "real life".
- Have the opportunity to work with Broadway performers and other professional musicians
- Visit numerous cultural landmarks in New York.

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

- This is an optional trip. Students are not required to participate.

Review/Evaluation upon returning to school:

Trip Supervisor Signature:  Date: 4/10/25  
 Approved                       Denied

Principal Signature:   
Comments:

## 2025-2026 Proposed Fee Schedule

### Executive Summary of proposed changes

1. We are proposing a \$25 increase to registration fees that applies to nearly all activities and athletics at the high school and middle school levels. The raise in fees is primarily a response to rising costs of officials, transportation, equipment and supplies to operate our programs. The \$25 raise is intended to allow us to keep up with these costs that continue to rise while providing a balanced increase that is not overwhelming but also will not lead to us needing to raise fees again immediately.
2. Fees have not been raised for any of our theatre crew registrations or for Math Masters, a program for 4th and 5th graders.
3. We have also increased each Family Max threshold by \$50 to account for increases in individual activity fees.
4. Fees charged for Girls Swimming and Diving, Boys Swimming and Diving, Gymnastics and Boys and Girls Lacrosse reflect the activity fees at Prior Lake and Southwest Christian, with whom we co-op in those sports.
5. We are also proposing an increase of \$10 each in the cost of Student and Adult activity passes as well as an increase of \$25 for our Family activity passes as a means to generate more revenue from fan attendance at events. We are not proposing that we raise individual event ticket passes at this time, as the entire Wright County Conference currently charges \$7 and \$5 for tickets to events and many of those single event ticket purchasers are from other communities.

<u>Fall Activities</u>	<u>Grades 9-12 Fees</u>	<u>Grades 7-8 Fees</u>
Cheerleading:	\$175	\$150
Cross country:	\$200	\$150
Football:	\$225	\$150
Soccer:	\$200	\$150
Girls swimming and diving:	\$355	\$355 (on MSHSL team)
Girls tennis:	\$200	\$150
Volleyball:	\$200	\$150
Fall Musical	\$185	N/A

Fall Play	\$150	\$150
Fall Theatre Crew	\$25	\$25
Debate	\$175	Not offered

<b><u>Winter Activities</u></b>	<b><u>Grades 9-12 Fees</u></b>	<b><u>Grades 7-8 Fees</u></b>
Boys and Girls Basketball	\$200	\$150
Wrestling	\$200	\$150
Speech	\$185	\$150
Competitive One Act Play	\$185	Not offered
Non competitive OAP	\$150	Not offered
OAP Crew	\$25	Not offered
Visual Arts	\$75	Not offered
Boys Swimming and Diving:	\$355	\$355 (on MSHSL team)
Gymnastics (girls)	\$355	\$355 (on MSHSL team)
Robotics	\$150	\$150
Knowledge Bowl	\$150	\$150
Nordic Ski	\$200	\$150
Noteworthy	\$175	Not offered
Math Masters	\$60	

<b><u>Spring Activities</u></b>	<b><u>Grades 9-12 Fees</u></b>	<b><u>Grades 7-8 Fees</u></b>
Baseball	\$200	\$150
Boys/Girls Golf	\$200	\$150
Softball	\$200	\$150
Boys/Girls Track	\$200	\$150
Spring Play	\$150	\$150
Spring Play Crew	\$25	\$25
Boys/Girls Lacrosse	\$350	\$350

## Family Max Thresholds, Ticket Prices, and Season Passes

### High School Max:

Family Max (one child) \$475/year

Family Max (two children) \$650/year

Family Max (three children) \$800/year

### Middle School Max:

Individual \$375 (includes athletics & arts)

### Ticket Fees for Jordan Events:

Students \$5

Adults \$7

### Season passes:

Student pass \$55

Adult pass \$100

Family pass \$250

# Jordan High School

## JHS Honors Presentation

# Background

- JHS has honored a Valedictorian and Salutatorian since at least the 1970s.
- There have been some concerns over the past several years about the reliability and relatability of continuing this practice in the 2020s.
- The idea of dropping this system was first approached in 2019. I circled back to it again in 2021.
- There are new challenges that we are facing in 2025 that make a change even more relevant.

# Reasons for Concern

1. There are students taking classes that they do not need for college and are not interested in just to boost their GPA.
2. Students are avoiding some electives in areas of interest due to the class not being a weighted gpa class.
3. Students are avoiding classes that they might find to be fun because it could lower their GPA.
4. Mental health issues are on the rise and we are seeing high achieving students hyper focused on grades, GPA, and becoming valedictorian.
5. State law requiring weighted grades for PSEO classes no matter the rigor or relevance. Students already taking PSEO class over CE class because it is easier and now we would reward that with a weighted grade.

# Survey Says....

2018 Survey: Do you honor a valedictorian?

Yes--17

No--25

2022 Survey: Do you honor a valedictorian?

Yes--2

No--21

Other--2 (Top 3 and Top 5)

The most common responses from schools that have a valedictorian were that they still have it because of tradition and that they would like to change it.

# Moving forward in 2025

My suggestion is to drop the valedictorian and salutatorian with the class of 2028. We would honor our students with colored cords as we do now.

Highest honors=4.0 and above

High honors=3.75-3.99

Honors=3.5-3.74

If we still want to have student speakers, we have any of the students with highest honors submit a speech to a commencement ceremony committee of staff and students to choose speakers.

\*\*additional idea to earn highest honors need to take a set number of AP/CIS/CE courses at JHS

# Weighted Grades will be dropped in 2025-2026

As part of this transition we will not award weighted grades. There will be a different grading scale in AP/CIS/CE courses.

This is due to the new state law on PSEO weighted grades and the issues we have with that.

# Questions and Feedback





# SCOREBOARD

PROJECT

PROPOSAL



# PROJECT OUTLINE

Addition of a new digital scoreboard on the south end of Ames Field and the north wall in the gymnasium .

## WHY:

- To enhance and promote a more positive experience for our athletes, programs, and community.
- 
- To generate income opportunities for individual programs and general booster club.



# Program Benefits - Ames Field



**JORDAN HIGH SCHOOL**

Miles End Hotel  
SAVINGS BANK  
GREEN BUILDERS

31 J 1ST & 10 08:00 QTR 4 BALL ON 30 24

SUPER ANCHOR SUPER ANCHOR SUPER ANCHOR SUPER ANCHOR

**JORDAN HIGH SCHOOL**

HOME 20:17 GUEST 17

PLACE EVENT HEAT LANE

0 T.O.L. 10 T.O.L.

Come Home to HomeTown  
**HOME TOWN BANK**

11 of 21 Scored		MEN 100M FINAL		9.86
1	28	+0.8	MEN 100M	
2	24	RESULT		HEAT: 1
3	22	1	DIVINE ODUDURU	9.86
3	22	2	CRAVON GILLESPIE	9.93
5	18	3	HAKIM SANI BROWN	9.97
5	18	4	WASEEM WILLIAMS	10.04
7	17	5	BRYAND RINCHER	10.06
8	16	6	MARIO BURKE	10.06
9	14	7	DEVIN QUINN	10.12
10	13	8	JOSEPH AMOAH	10.22
		MEET - 9.82 COLLEGE - 9.82 FACILITY - 10.00		

# Program Benefits - Gymnasium



# Classroom Curriculum



**DakClassroom**

Education That Ignites Careers

## Unlock Real-World Educational Opportunities

DakClassroom empowers teachers to provide students with the skills, experience and confidence to succeed in live game day production during their high school careers – and beyond.

Our detailed event production teaching guide helps educators build their programs from day one. The CTE-aligned curriculum enables students to learn technical terminology and understand Daktronics LED equipment and control systems. When students gain hands-on experience with audio-video technology in high school, they'll be better prepared for collegiate-level production.

# Financial Outlook

## **OVERALL COST: \$540,583**

- Price Fluctuation
  - This is a high-end projection as the cost of installation ranges from \$10,000 to \$40,000. We used \$40,000 when determining the cost.

## **FUNDRAISING PROJECTION: \$612,500**

- Price Reasoning
  - Warranty and Maintenance cost
  - Buffer for unexpected costs.

# FUNDRAISING

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STATIC  
SPONSORS

1

Four Title Sponsors

PROGRAM  
SUPPORT

2

Financial support from programs  
that will benefit from the  
scoreboard.

SPORT  
SPECIFIC  
SPONSORSHIPS

3

In-Game sport-specific  
sponsorships.

# STATIC SPONSORS

(FLYER)

There will be four Static Sponsors. With these sponsors, we will try to find four willing to sponsor the scoreboard for 5 Years with a total of \$55,000 per sponsor.

Total Dollar Amount: \$220,000

ANCHOR SPONSOR

# 1



ANCHOR SPONSOR

# 2



ANCHOR SPONSOR

# 3



ANCHOR SPONSOR

# 4



# PROGRAM SUPPORT

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Programs that benefit from the digital scoreboard will help support the project until it is paid in full.

Program	Yearly	5-Year	Status
Jordan Booster Club	\$40,000	\$200,000	Recieved Support
JFA	\$7,500.00	\$37,500.00	Recieved Support
Jordan Football	\$3,000.00	\$15,000.00	Recieved Support
Jordan Soccer (Boys and Girls Split)	\$2,000.00	\$10,000.00	Recieved Support
Basketball	\$2,000.00	\$10,000.00	Recieved Support
JBA	\$1,000.00	\$5,000	Recieved Support
Jordan T&F	\$2,000.00	\$10,000.00	Recieved Support
Volleyball	\$1,000.00	\$5,000.00	Recieved Support
Totals	\$58,500.00	\$292,500	

# DIGITAL MAIN SPONSORS

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Determine the amount of ad time per game and this sponsor gets a certain percentage while also being the main sponsor for all in-game statistics.

Example: That is a Hometown Bank First Down.

	Yearly	5-Year Total
Football	\$7,500	\$37,500
Boys and Girls Soccer	\$2,500	\$12,500
Track and Field	\$2,500	\$12,500
Basketball	\$5,000	\$25,000
Volleyball	\$2,500	\$12,500
Total	\$20,000	\$100,000

# PLANNING FOR THE FUTURE

Sponsorship	Years 1-5	Years 6-10
Title Sponsors	\$220,000 to Scoreboard Payoff	\$220,000 to a CD for Scoreboard Replacement
Program Support	\$292,500 to Scoreboard Payoff	No Investment
Digital Main Sponsors	\$100,000 to Scoreboard Payoff	\$100,000 back to the programs.

Booster Club Funding	Booster Club will revamp their sponsorship packages to reflect the use of the Digital Scoreboards to generate funds for all activities.
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Scoreboard Maintenance	\$71,917 in a CD for Scoreboard Maintenance
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## Project Timeline

- **We are looking to install the scoreboards by the 2025 - 2026 School Year.**
  - **To do so we would need to purchase the scoreboards by the end of May.**
- **Conversations**
  - **Discussion with Rob Langheim, Booster Club Treasurer**
  - **Discussion with Tina Davis, Booster Club Sponsorship Packages**
  - **Discussion with John Buteyn, Activities Director**
  - **Discussion with Head Coaches of Impacted Sports**
  - **Discussion with prospective title sponsors**
  - **Discussion with Superintendent Ranae Case Evenson**

## April 14, 2025 Board Report

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

## Sharing Our Story

### New Online Service Provider for 2025-2026:

- Jordan Public Schools will be transitioning our online learning provider from South West Metro Elevate to the Minnesota Virtual Academy (MNVA) starting in the 2025-2026 school year. This change is designed to offer students a wider variety of courses, enhanced support, and greater flexibility in their online learning experience.
- We're excited about this new partnership with MNVA, as it opens the door to expanded course options and additional academic support for our students. Online students will now be working with teachers and staff from MNVA, but will remain enrolled as Jordan Public Schools students. This means they will continue to be eligible for Jordan activities and events, including participation in our graduation ceremony, and Jordan Public Schools will provide the technology device as a Chromebook for student use.
- More information regarding enrollment and course selection will be shared soon. In the meantime, if you have any questions, please don't hesitate to reach out.

### JES Memorial Garden Update

- One component of our building project was to harvest some of the bricks from the JES exterior that were removed for the additions so we could use them in a rebuild of the corner Memorial Garden. The wood exterior of the memorial is in disrepair from the elements, rain/snow etc over the years.
- We are partnering with Mr. McClellan and our KA Superintendent to provide an experience for our high school students to work on this project. Additionally, we consulted our wonderful volunteer caretaker regarding the plants we will want to retain and replant. We will build one new, solid structure in the center that is more conducive for upkeep, using brick from the project.
- While this space will remain a memorial, but will be rebuilt, it is our process to communicate when possible with families linked to any memorial items when we need to move them.
- This month, we will dig up and move the plants we want saved into the side garden beds, then we will start dismantling the center garden. When the new one is complete we will transfer plants from the side gardens,

then remove the side gardens, level the area and put grass seed down.

- I am so grateful we will be able to update and preserve this space for years to come at JES!

### **Building Projects Update**

- Our students are loving our newly opened spaces! We continue to complete minor punch list items, but we are fully operational in our gym, kitchen, cafeteria commons and the entire addition and renovated spaces from Phase 1.
- We are deep into Phase 1.5 work right now. Demolition of the old front office space, the old 1970s gymnasium, music room, and old kitchen and cafeteria spaces is complete. They are starting to frame the spaces and we will be adding drywall and paint before the end of April in those spaces. We anticipate the new Student Support Spaces, Dedicated Kids Company Space, Music Room, restrooms and more will be nearly complete by this summer.
- This summer, Phase 2 construction will be primarily in the Early Learning Services wing of Jordan Elementary School, the remainder of the elementary roof, as well as our Kindergarten and 1st grade classroom and surrounding spaces. This work will happen in conjunction with the City of Jordan's Sunset Drive Project.
- Our projects continue to remain on time and on budget! We are so grateful to our Jordan community for their support of these projects and the ongoing construction at Jordan Elementary School.
- How can the board and community stay connected and informed?
  - Check out the Spark Page linked to our Jordan Public Schools Construction Web Page for on-going updates and photos of the work progress. (<https://www.jordan.k12.mn.us/Page/2072>)

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

- Celebrate Jordan - Sunday, April 13, from 1:00-4:00pm
- Regular Board Meeting - Monday, April 14, 6:30pm
- No School - Friday, April 18
- JMS Spring Play - Friday, April 25, at 7:00pm and Sunday, April 27, at 1:00pm
- JHS Grand March and Prom - Saturday, April 26, 5:30pm
- Board Workshop Meeting - Monday, April 28, 5:30pm
- AIPAC Banquet, April 30, 6pm
- JHS Spring Musical, May 2-4, Friday and Saturday at 7:00pm, Sunday at 2:00pm

### **Enrollment Update**

- As of April 1, 2024: 1810 students - EC through grade 12.



## High School Board Notes April 14, 2025

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

- Teachers will be reviewing lists of students who registered for their classes to make sure they have been appropriately placed based on achievement and their academic history.
- We have started work on the master schedule for 2025-2026 and have the first portion completed.
- April will be a busy month for testing. We will host our MCA and ACT tests for students. In grade 10 students will take the MCA reading and science tests. In grade 11 the students will take the ACT test and MCA math. On April 22 we will host MCA Reading and ACT testing at JHS. Our 9th and 12th grade students will be working from home on this day, because all staff are used for proctoring tests.
- We are targeting on time behaviors in the 4th quarter. We believe that being on time is a skill that will benefit a student throughout their life. It also will increase student engagement time.

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

- As we head into the final eight weeks, we will focus on students working collaboratively and with kindness. We also will continue to challenge our students through multiple engagement strategies.
- We continue to work with students on showing their Jordan PRIDE in all that they do. We do this with lunch room shout outs for PRIDE tickets and our Intervention and Extension days.

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

- Robin Whiteside has facilitated the scholarship application process for the Jordan Dollars for Scholars Chapter and other local organizations. Our donations held steady this year from hosting the annual Phone-A-Thon. Thanks go out to our Phone a thon organizers and all of the donors. Scholarships will be awarded at our annual Awards Night in May.
- Our staff will be working on Awards night nominees to honor our students for their hard work and character.
- We are starting to plan the end of the year activities, which include Prom, Awards Night, Spring Band and Choir Pops Concerts, and Commencement. We still run into challenges of finding enough dates to host all of the great things we do for students.

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

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

**Jordan Middle School Board Report  
April 14, 2025**

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

- The MTSS team meets to review student data and adjust accordingly.
  - Staff review progress monitoring data for reading/math and adjust student support as needed.
  - Summer School invite letters were mailed home to students' families showing a need based on standardized testing data, attendance, and grades.
  - We have begun working on a review of data to help form the master schedule for the 25-26 school year.

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

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

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

- The theme for April is Respect & Integrity
- JMS will participate in the statewide Tornado Drill on April 10th @ 1:40 p.m.
- Mrs. Gulbranson went into all grade levels to discuss the intent and impact of the words and actions. Common middle school themes included new haircuts, bumping into another person in the hall, distracting noises during work time, and reactions when a decision is not yours. Kids provided great feedback and related it to social media and technology use.

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

- The 5th-8th grade bands performed on March 17th.
- We hosted the Student of the Month celebration on March 20th.

- JMS staff tipped off against our 8th graders in the 25th annual March Madness Basketball Game.
- Grade level give back to the Foodshelf March Madness took place, and results were
  - 5th grade: 299 rolls of Paper towels
  - 6th grade: 545 lbs of sugar
  - 7th Grade: 117 jars of peanut butter or jelly
  - 8th grade: 259 rolls of toilet paper
- Fifth Grade held their annual Design & Create Paper Bag Attire Fashion Show to encourage teamwork, innovation, and confidence.
- The JMS media center held a book fair selling over \$3,400. This means we have about \$1,200 to support new books and reading materials for students from the fair.
- The 4th graders toured the building on April 1st and met with Mrs. Meyer to discuss Middle School Registration for the upcoming year.
- We hosted New Families Night on April 8, 2025. This event included tours of JMS and discussions of what middle school life is like socially, emotionally, and academically. We had a parent and student panel to give their insight into the transitional year of 5th grade.

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

- April 7-11 MCA Reading
- April 21-25 MCA Math
- April 28- May 2 MCA Science



## **Jordan Elementary School Principal Update April 14, 2025**

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

- **PRIDE in Student Achievement; PRIDE in Student and Staff Support**
  - ACCESS testing for EL students is complete and we will use this data to prepare for future programming needs. We will celebrate the growth made over the past year and address the academic needs of our multilingual students moving forward into the fall.
  - Students and staff members in grades 3-4 are working diligently to prepare for the upcoming MCA Reading and Math assessments that will be administered April 15-17 (Reading) and April 22-24 (Math). We have a staff video, parade and assembly planned to celebrate all of the hard work and effort made by our staff and students in preparing for these assessments.
  - We were awarded two MN Reading Corps tutoring positions for next school year, and we're grateful Charlotte Phillips, current MN Reading Corps tutor, has agreed to return to JES next school year. We are hoping to fill the other vacant position this coming spring/summer.
  - We have made final staffing decisions for the upcoming school year to best serve our students and maximize the talents of our staff. One of the shifts has come in adding literacy specialists to meet the requirements of the READ Act. Our current Reading Specialists, Renae Milawski and Kimberly Pettinelli, will be taking on the literacy specialists role in our district, in addition to fulfilling their current JES RTI Reading positions. We are excited to see them in these roles, and can't wait to see how their literacy training and expertise impacts students and teachers starting next fall.

- **PRIDE in a Caring and Committed Culture**
  - Our spring Scholastic BookFair was a HUGE success once again. We are blessed to have a supportive school community who values literacy and our Media/Tech program.
  - Teachers and families met for Spring Conferences on Thursday, March 20, and Friday, March 21, where we had 80% of our families attend. This year we gave families options to better meet their scheduling needs during this busy time of year by offering in-person, as well as a written progress report in lieu of a conference. Families appreciated the options since several of them preferred the written progress report due to spring break vacations.
  - The Spring Music Concert for students in Kindergarten was AMAZING! Thanks to our students, teachers, custodial staff and Ms. Foyer, JES Music teacher, for an outstanding performance.
  
- **PRIDE in Facilities-Indoor/Outdoor Spaces**
  - Our building construction project work ramped up over spring break, with the roof area above the old office and Music room being completed for the spring (it's nice to have a break from the welding and roof smells). The Multi-purpose Room will be closed (along with the current Phase 1.5 areas) starting May 1, in order for the crew to get a jump start on work prior to summer. Phase II packing and moving timelines and procedures were shared with staff this past week, with boxes and tape flying off of pallets and into K/1 classrooms.
  
- **Pride in Communications, Marketing and Outreach**
  - We are looking forward to the Celebrate Jordan event on April 13th, and updating community members about the building and city of Jordan street projects for the summer. We have had JPS Info Boards up in the JES Commons Area for families to view during conferences, as well as for students to see what the project will look like when it's complete.
  - Construction project updates have been shared with staff, students, and families via in-person meetings, emails, videos, website FAQ links and newsletters to keep them informed, and the impact it might have on teaching and learning.

**Executive Summary**  
**Director of Teaching and Learning**  
April 2025

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

**Professional Development -**

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

**Summit Academy: Multicultural Education and Introduction to Education**

- This semester I am teaching three CE courses through Normandale.
- **Introduction to Education**
  - The students are just starting their 4-weeks mini “Student Teaching” experience. Each student is paired up with a classroom teacher in grades K-8 to work with during a mini student teaching experience. This is the highlight of the semester as the students are fully immersed in the world of education and life as a teacher!
- **Multicultural Education and Human Relations in Schools**
  - CE Normandale Course (follow up to Introduction to Education): 3 College Credits

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

**Civil Rights Data Collection** - The Civil Rights Data Collection (CRDC) is generally a biennial (i.e., every other school year) survey required by the U.S. Department of Education's (ED) Office for Civil Rights (OCR). The CRDC collects data from a universe of all public local educational agencies (LEA) and schools, including justice facilities, charter schools, and alternative schools. Stephen Damlo and I work together to project manage and complete this report.

- **Purpose** - The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunities at the early childhood through grade 12 levels. OCR relies on the CRDC data it receives from public school districts as it investigates complaints alleging discrimination, determines whether the Federal civil rights laws it enforces have been violated, initiates proactive compliance reviews, and provides policy guidance and technical assistance to schools and school districts.
- **Status** - The report is complete and submitted!

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

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

- **WIDA --** The ACCESS testing window is closed. All ACCESS testing is complete in the district. Additional information regarding Jordan's ACCESS testing can be found here – [Overview and Training: ACCESS Test for EL Students](#).

## **The Read Act**

- **Professional Development** – Continuing to monitor the professional development guidelines for phase one teachers.
  - Professional Development – Our PHASE ONE teachers are all currently enrolled CORE or LETRS. We continue to be on track to meet the PHASE ONE professional development requirements in Science of Reading per legislation.
    - CORE – Complete. All teachers taking the CORE training have completed the course. I am waiting on formal confirmation from CORE and completion certificates to document each teacher.
    - LETRS - the schedule varies based on enrollments.
  - All Phase One teachers are currently on track to meet the January 1, 2026, professional development deadline.
- **Literacy Specialist** – working with the leadership team and elementary literacy specialists to design and implement the literacy specialist position for the 25-26 school year and beyond.
- **Other** – continually monitoring changing guidelines regarding elements of The Read Act. I am currently waiting on specific requirements for secondary literacy screening and professional development for secondary teachers of reading.

**Curriculum Requests for the 2025-2026 School Year --** To help make the Curriculum Request process a bit smoother while ensuring technology, curriculum, administration, and teachers are all on the same page, the Curriculum Request process for the upcoming year has already been shared with teachers.

- Curriculum Order Deadline is May 5th; after that deadline, I will meet with principals and the technology team to review requests.
  - [Curriculum Orders Overview](#)
  - This early collaborative approach will ensure technology can support any tech requests, materials are coded to the correct budgets, training needs are noted, etc. Teachers may be contacted with any questions during this time as well.
  - The goal is that by the end of the year, curriculum requests will be in place allowing teachers to know what resources they will have for the following school year.

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

**ML Professional Development -** With more new to country students joining our district, it is important to give all teachers the support they need to meet the diverse needs of these students.

- Our district is once again working with PB Learning Lab to offer TIER ONE ML support for all our teachers in an asynchronous setting delivered by building principals.

- Teachers already completed the first two learning modules, and they will continue with the final two in the next couple of months.

## **Collaborative Culture --**

- **District Staff Development --** The final district staff development meeting will take place in May.
  - The meeting agenda will focus on budget review, licensure modules, PD tracking, and planning for the next school year.
- **Equity Education Team --** The Equity Leadership Team meets once a month to focus on goals related to Achievement and Integration.
  - The April meeting will focus on A&I programming, student support, student leadership groups (schedules and upcoming planning) and continuously working on solidifying programming and student leadership opportunities.

## **SW Online, Elevate**

- Continually working with SW Metro to track enrollment and support Jordan attend Elevate. Currently, there are approximately 37 Jordan students attending Elevate.
- **State Wide Testing** – Jordan is responsible for testing our Elevate students on statewide tests. Although these students attend school online through SW Metro, they will have to come on-site at Jordan to take these tests. A communication was sent to all Elevate families regarding the date and times of the on-site testing.
  - **Schedule** – ELEVATE students will take their MCA tests Mid April - early May. In the past, we have had a high opt out rate for Elevate students, which does count as “not passing” for our school percentages.

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

### **District Advisory Committee**

- Information Available on the Website - [HERE](#)
- All meetings will take place in the Middle School Quotation Lab (enter through the CERC) from 5:00-6:00pm –
  - October 7, 2024 - Meeting Norms and CACR Overview
  - November 18, 2024 - Building Project Update and A&I Progress Review
  - December 16, 2024 - Course programming and updates in all three buildings.
  - February 3, 2025 - Building Highlights
  - March 3, 2025 - High School Graduation Honors and Technology discussions.
  - April 7, 2025 - JES Building Tour and Updates / 25-26 Planning Budgets

### Activities Director Update 4/14/25

- **Boys Basketball Update** - Head Boys Basketball Coach Yuriy Malashenko has resigned his position. His letter of resignation is a consent item for your review at this evening's meeting. Our search for new leadership for the program is already underway.
- **Speech Update** - Our Speech team will compete in their Section meet on Saturday, April 12th at Mankato West. They had a great event at their Community Showcase back on March 18th. The Community Showcase was an opportunity for our participants to invite friends and family to come hear them perform, which is unique in the Speech world, where most student performances are heard only by judges, fellow competitors and coaches.
- **Spring Sports Updates** - All of our spring sports at JHS, including our Lacrosse co-ops at Southwest Christian, are now underway. Our Track & Field athletes were the first to compete outdoors at a meet at Belle Plaine on April 4th. You can see our track teams at either of their home meets on April 22nd or 24th. Our other spring sports teams have all had a competitive event since then also. Here are a few upcoming opportunities to check out our other spring sports teams at home:
  - Baseball - April 22 and April 25, both games at 7:00
  - Softball - April 17 (4:30), April 21 (5:00) and April 25 (4:30)
  - Boys and Girls Golf - Jordan Invitational, April 22 @ Ridges at Sand Creek @ 8:30 am
- **Spring Fine Arts** - We are approaching a busy season for our Fine Arts programs. The following performances are all upcoming:
  - JMS Spring Play - *Shakespeare in the Park*, shows on the JMS Stage on Friday, April 25 at 7:00 pm and Sunday, April 27 at 1:00 pm
  - JHS Spring Musical - *Annie*, shows in the JHS Auditorium on Friday, May 2 and Saturday, May 3 at 7:00 pm, with a matinee at 2:00 pm on Sunday, May 4.
  - High School Pops Band Concert - Wednesday, May 7 at 7:00pm
  - High School Pops Choir Concert - Wednesday, May 14 at 7:00 pm



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

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

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

- Celebrate Jordan - Planning continues for the 38th annual Celebrate Jordan as we are less than a week away. We are super excited for the event and hope you can join us from 1-4 on Apr13th!
- Summer programming - Our summer offerings continue to fill up as registrations are strong.
- Scott West Fishing - We have almost 40 students signed up for the upcoming season. Thanks to Tony Cooley and his staff for all their work! We look forward to another great summer of fishing!

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

#### **Preschool:**

- Preschool will be having Donuts with Grown ups on April 14 and 15. Graduation is scheduled for May 22. Our classes went on their spring field trips to Shakopee Community Center, Richardson Nature Center and Sustainable Safari.
- Ms. Trisha recently had a glow party to celebrate her classes meeting their goals!

#### **ECFE:**

- Spring session has started. This is the final session. We will be having an ECFE in the park this summer and hoping to have one class

#### **Kids Co:**

- Summer registration is open and in full swing! There are roughly 50 families signed up and it closes at the end of April.

### **OUR MISSION**

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





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Jordan, Minnesota 55352  
952-492-6200 main | 952-492-4445 fax

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

## Communications and Marketing Monthly Summary

### Projects Completed / Highlights:

- Created and posted a construction update video highlighting the current work happening in Phase 1.5.
- Updated Early Learning Services advertisement for the 2025-2026 Preschool Directory that is shared in the Welcome Neighbor packets.
- Created signage for Athletic Complex sharing facility use and rental information. The Community Ed/Rec team will be installing these soon!
- Designed window perf graphics for the interior sets of doors for our main entrances at each of the schools - these will be installed soon!
- Attended the Minnesota School Public Relations Association (MinnSPRA) Spring Conference.

### Events Attended for Photography Needs:

- JMS Paper Bag Fashion Show
- JHS Choir Large Group Photos

### Projects / Events In-Progress:

- Planning for website transition to FinalSite platform.
  - We have completed the initial run through of our website pages and will be migrating our pages to the new platform.
  - Once we have access to the new platform, we will continue to make website improvements and updates until the new website launches.
  - We remain on target to transition over to the new website in June.
  - After the new website launches, we will move our communications and app over to the new platform, as well.
- Planning for a general district enrollment video.
- Planning for additional general enrollment advertising.

### OUR MISSION

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

- Planning additional advertising and communications for ECFE and Preschool enrollment for the 2025-2026 school year.
  - Jordan Early Learning Services enrollment packets - in progress.
  - Jordan Elementary School enrollment packets - in progress.
- Planning for ongoing signage needs across the District.

**Ongoing (Daily/Weekly Activities):**

- Meeting with district leadership to determine upcoming communication needs.
- Craft district messaging.
- Create communications plans for activities and potential crisis communications scenarios, as needs arise.
- Manage School Board meeting agendas and general School Board Member administrative needs.
- Draft talking points for Superintendent KCHK radio interviews on a monthly basis.
- Manage content for District [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#).
- Continual maintenance of District [website](#) and Smartphone App.
- Maintain updated postings for lighted marquee sign.
- Updating school board policies, following policy committee work, on an as needed basis.
- Planning new school store inventory and designs on an as needed basis.

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

### **4/14/25**

#### **March Highlights**

- National School Breakfast Week was a success!!! Thank you to everyone who was able to come in and help us serve, it is greatly appreciated!
- Speech Meet Catering, Phone-a-thon Catering,
- Details were finalized on our upcoming partnerships with Domino's (Smart Snack Pizza) and Brown's Ice Cream (school compliant smart snack ice cream treats). Both will be available to our students beginning in April!
- Commodities are planned for next school year! This is an annual process of allotting money to DoD (fresh fruits and vegetables) and other USDA commodity offered foods.
- Our bid for our primary vendor went live! Bids are due back to us (Jordan and New Prage share a contract for our primary food vendor) on April 14th, 2025. I will have an update for you all at the May board meeting.

#### **Upcoming projects**

- Preparing for vendor bids for the 25-26 SY. Our current contracts with bread, milk and our primary vendor will all expire at the end of SY 24-25
- Talent Show Catering, Boys Basketball Catering, Donuts with Grown Ups Catering, Celebrate Jordan Catering, JMS PTO Catering
- School Nutrition Directors of Minnesota meeting 4-30 in Lakeville
- Final Rational Equipment training at JES on 4-21



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

## **Board Meeting 4.14.25**

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

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

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

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

- The American Indian Parent Advisory Council will be holding a meeting on April 16, 2025. We will be discussing our academic progress for our identified American Indian students, talk about our AIPAC budget, possible summer camp/activities, and the upcoming AIPAC banquet, etc.
- The Jordan School District will have up to 4 students who will be attending our SOAR Transition Program next fall. We have begun meeting with parents regarding the program, going on tours of the SOAR program, and setting up services for the 25-26 school year.

#### **OUR MISSION**

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

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

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

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

- Amy Hafemann and I continue to meet and review our special education budget to ensure we are on track with our budgeted federal dollars. We are currently looking at the budget and staffing for the 2024-2025 school year and preparing for the 2025-2026 school year.

## FACILITIES UPDATE

### Director's message to the board:

Hello all, We are in what I call the final stretch of the school year where the last two months only feels like a few weeks. With music programs, a play, a musical, getting the grounds set for graduation and helping finalize moving groups around for the summer, this time of the year is a blur. S.M. Hentges added an access to the Broadway property so our land renter can get the field prepped for the summer. Water has been turned on at the stadium, and groups are already using it.



### April's Focus:

- Continued support for construction
- Work on LTFM Plans doing building/area walkthroughs with principals and directors
- Finalize summer cleaning schedule
- Patch a few spots on the track
- Move track pads down the the stadium for outside practices
- Continue to support spring sports needs.

## 2025 Board Committee & Liaison Assignments

### Standing Committee Assignments

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

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

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

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

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