



Jordan School District #717
Regular Meeting / Truth in Taxation Agenda

Monday, December 8, 2025 at 6:30 PM
Regular Meeting / Truth in Taxation
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Consideration of Agenda	
5. Jordan Pride Awards	
6. Public Comments	3
7. Consent Agenda	
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2. Monthly Finance Reports	9
3. Donations	46
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11. Facilities Director's Report	183
12. School Board Member Reports / Committee Reports	184
10. Adjourn Regular Meeting	



Request to Address the School Board

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

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

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

The following conduct is prohibited during the public comment period:

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



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

Name: _____ **Date:** _____
Phone Number: _____ **Email address:** _____

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

Please specify the agenda Item you will be speaking to: _____

Please specifically state your purpose for addressing the School Board.

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

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

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

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

School District Clerk

Date/Time Received



Regular Meeting

Monday, November 10, 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 6:30pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Molly Monyok, Lauren Pedersen, Corinne Hennen, Jenny Kuskke, Christina Olson, Matt Bertrang, and Student Rep - Henry Brick.
 - Absent:
4. Consideration of Agenda
 - Motion to approve the agenda made by L. Pedersen, Seconded by M. Monyok, Motion Passed 7-0.
5. Jordan Pride Awards
 - Jordan Pride Awards were presented to:
 - Naomi Salzwedel - Class AA Individual State Tennis Tournament
 - Wilson Menden - Class AA State Cross Country Meet
6. Public Comments
7. Consent Agenda
 - 7.1. Minutes
 - 10/13/25 Regular Board Minutes
 - 10/27/25 Work Session Minutes
 - 7.2. Monthly Finance Reports
 - Amy Hafemann prepared reports for the board to review.
 - 7.3. Donations

Donor	Designated Purpose	Amount/Items
Mightycause	JES Backpack Program	\$45.00
Holly Kvapil	Jordan Middle School	\$50.00
Fitzpatrick Media Group, LLC	Athletics and Activities	\$1,000.00
Jordan Fire Department	Girls Basketball	\$1,800.00

Jordan Commercial Club	Holiday Light Tour - W.U.W	\$351.00
Triumph Chiropractic	National Honor Society	\$50.00
Allina Health	JHS Chill Room	\$250.00
Larry & Debra Atneosen	Dunwoody Bus	\$211.00
Arland & Marrian Atneosen	Dunwoody Bus	\$211.00
HomeTown Bank	National Honor Society	\$100.00
Jordan Vet Clinic	National Honor Society	\$40.00
Deb Pauly	Wheels up Wednesday	\$100.00

7.4. Matters of Employment

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

8. Action / Discussion Items

8.1. Review and Act on Substitute Principal Contract

- Superintendent Evenson presented the Substitute Principal Contract.
- Motion to approve the Substitute Principal Contract made by M. Monyok, Seconded by C. Olson, Passed 7-0.

8.2. Review and Act on 2025-2027 Paraprofessional Terms and Conditions

- Superintendent Evenson presented the 2025-2027 Paraprofessional Terms and Conditions.
- Motion to approve the 2025-2027 Paraprofessional Terms and Conditions made by M. Bertrang, Seconded by C. Olson, 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 Director's Report
- 9.9. Nutritional Services Director's Report
- 9.10. Special Services Director's Report
- 9.11. School Board Member Reports / Committee Reports

10. Adjourn Regular Meeting

- Motion to adjourn the meeting at 7:06pm made by M. Monyok.

School Board Clerk

Date



Special Meeting

Monday, November 24, 2025 at 5:30 PM

Special Meeting

CERC Multipurpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

1. Call to Order
 - Deb Pauly called the meeting to order at 5:30pm
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Molly Monyok, Lauren Pedersen, Corinne Hennen, Jenny Kusske, Christina Olson, and Matt Bertrang.
 - Absent: None.
4. Consideration of Agenda
 - Motion to approve the agenda made by L. Pedersen, Seconded by M. Bertrang, Motion Passed 7-0.
5. Action/Discussion Items
 - 5.1. Review and Act on Employment Matter
 - Motion to approve Employment Matter made by M. Monyok, Seconded by M. Bertrang, Motion Passed 7-0.
 - 5.2. Building Project Update
 - Superintendent Evenson presented a building project update upon substantial completion of the building projects at Jordan Elementary School.
 - 5.3. Official Newspaper Update
 - Director of Communications, Elise Pickle, provided an update regarding the Official Newspaper for the school district.
6. Adjourn Special Meeting
 - Motion to adjourn the meeting at 5:55pm made by M. Monyok.

School Board Clerk

Date



Workshop Meeting

Monday, November 24, 2025 at 6:00 PM

Workshop Meeting

CERC Multipurpose Room

500 Sunset Drive; Suite 3

Jordan, MN 55352

1. Call to Order
 - Deb Pauly called the meeting to order at 6:00pm
2. Roll Call
 - Present: Deb Pauly, Molly Monyok, Lauren Pedersen, Corinne Hennen, Jenny Kusske, Christina Olson, and Matt Bertrang.
 - Absent: None.
3. 2026-2027 Planning
 - Superintendent Evenson, JHS Principal, Jeff Vizenor, JMS Principal, Ben Bakeberg, JES Principal, Melissa Barnett, and Special Services Director, Chad Williams, discussed the planning process for the 2026-2027 school year.
4. Adjourn Workshop Meeting
 - Motion to adjourn the meeting at 7:02pm made by M. Monyok.

School Board Clerk

Date



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

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

December 2, 2025

Board of Education Meeting

Finance Report

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

The Payroll Payment Register gives the detail of the Payroll Liability payments processed for the month of November.

The pie chart shows the expenses by object codes in the General Fund that were paid thru November, 2025. This chart is as current as can be at this time and is for the current year – FY2025-2026.

The audit will be presented at the December board meeting. Now that fiscal year 2024-25 is fully wrapped up; the business office can concentrate on this school year; as well as the FY2026-2027 school year.

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

Jordan Public Schools
Detail Payment Register by Vendor
Fund Summary

Fund Description	Total
01 General Fund	\$411,989.72
02 Food Service Fund	\$4,096.59
04 Community Education	\$46,381.99
06 Building Fund	\$503.50
18 Custodial Fund	\$876.94
27 Student Activity Accounts	\$572.39
Report Total	\$464,421.13

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
24385		AFLAC	1932 WYNNANTON ROAD COLUMBUS, GA 31999-0001			
			001			Wire
			B 01 215 060	American Family/Flex Cancer		\$40.15
			B 01 215 060	AFLAC-retiree C Sternig		\$25.60
PO#:		Voucher #:	136357 Invoice	Invoice No: S2026100	11/30/2025	Paid Amt: \$65.75
PO#:		Voucher #:	B 01 215 060	American Family/Flex Cancer		\$40.15
			136154 Invoice	Invoice No: S2026090	11/30/2025	Paid Amt: \$40.15
						Check Amount: \$105.90
						Vendor Total: \$105.90
28892		AVIBEN	1995 E RUM RIVER DR S Suite 2 CAMBRIDGE, MN 55008			
			001			Wire
PO#:		Voucher #:	B 01 215 061	New York Life	11/15/2025	Paid Amt: \$330.55
PO#:		Voucher #:	B 01 215 077	Modern Woodmen	11/15/2025	Paid Amt: \$125.67
PO#:		Voucher #:	B 01 215 068	ING/Aetna	11/15/2025	Paid Amt: \$10,780.26
PO#:		Voucher #:	B 01 215 067	Valic	11/15/2025	Paid Amt: \$843.05
PO#:		Voucher #:	B 01 215 068	ING/Aetna	11/15/2025	Paid Amt: \$103.11
PO#:		Voucher #:	B 01 215 055	Equitable Life	11/15/2025	Paid Amt: \$3,471.92
PO#:		Voucher #:	B 01 215 068	ING/Aetna	11/15/2025	Paid Amt: \$1,436.00
PO#:		Voucher #:	B 01 215 053	Fidelity Investment	11/15/2025	Paid Amt: \$1,418.34
PO#:		Voucher #:	B 01 215 057	Thrivent Financial	11/15/2025	Paid Amt: \$1,027.80
PO#:		Voucher #:	B 01 215 064	Franklin Templeton	11/15/2025	Paid Amt: \$3,623.96
PO#:		Voucher #:	B 01 215 068	ING/Aetna	11/15/2025	Paid Amt: \$113.47
PO#:		Voucher #:	B 01 215 078	Horace Mann	11/15/2025	Paid Amt: \$4,149.40
PO#:		Voucher #:	B 01 215 050	ECONOMIC SERVICES	11/15/2025	Paid Amt: \$850.02
PO#:		Voucher #:	B 01 215 056	American Express	11/15/2025	Paid Amt: \$3,294.45
PO#:		Voucher #:	B 01 215 068	ING/Aetna	11/15/2025	Paid Amt: \$173.36

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6368		COLONIAL LIFE	001	PO BOX 903 COLUMBIA, SC 29202		
			B 01 215 051	Colonial Life - Liability Account	11/15/2025	Wire
PO#:		Voucher #:	136156 Invoice	Invoice No: S2026090		Paid Amt: \$58.47
						Check Amount: \$58.47
			001	Colonial Life - Liability Account		Wire
PO#:		Voucher #:	136359 Invoice	Invoice No: S2026100	11/30/2025	Paid Amt: \$58.47
						Check Amount: \$58.47
						Vendor Total: \$116.94
24229		EDUCATION MINNESOTA - JORDAN				
			001 112618			Check
			B 01 215 039	Jea		
PO#:		Voucher #:	136166 Invoice	Invoice No: S2026090	11/15/2025	Paid Amt: \$13,431.34
						Check Amount: \$13,431.34
						Vendor Total: \$13,431.34
22350		FRANSEN BANK AND TRUST		200 CREEK LANE JORDAN, MN 55352		
			001			Wire
PO#:		Voucher #:	136169 Invoice	Invoice No: S2026090	11/15/2025	Paid Amt: \$20,277.10
			B 01 215 010	FICA		
PO#:		Voucher #:	136176 Invoice	Invoice No: S2026090	11/15/2025	Paid Amt: \$86,701.04
			B 01 215 003	Fed Tax		
PO#:		Voucher #:	136160 Invoice	Invoice No: S2026090	11/15/2025	Paid Amt: \$50,691.94
						Check Amount: \$157,670.08
			001			Wire
PO#:		Voucher #:	136172 Invoice	Invoice No: S2026090	11/15/2025	Paid Amt: \$27,560.28
			B 01 215 002	State Tax		
						Check Amount: \$27,560.28
			001			Wire
PO#:		Voucher #:	136384 Invoice	Invoice No: S202610S0	11/30/2025	Paid Amt: \$257.77
			B 01 215 010	FICA		
PO#:		Voucher #:	136385 Invoice	Invoice No: S202610S0	11/30/2025	Paid Amt: \$265.76
			B 01 215 010	FICA		
PO#:		Voucher #:	136377 Invoice	Invoice No: S2026100	11/30/2025	Paid Amt: \$87,394.50
						Check Amount: \$87,394.50

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
22350		FRANSEN BANK AND TRUST	001			
		200 CREEK LANE JORDAN, MN 55352				
PO#:		Voucher #:	B 01 215 010	136388 Invoice	11/30/2025	Wire
				Invoice No: S202610S0		Paid Amt: \$1,136.12
PO#:		Voucher #:	B 01 215 010	136370 Invoice	11/30/2025	Wire
				Invoice No: S2026100		Paid Amt: \$20,438.82
PO#:		Voucher #:	B 01 215 003	136363 Invoice	11/30/2025	Wire
				Invoice No: S2026100		Paid Amt: \$54,852.50
						Check Amount: \$164,345.47
PO#:		Voucher #:	B 01 215 002	136373 Invoice	11/30/2025	Wire
				Invoice No: S2026100		Paid Amt: \$28,562.24
						Check Amount: \$28,562.24
PO#:		Voucher #:	B 01 215 002	136387 Invoice	11/30/2025	Wire
				Invoice No: S202610S0		Paid Amt: \$108.56
						Check Amount: \$108.56
						Vendor Total: \$378,246.63
4689		JORDAN EDUCATION FOUNDATION	001			
		PO Box 52 Jordan, MN 55352				
PO#:		Voucher #:	B 01 215 073	112619 Invoice	11/15/2025	Check
				Invoice No: S2026090		Paid Amt: \$62.00
						Check Amount: \$62.00
PO#:		Voucher #:	B 01 215 073	136369 Invoice	11/30/2025	Check
				Invoice No: S2026100		Paid Amt: \$62.00
						Check Amount: \$62.00
						Vendor Total: \$124.00
26288		LOCAL 284	001			
		450 SOUTHVIEW BLVD SOUTH ST. PAUL, MN 55075				
PO#:		Voucher #:	B 01 215 071	112620 Invoice	11/15/2025	Check
				Invoice No: S2026090		Paid Amt: \$1,099.43
						Check Amount: \$1,099.43
						Vendor Total: \$1,099.43

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
23795		NATIONAL INSURANCE SERVICES OF WI, INC	001	112622	11/30/2025	Check
		PO BOX 7411066 CHICAGO, IL 60674-1066				
PO#:		Voucher #: 136375 Invoice	B 01 215 065	Disability - adj to premium	11/30/2025	Paid Amt: \$3,315.80
		Invoice No: S2026100				Check Amount: \$6,486.66
						Vendor Total: \$6,486.66
24384		NCPERS MINNESOTA	001	112623		Check
		PO BOX 17605 JACKSONVILLE, FL 32245-7605				
PO#:		Voucher #: 136379 Invoice	B 01 215 032	PERA Life	11/30/2025	Paid Amt: \$37.34
		Invoice No: S2026100				Check Amount: \$37.34
						Vendor Total: \$37.34
21993		PUBLIC EMPLOYEES RETIREMENT ASSN	001			Wire
		60 EMPIRE DRIVE, SUITE 200 ST PAUL, MN 55103				
PO#:		Voucher #: 136177 Invoice	B 01 215 014	PERA	11/15/2025	Paid Amt: \$25,428.35
		Invoice No: S2026090				Check Amount: \$25,428.35
						Vendor Total: \$25,428.35
PO#:		Voucher #: 136389 Invoice	B 01 215 014	PERA	11/30/2025	Paid Amt: \$23,847.90
		Invoice No: S2026100				Check Amount: \$23,847.90
						Vendor Total: \$23,847.90
PO#:		Voucher #: 136389 Invoice	B 01 215 014	PERA	11/30/2025	Paid Amt: \$1,235.98
		Invoice No: S202610S0				Check Amount: \$1,235.98
						Vendor Total: \$25,083.88
21994		TEACHERS RETIREMENT ASSN	001			Wire
		60 EMPIRE DRIVE SUITE 400 ST PAUL, MN 55103-1855				
PO#:		Voucher #: 136179 Invoice	B 01 215 018	TRA	11/15/2025	Paid Amt: \$91,967.75
		Invoice No: S2026090				Check Amount: \$91,967.75
						Vendor Total: \$91,967.75
PO#:		Voucher #: 136381 Invoice	B 01 215 018	TRA	11/30/2025	Paid Amt: \$95,221.89
		Invoice No: S2026100				Check Amount: \$95,221.89
						Vendor Total: \$187,189.64
5942		WEX	001			Wire
		PO Box 2926 Fargo, ND 58108-2926				
			B 01 215 028	Flex - Employee Contributions		\$4,965.62

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
5942		WEX	PO Box 2926 001	Fargo, ND 58108-2926		
			B 01	215 090		Wire
			B 01	215 091		
			B 01	215 090		
			B 01	215 091		
PO#:		Voucher #:	136181	Invoice	11/30/2025	Paid Amt: \$4,965.62
				Invoice No: S2026090		Check Amount: \$4,965.62
			001			Wire
			B 01	215 028		
			B 01	215 090		
			B 01	215 091		
			B 01	215 090		
			B 01	215 091		
PO#:		Voucher #:	136383	Invoice	11/30/2025	Paid Amt: \$5,855.83
				Invoice No: S2026100		Check Amount: \$5,855.83
						Vendor Total: \$10,821.45
						Report Total: \$887,619.35

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES			PO BOX 035184 SEATTLE, WA 98124-5184	
		001		112513		
		E 01		300	292 000 302 000	B079KL4C91 Amazon Basics Clear Thermal Lai
		E 01		300	292 000 302 000	B079KL4C91 Amazon Basics Clear Thermal Lai
		E 01		300	292 000 302 900	Laminator Sheets
PO#: 62838		Voucher #:		136189	Invoice No: 1FHF-T9QK-YTX4	11/14/2025
		E 01		300	630 000 455 000	B003D83OWC Hosa PHX-206FBULK 6-Inch Ai
		E 01		300	630 000 455 000	B003D83OYA Hosa PHX-206M BULK 1.00 inch
		E 01		100	630 000 455 000	B009S750LA VIVO Dual Monitor Desk Mount, F
		E 01		005	630 000 455 000	B07PXGHX71 Goo Gone Original Liquid - 12 Pc
		E 01		100	630 000 455 000	B07VNSXY31 EZlifeego Double Sided Tape Hea
		E 01		100	630 000 455 000	B08CNBFZJ3 for MacBook Air 13" A2179 EMC
		E 01		300	630 000 455 000	B09WTF8NT Lockport Black Gaffers Tape 2 ir
		E 01		128	630 000 455 000	B0C4G78WJ8 Spigen for Galaxy Tab S10 Plus
PO#: 62742		Voucher #:		136183	Invoice No: 1MWK-GR46-3VYV	11/14/2025
		E 01		100	050 000 401 000	B0BMZWH1PN SUNEE 2 Pocket Folders (12 F
		E 01		100	050 000 401 000	Amazon Shipping Charge
PO#: 62849		Voucher #:		136190	Invoice No: 1MDH-K6TK-LVY9	11/14/2025
		E 01		128	211 000 430 239	B008MB17GA Iron Filings - 1 Pound Package
		E 01		128	211 000 430 239	B0754JLMQ7 ALDON Innovating Science Sodi
		E 01		128	211 000 430 239	B0754NDY52 ALDON Innovating Science Phen
		E 01		128	211 000 430 239	B0784XXSQB ALDON Copper (II) Sulfate Soluti
		E 01		128	211 000 430 239	B0787BVX76 ALDON Innovating Science Copp
		E 01		128	211 000 430 239	B07BJM7VKW Let it Snow Instant Fake Snow F
		E 01		128	211 000 430 239	B07TLZDSWR Pronto 100% Acetone Gel Nail F
		E 01		128	211 000 430 239	B09HHDSL3B Amazon Basics First Aid Antisep
		E 01		128	211 000 430 239	Amazon Shipping Charge
PO#: 62882		Voucher #:		136194	Invoice No: 1CK9-XYDK-GKRT	11/14/2025
		E 02		005	770 707 401 000	B0055FV0ZE American Metalcraft CTS31 Tall D
		E 02		005	770 707 401 000	B0DL3PCQKN 3 Pcs Large Restaurant Serving
		E 02		005	770 707 401 000	Amazon Shipping Charge
PO#: 62868		Voucher #:		136193	Invoice No: 1GNK-NJ1-D439	11/14/2025
		E 01		100	203 000 401 164	B0BBG3FWZ4 Haysandy 20 PCS Kids Dress L
		E 01		100	203 000 401 164	Amazon Shipping Charge
PO#: 62825		Voucher #:		136151	Invoice No: 17XH-LCHL-N9GL	11/14/2025
		E 01		100	203 000 401 000	B0007D1ZKY COLOR MY CLASS 12" CONES
		E 01		100	203 000 401 000	Amazon Shipping Charge

Code	Rcd	Vendor	Bank	Check No	Check No	Pmt/Void Date	Pmt Type
26895		AMAZON CAPITAL SERVICES	001	112513		PO BOX 035184 SEATTLE, WA 98124-5184	
				E 01 100 410 740 433 000		B0BPSFFQLZ Chew Necklace by GNAWRISHI	\$7.58
				E 01 100 410 740 433 000		Amazon Shipping Charge	\$0.00
PO#: 62828		Voucher #:	136187	Invoice	Invoice No: 1KC9-WLN9-C9TN	11/14/2025	Paid Amt: \$44.45
				E 01 300 259 000 430 000		B0F87T7736 HEYINSHEN Happy Birthday Cale	\$7.39
				E 01 300 259 000 430 000		Amazon Shipping Charge	\$0.00
PO#: 62822		Voucher #:	136195	Invoice	Invoice No: 1TL-Q9QT-6HMJ	11/14/2025	Paid Amt: \$7.39
				E 01 100 203 000 401 164		B0DYGK3B9Z8 T&R (1 Pack) Large Stop Slow S	\$56.98
				E 01 100 203 000 401 164		Amazon Shipping Charge	\$0.00
				E 01 100 203 000 401 164		B0DQY8B3J9 5 Drawer Dressers Storage Cabri	\$553.38
				E 01 100 203 000 401 164		Amazon Shipping Charge	\$0.00
PO#: 62787		Voucher #:	136198	Invoice	Invoice No: 16N1-LCXR-79PR	11/14/2025	Paid Amt: \$610.36
				E 04 005 582 344 401 000		B000PL2W0U Gold Medal All Purpose Flour, Be	\$7.54
				E 04 005 582 344 401 000		B0015MTNBE McCormick Culinary Cream of Te	\$25.31
				E 04 005 582 344 401 000		B01C4QBW3G Dab-O-Ink 3oz Bingo Daubers -	\$17.72
				E 04 005 582 344 401 000		B07MK2XKKV Amazon Grocery, Vegetable Oil,	\$8.95
				E 04 005 582 344 401 000		B0BGGYK4K Amazon Basic Care Flexible Fat	\$4.97
				E 04 005 582 344 401 000		B0BX6MCKY2 6 Pack Beach Balls, 10 Inch Bee	\$5.99
				E 04 005 582 344 401 000		B0CJG34D6P JUMINIZ 1000 Pcs (500 Pairs) 0	\$6.99
				E 04 005 582 344 401 000		B0CTKW8GJ SWIFTSUPPLIES Kraft Paper I	\$7.49
				E 04 005 582 344 401 000		B0D89VVDHS Painters Tape 1 Inch Wide, 4-Pa	\$8.99
				E 04 005 582 344 401 000		Amazon Shipping Charge	\$0.00
PO#: 62842		Voucher #:	136188	Invoice	Invoice No: 1JLM-XX1K-JGRQ	11/14/2025	Paid Amt: \$93.95
				E 01 100 420 740 401 000		B00006IDRW Neenah Bright White Bright Whit	\$52.70
				E 01 100 420 740 401 000		B00006IFHD Sharpie Permanent Markers, Fine	\$9.98
				E 01 100 420 740 401 000		B00006IF3 Sharpie Permanent Markers Ultra F	\$8.99
				E 01 100 420 740 401 000		B000F2NJB0 BIC Wite-Out Brand EZ Correct C	\$15.23
				E 01 100 420 740 401 000		B0013AIAQ2 VELCRO Brand Thin Clear Tape	\$40.35
				E 01 100 420 740 401 000		B001F38YWM Mead Primary Composition Book	\$83.72
				E 01 100 420 740 401 000		B0030FG560 Business Source Standard Deskt	\$7.98
				E 01 100 420 740 401 000		B00394XUVU Scotch 810 Magic Tape Refill 10	\$23.63
				E 01 100 420 740 401 000		B004YZ7PUA Pentel Arts Colored Pencils, Assc	\$56.70
				E 01 100 420 740 401 000		B007OCF0C0 Tru-Ray Construction Paper, 10 \	\$4.55
				E 01 100 420 740 401 000		B008XDXU44 Elmer's All Purpose School Glue	\$16.20
				E 01 100 420 740 401 000		B00A45VF2S Cardinal Economy 3-Ring Binders	\$56.36
				E 01 100 420 740 401 000		B00HPZITKG Bic Ultra Round Stic Grip Ball Po	\$27.44

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
26895		AMAZON CAPITAL SERVICES	001	112513	PO BOX 035184 SEATTLE, WA 98124-5184		Check		
	E	01	100	420	740	401	000	B01BRGTOA Amazon Basics 3-Ring Binder,	\$10.46
	E	01	100	420	740	401	000	B01F9R3DNY Cardinal Economy 3 Ring Binder,	\$53.88
	E	01	100	420	740	401	000	B01GNAVTOU Kwik Stix Solid Tempera Paint St	\$41.24
	E	01	100	420	740	401	000	B07K928BX5 Amazon Basics Heavy Duty Dry E	\$11.50
	E	01	100	420	740	401	000	B07LFRDZCZ Amazon Basics Dry-Erase White	\$28.32
	E	01	100	420	740	401	000	B07Q4X5DWD Mr. Pen- Staplers with 200 Stap	\$9.84
	E	01	100	420	740	401	000	B07VJQCQTPK Color Swell Washable Bulk Mark	\$29.74
	E	01	100	420	740	401	000	B07ZWFD4N Astrobrights Mega Collection, C	\$17.94
	E	01	100	420	740	401	000	B081PCM5MMD Staples Hanging File Folders, 1/	\$17.24
	E	01	100	420	740	401	000	B082CLHSPD Rarlan Wood-Cased #2 HB Penc	\$15.99
	E	01	100	420	740	401	000	B08CHJ3TJ Crayola Fine Line Markers for Kid	\$14.64
	E	01	100	420	740	401	000	B0BDSS7DCN Folders, Folders with Pockets, 2	\$39.99
	E	01	100	420	740	401	000	B0BPS5QB4D 4 Rolls Premium Painters Tape,	\$5.99
	E	01	100	420	740	401	000	B0CCRQ9HP7 Dot Markers for Toddlers Kids P	\$66.43
	E	01	100	420	740	401	000	B0CHDNXJF SUNEE 3 Ring Binder 2 Inch 2 I	\$15.43
	E	01	100	420	740	401	000	B0CJG34D6P JUMINIZ 1000 Pcs (500 Pairs) 0	\$19.92
	E	01	100	420	740	401	000	B0CNSM2L4 Joyberg 6x9 Envelopes Self Seal	\$5.94
	E	01	100	420	740	401	000	B0D6RVRGVT Mini Sticky Notes 1.5x2 in, 36 P,	\$8.39
	E	01	100	420	740	401	000	B0D6YT2DWH 100 Pcs Binder Clips Assorted :	\$41.52
	E	01	100	420	740	401	000	B0DCSPM5F8 Dry Erase Lapboards, HERKKA	\$29.36
	E	01	100	420	740	401	000	B0DG82JM2T coruscant Green Highlighter,40 F	\$9.89
	E	01	100	420	740	401	000	B0DK54Q8S6 WOSWEL Dry Erase Markers Bt	\$19.89
	E	01	100	420	740	401	000	B0F38HHBPY Manila Folders 8.5 x 11 1/3 Cut	\$75.96
	E	01	100	420	740	401	000	B0F4RF1L92 (36 Pack) Sticky Notes 3x3 in Pos	\$15.99
	E	01	100	420	740	401	000	Amazon Shipping Charge	\$0.00
PO#: 62548		Voucher #:	136199	Invoice	Invoice No:	16VM-C9NJ-1JT3	11/14/2025		Paid Amt: \$1,009.32
									Check Amount: \$4,763.34
									Vendor Total: \$4,763.34
6428		ANDRASCHKO, NEIL	001	112559	410 IDAHO AVE NORTH GOLDEN VALLEY, MN 55427		Check		
	E	01	300	292	000	305	311	Ref - FB	\$155.00
PO#:		Voucher #:	136253	Invoice	Invoice No:	Sept 2025	11/14/2025		Paid Amt: \$155.00
									Check Amount: \$155.00
									Vendor Total: \$155.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6327	11	ARCHKEY SOLUTIONS	001	112579	PO BOX 860621 MINNEAPOLIS, MN 55486-0621	Check
				E 01 128 211 000 530 215	Miniature Hanging Microphone Cardioid	\$715.37
				E 01 128 211 000 530 215	MK4100 100', 75', & 6' Mic Cable	\$397.42
				E 01 128 211 000 530 215	3 XLR Wall Plate	\$389.60
				E 01 128 211 000 530 215	Misc Hardware, Mounts, & Patch Cords	\$259.24
				E 01 128 211 000 530 215	Installation & labor	\$1,290.64
				E 01 128 211 000 530 215	Programming Services, PM Time and freight	\$2,029.45
PO#: 61828A		Voucher #: 136290	Invoice No: S0008166421		11/24/2025	Paid Amt: \$5,081.72 Check Amount: \$5,081.72
						Vendor Total: \$5,081.72
6238		ASSOCIATED MECHANICAL CONTRACTORS INC	001	112514	PO BOX 237 SHAKOPEE, MN 55379	Check
				E 01 005 810 000 350 272	Material	\$264.09
				E 01 005 810 000 350 272	Technician Rate	\$692.00
				E 01 005 810 000 350 272	Truck Charge	\$60.00
PO#: 63006		Voucher #: 136200	Invoice No: 67572		11/14/2025	Paid Amt: \$1,016.09 Check Amount: \$1,016.09
						Vendor Total: \$1,016.09
11220		BENJAMIN BUS	001	112510	216 NOLDEN LANE JORDAN, MN 55352	Check
				E 01 005 760 720 360 000	November 2025	\$80,198.12
PO#: 63006		Voucher #: 136072	Invoice No: November 2025		11/3/2025	Paid Amt: \$80,198.12
				E 01 005 760 728 360 000	Care & Treatment	\$11,792.57
				E 01 005 760 723 360 000	SPED	\$33,822.73
				E 01 005 760 728 360 000	Homeless	\$4,821.97
				E 01 005 760 726 360 000	Gen Ed - St Johns Band	\$298.74
PO#: 62998		Voucher #: 136070	Invoice No: Sept 2025		11/3/2025	Paid Amt: \$50,736.01
				E 01 128 211 320 360 000	AIPAC - Horse Camp	\$312.21
				E 01 300 291 733 360 389	Band - Schule House for Parade Route	\$254.39
				E 01 300 294 733 360 326	Boys Soccer	\$3,555.73
				E 01 300 296 733 360 312	Cheerleading	\$780.53
				E 01 300 211 733 360 000	Construction Class FT	\$179.23
				E 01 300 211 733 360 000	Cross Country	\$1,786.54
				E 01 128 294 733 360 303	JMS Football	\$1,907.93
				E 01 300 294 733 360 303	JHS Football	\$2,827.26
				E 01 300 296 733 360 326	Girls Soccer	\$2,462.99

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No		Pmt/Void Date	Pmt Type		
11220		BENJAMIN BUS		216 NOLDEN LANE JORDAN, MN 55352					
		001		112510			Check		
		E 01	300	211	733	360	000	Intro to Ed	\$179.23
		E 01	300	211	733	360	000	Sophomore Leadership Conference	\$422.06
		E 01	128	296	733	360	309	JMS Tennis	\$1,433.86
		E 01	300	296	733	360	309	JHS Tennis	\$4,712.05
		E 01	128	296	733	360	342	JMS Volleyball	\$1,271.96
		E 01	300	296	733	360	342	JHS Volleyball	\$6,724.08
PO#:	62999	Voucher #:	136071	Invoice	Invoice No:	Sept 2025	11/3/2025		
								Paid Amt:	\$28,810.05
								Check Amount:	\$159,744.18
11220								Check	
		001		112515					
		E 01	005	760	726	360	000	SJ Band -PM	\$176.18
		E 01	005	760	726	360	000	SJ Band	\$298.74
		E 01	005	760	720	440	000	Fuel	\$2,199.41
		E 01	005	760	723	360	000	In Dist SPED	\$14,095.62
PO#:	63073	Voucher #:	136252	Invoice	Invoice No:	Sept 2025	11/14/2025		
								Paid Amt:	\$16,769.95
								Check Amount:	\$16,769.95
11220								Check	
		STUD		2076					
		E 27	128	298	301	360	906	09/25/25-6th Grade FT to Kerfoot	\$231.27
		E 27	128	298	301	360	906	09/26/25-6th Grade FT to Kerfoot	\$254.39
		E 27	128	298	301	360	906	09/26/25-6th Grade FT to Kerfoot	\$86.73
PO#:	62997	Voucher #:	136069	Invoice	Invoice No:	Sept 2025	11/3/2025		
								Paid Amt:	\$572.39
								Check Amount:	\$572.39
								Vendor Total:	\$177,086.52
11747		BLUE CROSS & BLUE SHIELD		PO BOX 860448 MINNEAPOLIS, MN 55486-0448					
		001		112580					
		B 01	215	024				Comprehensive - Individual	\$301.00
PO#:		Voucher #:	136283	Invoice	Invoice No:	251031460991	11/24/2025		
								Paid Amt:	\$301.00
								Check Amount:	\$301.00
								Vendor Total:	\$301.00
6508		BRICK, HENRY		21085 DELAWARE AVE JORDAN, MN 55352					
		001		112560					
		E 01	300	292	000	305	311	Video Board - VB	\$21.53
PO#:		Voucher #:	136254	Invoice	Invoice No:	Oct 2025	11/14/2025		
								Paid Amt:	\$21.53
								Check Amount:	\$21.53
								Vendor Total:	\$21.53

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
3656		BROWN, JIM	001	12625 28 AVE N PLYMOUTH, MN 55441 112561		Check
			E 01	300 294 000 305 303	Ref - Soccer	
PO#:		Voucher #:	136255	Invoice	Invoice No: Aug 2025	11/14/2025
						\$184.00
						Paid Amt: \$184.00
						Check Amount: \$184.00
						Vendor Total: \$184.00
6838		BROWN, JON	001	932 TRELIS ST JORDAN, MN 55352 112581		Check
			E 01	300 292 000 302 900	Concession stand	
PO#:		Voucher #:	136307	Invoice	Invoice No: October 2025	11/24/2025
						\$1,150.00
						Paid Amt: \$1,150.00
						Check Amount: \$1,150.00
						Vendor Total: \$1,150.00
22533		BROWN'S ICE CREAM CO	001	3501 MARSHALL ST. NE SUITE 150 MINNEAPOLIS, MN 55418 112516		Check
			E 02	128 770 707 490 000	JMS - 10/22/25	
			E 02	128 770 707 490 000	JMS - 10/01/25	
PO#:		Voucher #:	136222	Invoice	Invoice No: Multiple	11/14/2025
						\$331.08
						\$172.80
						Paid Amt: \$503.88
						Check Amount: \$503.88
						Vendor Total: \$503.88
3288		BRUENIG, JOHN	001	101 RUSTLE RD JORDAN, MN 55352 112562		Check
			E 01	300 292 000 305 311	Scoreboard - State FB	
PO#:		Voucher #:	136256	Invoice	Invoice No: Nov 2025	11/14/2025
						\$50.00
						Paid Amt: \$50.00
						Check Amount: \$50.00
						Vendor Total: \$50.00
6897		BUTEYN, CAROL JOY	001	7678 CONEFOLOWER CURV N CHANHASSEN, MN 55317 112563		Check
			E 01	300 292 000 305 311	Tickets - FB	
PO#:		Voucher #:	136257	Invoice	Invoice No: Oct 2025	11/14/2025
						\$48.44
						Paid Amt: \$48.44
						Check Amount: \$48.44
						Vendor Total: \$48.44
4669		CAPS NETWORK, INC	001	7501 W 149TH TERRACE OVERLAND PARK, KS 66223 112517		Check
			E 01	300 211 000 406 211	FY26	
						\$1,000.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
4669		CAPS NETWORK, INC		7501 W 149TH TERRACE OVERLAND PARK, KS 66223		
		001		112517		Check
		B 01	131 000	FY27		\$500.00
PO#: 62803		Voucher #:	136201 Invoice	Invoice No: CAPS NW 600	11/14/2025	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
						Vendor Total: \$1,500.00
5761		CAREERSAFE		1005 UNIVERSITY DRIVE EAST COLLEGE STATION, TX 77840		
		001		112582		Check
		E 01	300 361 830 433 000	OSHA 10 Hour Safety Course - Construction		\$665.00
PO#: 62793		Voucher #:	136306 Invoice	Invoice No: CS-769721	11/24/2025	Paid Amt: \$665.00
						Check Amount: \$665.00
						Vendor Total: \$665.00
26916	1	CDW LLC		75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515		
		001		112518		Check
		E 01	005 630 000 406 000	NEWLINE VISUAL COMM SOLUTION LIC 1Y		\$1,463.70
PO#: 62736		Voucher #:	136202 Invoice	Invoice No: AG3SH1C	11/14/2025	Paid Amt: \$1,463.70
						Check Amount: \$1,463.70
						Vendor Total: \$1,463.70
6038		CLEARSOFT, INC		122 E 3RD ST CHASKA, MN 55318		
		001		112519		Check
		E 01	300 810 000 401 000	9/16/25 qty 49 50lb bags of solar salt		\$440.51
PO#: 62789		Voucher #:	136205 Invoice	Invoice No: 09/16/25	11/14/2025	Paid Amt: \$440.51
						Check Amount: \$440.51
						Vendor Total: \$440.51
6256		COOLEY, TONY		1129 JASMINE LN JORDAN, MN 55352		
		001		112520		Check
		E 04	005 505 321 366 518	Hotel		\$400.38
PO#: 62789		Voucher #:	136212 Invoice	Invoice No: 10/21/25	11/14/2025	Paid Amt: \$400.38
						Check Amount: \$400.38
						Vendor Total: \$400.38
5617		DECORY, TRAVIS		1969 5TH ST E ST PAUL, MN 55119		
		001		112511		Check
		E 01	005 211 320 305 000	Drumming		\$800.00
PO#: 62789		Voucher #:	136148 Invoice	Invoice No: 38	11/12/2025	Paid Amt: \$800.00
						Check Amount: \$800.00
						Vendor Total: \$800.00
						Check
						\$1,500.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
5617		DECORY, TRAVIS	1969 5TH ST E ST PAUL, MN 55119			
		001		112576		
		E 01 005 211 320 305 000	Battle Crreekk Drum & Dance		\$2,500.00	Check
PO#:		Voucher #: 136270 Invoice	Invoice No: 39 / 40	11/19/2025		
					Check Amount: \$4,000.00	
					Vendor Total: \$4,800.00	
6915		DEMCO, TIMOTHY	6122 HOMESTEAD AVE S COTTAGE GROVE, MN 55016			
		001		112564		
		E 01 300 292 000 305 311 Ref - FB			\$165.00	Check
PO#:		Voucher #: 136258 Invoice	Invoice No: Oct 2025	11/14/2025		
					Check Amount: \$165.00	
					Vendor Total: \$165.00	
10879		DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT	PO BOX 4059 ST PAUL, MN 55101-4059			
		001		112583		
		E 01 005 770 000 281 000	Food Services		\$29,112.80	Check
		E 01 005 770 000 281 000	Para-Professionals		\$95,478.65	
PO#:	27	Voucher #: 136298 Invoice	Invoice No: 18443194	11/24/2025		
					Check Amount: \$124,591.45	
					Vendor Total: \$124,591.45	
6848		ECOELSA LLC	1670 S ROBERT ST #241 WEST SAINT PAUL, MN 55118			
		001		112521		
		E 04 005 585 332 305 000	9/11/25 Nature Arts & Science, Eco Inventors		\$2,280.00	Check
PO#:	62940	Voucher #: 136206 Invoice	Invoice No: 20250821	11/14/2025		
					Check Amount: \$2,280.00	
					Vendor Total: \$2,280.00	
6920		EMERGENCY OUTFITTERS, INC	265 BALSAM DR FOLEY, MN 56329			
		001		112584		
		E 04 005 505 321 305 515	10/16/25 FAST Kids class 16 students		\$792.00	Check
PO#:	62939	Voucher #: 136304 Invoice	Invoice No: 5320	11/24/2025		
					Check Amount: \$792.00	
					Vendor Total: \$792.00	
27208		ESTR PUBLICATIONS	7464 MAPLELEAF COURT COLUMBUS, OH 43235			
		001		112522		
		E 01 300 407 740 433 000	TRS 1.0 Parent Forms S. Sievers		\$40.00	Check
PO#:	62866	Voucher #: 136207 Invoice	Invoice No: 46436	11/14/2025		
					Check Amount: \$40.00	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
27208		ESTR PUBLICATIONS		7464 MAPLELEAF COURT COLUMBUS, OH 43235		
		001		112585		
		E 01	300	407 740 433 000	Shipping and Handling	Check
						\$8.20
PO#:		Voucher #:	136276	Invoice No: 46436INV	11/24/2025	Paid Amt: \$8.20
						Check Amount: \$8.20
						Vendor Total: \$48.20
6650		FENWORKS, INC		4551 S WASHINGTON STREET SUITE 3 GRAND ORKS, ND 58201		
		001		112523		
		E 04	005	505 321 305 519	11/14/25 ESports K-12 2025-26 school fee seas	Check
						\$1,250.00
PO#:	62930	Voucher #:	136208	Invoice No: 2165	11/14/2025	Paid Amt: \$1,250.00
						Check Amount: \$1,250.00
						Vendor Total: \$1,250.00
6939		FP MAILING SOLUTIONS		PO BOX 157 BEDFORD PARK, IL 60499-0157		
		001		112586		
		E 01	100	203 000 560 000	JES	Check
						\$102.00
		E 01	128	211 000 560 000	JMS	\$102.00
		E 01	300	211 000 560 000	JHS	\$102.00
PO#:		Voucher #:	136310	Invoice No: R1106847313/319/312	11/24/2025	Paid Amt: \$306.00
						Check Amount: \$306.00
						Vendor Total: \$306.00
6659		FRANKLIN, MIKE		1112 STONEBRIDGE PATH JORDAN, MN 55352		
		001		112565		
		E 01	300	292 000 305 311	Announcer - State FB	Check
						\$50.00
PO#:		Voucher #:	136259	Invoice No: Nov 2025	11/14/2025	Paid Amt: \$50.00
						Check Amount: \$50.00
						Vendor Total: \$50.00
5816		HALVORSON, OWEN		8450 219TH ST NW BELLE PLAINE, MN 56011		
		001		112566		
		E 01	300	292 000 305 311	Team Host - FB	Check
						\$65.00
PO#:		Voucher #:	136260	Invoice No: Nov 2025	11/14/2025	Paid Amt: \$65.00
						Check Amount: \$65.00
						Vendor Total: \$65.00
5988		HECK, BRIAN		417 COUNTRYSIDE DR SE MONTGOMERY, MN 56069		
		001		112567		
		E 01	300	294 000 305 326	Ref - Soccer	Check
						\$140.00
		E 01	300	296 000 305 326	Ref - Girls Soccer	\$70.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
5988		HECK, BRIAN	001	417 COUNTRYSIDE DR SE MONTGOMERY, MN 56069 112567		Check	
			E 01	300 296 000 305 326	Ref - Boys Soccer		
						\$70.00	
PO#:		Voucher #:		136264 Invoice	Invoice No: Per John	11/14/2025	Paid Amt: \$280.00
							Check Amount: \$280.00
							Vendor Total: \$280.00
23188		HEIMATFEST	001	PO BOX 114 JORDAN, MN 55352 112524		Check	
			E 04	005 505 321 305 513	9/18/25 Booth fee Run of the Mill - 290 heimaffe		
						\$145.00	
PO#:	62973	Voucher #:		136209 Invoice	Invoice No: 09/18/25	11/14/2025	Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00
6770		HENNEN, MCKENZIE	001	945 ODAY DR JORDAN, MN 55352 112525		Check	
			E 04	005 508 321 305 000	Full Body Burn		
						\$793.80	
			E 04	005 505 321 305 515	Little Movers		
						\$378.00	
PO#:	62973	Voucher #:		136210 Invoice	Invoice No: Multiple	11/14/2025	Paid Amt: \$1,171.80
							Check Amount: \$1,171.80
							Vendor Total: \$1,171.80
6917		HOLT, JAMES JR	001	7445 CLINTON AVE S RICHFIELD, MN 55423 112568		Check	
			E 01	300 292 000 305 311	Ref - FB		
						\$145.00	
PO#:	63046	Voucher #:		136261 Invoice	Invoice No: Oct 2025	11/14/2025	Paid Amt: \$145.00
							Check Amount: \$145.00
							Vendor Total: \$145.00
1876		HUDL	001	600 P STREET SUITE 400 LINCOLN, NE 68508 112587		Check	
			E 01	300 292 000 401 296	FastScout & Fast Drew Services		
						\$349.00	
PO#:	63046	Voucher #:		136285 Invoice	Invoice No: Q-1387514-1	11/24/2025	Paid Amt: \$349.00
							Check Amount: \$349.00
							Vendor Total: \$349.00
25958		INNOVATIVE GRAPHICS	001	3306 GORHAM AVE. ST. LOUIS PARK, MN 55426 112526		Check	
			R 04	005 505 321 619 940	Jordan crews		
						\$600.00	
			R 04	005 505 321 619 940	Jordan unrl 1/4 zips		
						\$1,125.00	
			R 04	005 505 321 619 940	Jordan under armor short sleeve hoodie		
						\$600.00	
			R 04	005 505 321 619 940	jordan cerc ladies 2		
						\$1,000.00	

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
25958		INNOVATIVE GRAPHICS	001	112526	3306 GORHAM AVE. ST. LOUIS PARK, MN 55426	Check
	R	04	005	505 321 619 940	leopard crew	\$480.00
	R	04	005	505 321 619 940	unrl heather charcoal hoods	\$2,000.00
	R	04	005	505 321 619 940	youth hooded longsleeves	\$500.00
	R	04	005	505 321 619 940	champion twill crews	\$1,000.00
	R	04	005	505 321 619 940	winter hats	\$300.00
	R	04	005	505 321 619 940	youth flannel pants	\$450.00
	R	04	005	505 321 619 940	maroon champion crews	\$200.00
PO#: 62921		Voucher #:	136213	Invoice No: 56502	11/14/2025	Paid Amt: \$8,255.00 Check Amount: \$8,255.00
10561		INTERMEDIATE DISTRICT #287	001	112588	1820 NO XENIUM LANE PLYMOUTH, MN 55441	Check
	R	04	005	505 321 619 940	11/3/25 School store blk leopard crews second c	\$600.00
PO#: 63021		Voucher #:	136303	Invoice No: 56553	11/24/2025	Paid Amt: \$600.00
	E	01	300	292 000 302 900	Love Tennis Crew	\$336.00
PO#: 63047		Voucher #:	136284	Invoice No: 56455	11/24/2025	Paid Amt: \$336.00 Check Amount: \$936.00 Vendor Total: \$9,191.00
5548		JOHNSON FITNESS & WELLNESS	001	112589	1600 LANDMARK DR COTTAGE GROVE, WI 53527	Check
	E	04	005	505 321 350 550	10/9/25 Treadmill fix the emergency switch	\$269.00
PO#: 62892		Voucher #:	136302	Invoice No: 21-083332	11/24/2025	Paid Amt: \$269.00 Check Amount: \$861.78 Vendor Total: \$861.78
4542		KELLY SERVICES, INC	001	112528	1212 SOLUTIONS CENTER CHICAGO, IL 60677-1022	Check
	E	01	100	203 000 394 999	JES Teachers	\$1,587.45
	E	01	100	411 740 307 999	JES SPED Paras	\$225.83
	E	01	300	211 000 394 999	JHS Teachers	\$1,190.59
	E	01	300	400 000 307 999	JHS SPED Teachers	\$396.86
	E	01	128	211 000 394 999	JMS Teachers	\$1,091.38

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type	
4542		KELLY SERVICES, INC	001	112528	1212 SOLUTIONS CENTER CHICAGO, IL 60677-1022	Check	
	E 01			128 407 740 307 999	JMS SPED PARA	\$148.84	
	E 01			128 407 740 307 999	ELS Teachers	\$198.43	
	E 01			100 203 000 394 999	JES Teachers	\$1,190.60	
	E 01			100 411 740 307 999	JES SPED Teachers	\$396.86	
	E 01			100 411 740 307 999	JES SPED Paras	\$292.55	
	E 01			300 211 000 394 999	JHS Teachers	\$1,190.59	
	E 01			300 400 000 307 999	JHS SPED Teachers	\$99.22	
	E 01			128 211 000 394 999	JMS Teachers	\$1,389.02	
	E 01			128 400 000 307 999	JMS SPED Teachers	\$396.86	
PO#:		Voucher #:	136249	Invoice	Invoice No: 5612214205/561238614	11/14/2025	Paid Amt: \$9,795.08
	E 01			100 412 740 307 999	JES Paras	\$687.77	
	E 01			100 411 740 307 999	JES SPED Paras	\$148.84	
	E 01			100 203 000 394 999	JES Teachers	\$992.16	
	E 01			300 211 000 394 999	JHS Teachers	\$694.51	
	E 01			128 211 000 394 999	JMS Teachers	\$297.66	
	E 01			100 203 000 394 999	JES Teachers	\$2,778.04	
	E 01			100 400 000 307 999	JES SPED Teachers	\$198.43	
	E 01			100 411 740 307 999	JES SPED Paras	\$287.42	
	E 01			100 412 740 307 999	JES Paras	\$446.52	
	E 01			300 400 000 307 999	JHS SPED Teachers	\$396.86	
	E 01			300 640 316 305 999	JHS Teachers	\$396.86	
	E 01			300 211 000 394 999	JHS Teachers	\$793.74	
	E 01			300 211 000 394 999	JMS Teachers	\$198.43	
	E 01			300 211 000 394 999	JMS SPED Teachers	\$396.86	
PO#:		Voucher #:	136215	Invoice	Invoice No: 5611826431/561220064	11/14/2025	Paid Amt: \$8,714.10
							Check Amount: \$18,509.18
							Vendor Total: \$18,509.18

28253		KES, CATHY	001	112569	5075 225TH ST. W. JORDAN, MN 55352	Check	
	E 01			300 292 000 305 311	Tickets - FB	\$50.00	
PO#:		Voucher #:	136262	Invoice	Invoice No: Nov 2025	11/14/2025	Paid Amt: \$50.00
							Check Amount: \$50.00
							Vendor Total: \$50.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6930		KLEM, JOSH	001	7537 DUPONT AVE S RICHFIELD, MN 55423 112570		Check
			E 01	300 292 000 305 311 Ref - FB		\$145.00
PO#:		Voucher #: 136263 Invoice		Invoice No: Sept 2025	11/14/2025	Paid Amt: \$145.00
						Check Amount: \$145.00
						Vendor Total: \$145.00
2254		KOHLHARDT, DEB	001	205 RUSTLE RD JORDAN, MN 55352 112529		Check
			E 04	005 508 321 305 000 Gentle yoga		\$218.40
PO#:		Voucher #: 136214 Invoice		Invoice No: 10/21/25	11/14/2025	Paid Amt: \$218.40
						Check Amount: \$218.40
						Vendor Total: \$218.40
6936		LABELLE, PAUL	001	9570 MADISON ST NE BLAINE, MN 55434 112590		Check
			E 01	300 294 000 305 303 10/15/25		\$165.00
PO#:		Voucher #: 136272 Invoice		Invoice No: October 2025	11/24/2025	Paid Amt: \$165.00
						Check Amount: \$165.00
						Vendor Total: \$165.00
6470		LAKETOWN ELECTRIC, INC-WACONIA	001	8470 STATE HWY 5 WACONIA, MN 55387 112591		Check
			E 01	128 865 370 520 000 10/31/25 CERC walking track lighting		\$10,025.00
PO#:	63075	Voucher #: 136280 Invoice		Invoice No: 42618	11/24/2025	Paid Amt: \$10,025.00
						Check Amount: \$10,025.00
						Vendor Total: \$10,025.00
2757		LANO EQUIPMENT, INC	001	3021 W 133RD ST SHAKOPEE, MN 55379 112530		Check
			E 01	005 810 000 350 200 8/18/25 Lawn mower repair		\$502.78
PO#:	62592	Voucher #: 136218 Invoice		Invoice No: 01-1177094	11/14/2025	Paid Amt: \$502.78
						Check Amount: \$502.78
						Vendor Total: \$502.78
6925		LAUFENBURGER, DENNIS	001	2824 CENTURY TRAIL CHANHASSEN, MN 55317 112571		Check
			E 01	300 296 000 305 342 Announcing - VB		\$20.00
			E 01	300 292 000 305 311 Announcing - FB		\$48.44

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6925		LAUFENBURGER, DENNIS		112571		Check
		2824 CENTURY TRAIL CHANHASSEN, MN 55317				
		E 01 300 292 000 305 311			Accounting - VB	\$26.91
PO#:		Voucher #: 136265 Invoice			11/14/2025	
						Paid Amt: \$95.35
						Check Amount: \$95.35
						Vendor Total: \$95.35
27558		LEE, TIMOTHY RANDALL		112592		Check
		8025 AIRPORT RD WACONIA, MN 55387				
		E 02 128 770 701 350 000			Materials	\$56.50
		E 02 128 770 701 350 000			Tech service time	\$187.50
		E 02 128 770 701 350 000			Trip	\$50.00
PO#:		Voucher #: 136292 Invoice			11/24/2025	
						Paid Amt: \$294.00
						Check Amount: \$294.00
						Vendor Total: \$294.00
25925		LEHNEN, KEN		112572		Check
		104 RIVERSIDE LANE JORDAN, MN 55352				
		E 01 300 294 000 305 303			Ref - FB	\$175.00
PO#:		Voucher #: 136266 Invoice			11/14/2025	
						Paid Amt: \$175.00
						Check Amount: \$175.00
						Vendor Total: \$175.00
6554		LINGRO, LLC		112531		Check
		332 WEST 89TH STREET 2B NEW YORK, NY 10024				
		E 01 300 211 302 406 000			Lingro Learning: Gente Online Textbook	\$2,700.00
PO#:	62460	Voucher #: 136216 Invoice			11/14/2025	
						Paid Amt: \$2,700.00
						Check Amount: \$2,700.00
						Vendor Total: \$2,700.00
6889		LITCHFIELD COMMUNITY EDUCATION		112532		Check
		307 6TH ST SUITE 110 LITCHFIELD, MN 55355				
		E 04 005 505 321 305 515			Fall 2025 Litchfield/Jordan volleyball tournament	\$190.00
PO#:	62837	Voucher #: 136217 Invoice			11/14/2025	
						Paid Amt: \$190.00
						Check Amount: \$190.00
						Vendor Total: \$190.00
6914		M & D SPORTS SERVICES		112533		Check
		9834 PALM ST NW COON RAPIDS, MN 55433				
		E 01 300 294 000 305 326			Assignor fee Boys	\$336.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6914		M & D SPORTS SERVICES		9834 PALM ST NW	COON RAPIDS, MN 55433	
		001		112533		Check
		E 01	300	296 000	305 326	Assingor fee Girls
						\$264.00
PO#:	62925	Voucher #:	136221	Invoice	No: 25-164	11/14/2025
						Paid Amt: \$600.00
						Check Amount: \$600.00
						Vendor Total: \$600.00
4279		MCCRADY, RYAN		9159 HOWLING WOLF DR NE	BEMIDJI, MN 56601	
		001		112534		Check
		E 01	300	292 000	305 314	CC Meet Fee
						\$800.00
		E 01	300	292 000	305 314	Bib Chip Tags
						\$847.50
		E 01	300	292 000	305 314	\$300 Refund of Track payment
						(\$300.00)
PO#:	62893	Voucher #:	136220	Invoice	No: 1242	11/14/2025
						Paid Amt: \$1,347.50
						Check Amount: \$1,347.50
						Vendor Total: \$1,347.50
25260		MECA SPORTSWEAR		1120 TOWNLINE ROAD	TOMAH, WI 54660	
		001		112593		Check
		E 01	300	292 000	401 300	Award Letter "J"
						\$485.00
		E 01	300	292 000	401 300	Shipping
						\$11.25
PO#:	62903	Voucher #:	136301	Invoice	No: SIP267709	11/24/2025
						Paid Amt: \$496.25
						Check Amount: \$496.25
						Vendor Total: \$496.25
25305		MEDCO SUPPLY COMPANY		PO BOX 21773	CHICAGO, IL 60673-1217	
		001		112594		Check
		E 01	300	292 000	401 300	Closed-cell Foam Rolls, White, 1/2x6x72
						\$101.40
		E 01	300	292 000	401 300	Shipping & Handling
						\$14.20
PO#:	62809	Voucher #:	136297	Invoice	No: IN99321018	11/24/2025
						Paid Amt: \$115.60
						Check Amount: \$115.60
						Vendor Total: \$115.60
26424		MN BOARD OF SCHOOL ADMINISTRATORS		2 PINE TREE DRIVE STE 306	ARDEN HILLS, MN 55112	
		001		112617		Check
		E 04	005	505 321	820 000	C. Bahn
						\$100.00
		E 01	005	420 419	820 640	C. Williams
						\$100.00
		E 01	128	050 000	820 000	B. Bakeberg
						\$100.00
		E 04	005	582 344	820 000	J. Wendorff
						\$100.00
		E 01	128	050 000	820 000	R. Gulbranson
						\$100.00
		E 01	300	292 000	820 300	J. Buteyn
						\$100.00
		E 01	100	050 000	820 000	M. Barnett
						\$100.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
26424		MN BOARD OF SCHOOL ADMINISTRATORS			2 PINE TREE DRIVE STE 306 ARDEN HILLS, MN 55112	
			001	112617		Check
			E 01	005 020 000 820 000	R. Evenson	\$100.00
			E 01	300 050 000 820 000	J. Vizenor	\$100.00
PO#:		Voucher #: 136311 Invoice		Invoice No: 2025-2026	11/25/2025	Paid Amt: \$900.00
						Check Amount: \$900.00
						Vendor Total: \$900.00
5358		MN STATE COMMUNITY & TECHNICAL COLLEGE			WORKFORCE DEV SOLUTIONS 1900 28TH AVE S MOORHEAD, MN 56560	
			001	112535		Check
			E 01	300 211 000 394 000	G. Cox	\$655.83
PO#:		Voucher #: 136219 Invoice		Invoice No: 00879120	11/14/2025	Paid Amt: \$655.83
						Check Amount: \$655.83
						Vendor Total: \$655.83
3967		MN VALLEY ELECTRIC COOPERATIVE			125 MN VALLEY ELECTRIC DR JORDAN, MN 55352	
			001	112595		Check
			E 01	005 810 000 330 201	Ball Field Light	\$16.26
PO#:	62974	Voucher #: 136277 Invoice		Invoice No: 11/07/25	11/24/2025	Paid Amt: \$16.26
						Check Amount: \$16.26
						Vendor Total: \$16.26
5066		MONTGOMERY SPORTSMEN'S CLUB			PO BOX 141 MONTGOMERY, MN 56069	
			001	112596		Check
			E 04	005 505 321 305 514	9/7-10/20/25 Youth Trap Rounds	\$3,381.00
PO#:	62974	Voucher #: 136300 Invoice		Invoice No: 10/24/25	11/24/2025	Paid Amt: \$3,381.00
						Check Amount: \$3,381.00
						Vendor Total: \$3,381.00
3315		MRI INTERMEDIATE HOLDINGS, LLC			28925 FOUNTAIN PKWY SOLON, OH 44139	
			001	112597		Check
			E 04	005 505 321 305 000	Applicant copy fee	\$2.00
			E 04	005 505 321 305 000	Report	\$10.00
PO#:		Voucher #: 136299 Invoice		Invoice No: MRIUS2584037	11/24/2025	Paid Amt: \$12.00
						Check Amount: \$12.00
						Vendor Total: \$12.00
2436		NATIONAL SCHOOL FORMS				
			001	112536		Check
			E 01	005 720 000 401 000	Health Office Visit Forms	\$170.00

Code	Rcd	Vendor	Bank	Check No	Pmt Type	Pmt/Void Date	Check Amount	Vendor Total
2436		NATIONAL SCHOOL FORMS			Check			
		001		112536				
		E 01	005	720	000	401	000	Shipping
							\$30.25	
PO#:	62437	Voucher #:	136223	Invoice	No:	52037767	11/14/2025	
								Paid Amt: \$200.25
								Check Amount: \$200.25
								Vendor Total: \$200.25
6270		NIELSEN, JOSHUA			Check			
		001		112598				
		E 01	300	296	000	305	342	08/25/25
							\$60.00	
		E 01	300	296	000	305	342	09/04/25
							\$60.00	
		E 01	300	296	000	305	342	09/18/25
							\$60.00	
		E 01	300	296	000	305	342	09/23/25
							\$60.00	
		E 01	300	296	000	305	342	10/02/25
							\$60.00	
PO#:		Voucher #:	136274	Invoice	No:	October 2025	11/24/2025	
								Paid Amt: \$300.00
								Check Amount: \$300.00
								Vendor Total: \$300.00
6938		NIGHTINGALE, TIM			Check			
		001		112599				
		E 04	005	505	321	401	518	Supplies
							\$480.66	
		E 04	005	505	321	366	518	Travel
							\$1,019.34	
PO#:		Voucher #:	136289	Invoice	No:	October 2025	11/24/2025	
								Paid Amt: \$1,500.00
								Check Amount: \$1,500.00
								Vendor Total: \$1,500.00
27111		NORMANDALE COMMUNITY COLLEGE			Check			
		001		112600				
		E 01	300	211	000	394	000	Intro to Ed
							\$73.20	
		E 01	300	211	000	394	000	Intro to Ed
							\$2,926.80	
		E 01	300	211	000	394	000	College Writing
							\$75.64	
		E 01	300	211	000	394	000	College Writing
							\$2,924.36	
PO#:		Voucher #:	136296	Invoice	No:	C10000015318	11/24/2025	
								Paid Amt: \$6,000.00
								Check Amount: \$6,000.00
								Vendor Total: \$6,000.00
27128		NORTH STAR PIZZA			Check			
		001		112537				
		E 02	300	770	707	490	000	10/15/25
							\$89.00	
		E 02	300	770	707	490	000	10/08/25
							\$98.00	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
27128		NORTH STAR PIZZA		17565 HWY 65 SUITE145 HAM LAKE, MN 55304		
		001		112537		
		E 02	300	770 707 490 000	10/29/25	Check
						\$89.00
PO#:		Voucher #:	136203	Invoice No: Numerous	11/14/2025	Paid Amt: \$276.00
		E 02	100	770 701 490 000	JES - 10/22/25	\$616.00
		E 02	128	770 701 490 000	JMS - 10/22/25	\$536.00
		E 02	300	770 701 490 000	JHS - 10/22/25	\$488.00
		E 02	300	770 701 490 000	RV - 10/22/25	\$32.00
		E 02	128	770 701 490 000	SJB - 10/22/25	\$96.00
PO#:		Voucher #:	136204	Invoice No: Numerous	11/14/2025	Paid Amt: \$1,768.00
						Check Amount: \$2,044.00
						Check
		E 02	300	770 701 490 000	10/22 - JHS Lunch	\$488.00
		E 02	300	770 707 490 000	10/15 - JHS Ala Carte	\$89.00
		E 02	300	770 707 490 000	10/22 - RV Ala Carte	\$32.00
		E 02	300	770 707 490 000	10/15 - JHS Ala Carte	\$89.00
PO#:		Voucher #:	136305	Invoice No: October 2025	11/24/2025	Paid Amt: \$698.00
						Check Amount: \$698.00
						Vendor Total: \$2,742.00
5340		OFFICE OF MNIT SERVICES		CENTENNIAL BLDG, 2ND FL 658 CEDAR ST ST PAUL, MN 55155-1603		
		001		112538		
		E 01	100	412 740 394 000	SpEd Phone Interpretation September 2025 EC	\$7.35
		E 01	100	219 317 358 000	Gen Ed Phone Interpretation September 2025 JI	\$79.80
		E 01	100	420 740 394 000	SpEd Phone Interpretation September 2025 JES	\$9.45
		E 01	128	219 317 358 000	Gen Ed Phone Interpretation September 2025 JI	\$9.45
		E 01	128	420 740 394 000	SpEd Phone Interpretation September 2025 JMS	\$35.70
PO#:	62941	Voucher #:	136225	Invoice No: W25090768	11/14/2025	Paid Amt: \$141.75
						Check Amount: \$141.75
						Vendor Total: \$141.75
6935		PFEIFER, TROY		11524 MISSISSIPPI DR N CHAMPLIN, MN 55316		
		001		112602		
		E 01	300	294 000 305 303	10/15/25	Check
						\$155.00
PO#:		Voucher #:	136273	Invoice No: October 2025	11/24/2025	Paid Amt: \$155.00
						Check Amount: \$155.00
						Vendor Total: \$155.00

Detail Payment Register by Vendor

Check Number: 0-2147483647 Payment Date: 7/1/2025-11/30/2025 Period: 202605-202605 Void Status: N

Code	Rcd	Vendor	Bank	Check No	Pmt Type	Pmt/Void Date	Check Amount	Vendor Total
5956		PINE ISLAND PUBLIC SCHOOLS		223 1ST AVE SE PINE ISLAND, MN 55963	Check			
		001		112539				
		E 01 300 292 000 369 314		Entry Fee Pine Island		\$150.00		
PO#:	62923	Voucher #:	136228	Invoice No:	09/16/25	11/14/2025	Paid Amt: \$150.00	Check Amount: \$150.00
							Vendor Total: \$150.00	
25600		POSTMASTER		214 2ND ST E JORDAN, MN 55352	Check			
		001		112577				
		E 01 005 110 000 329 000		DO		\$112.40		
		E 04 005 505 321 329 000		CE		\$112.39		
		E 01 005 110 000 329 000		DO		\$242.48		
		E 04 005 505 321 329 000		CE		\$242.49		
PO#:		Voucher #:	136271	Invoice No:	November 2025	11/21/2025	Paid Amt: \$709.76	Check Amount: \$709.76
							Vendor Total: \$709.76	
27947		POWELL, KELLY		300 COVENTRY ROAD LESUEUR, MN 56058	Check			
		001		112540				
		E 01 300 292 000 305 314		CC Official		\$150.00		
PO#:	62987	Voucher #:	136230	Invoice No:	0085	11/14/2025	Paid Amt: \$150.00	Check Amount: \$150.00
							Vendor Total: \$150.00	
25843		PRESTWICK HOUSE		58 ARTISAN DRIVE SMYRNA, DE 19977	Check			
		001		112603				
		E 01 300 407 419 433 000		To Kill a Mockingbird-Teaching Unit		\$29.99		
		E 01 300 407 419 433 000		To Kill a Mockingbird Book		\$140.00		
		E 01 300 407 419 433 000		Reading Informational Texts Level 7		\$379.99		
		E 01 300 407 419 433 000		Book Thief-Teaching Unit		\$29.99		
		E 01 300 407 419 433 000		Book Thief Book		\$104.90		
		E 01 300 407 419 433 000		Shipping		\$65.48		
PO#:	62607	Voucher #:	136295	Invoice No:	452242	11/24/2025	Paid Amt: \$750.35	Check Amount: \$750.35
							Vendor Total: \$750.35	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
21598		QUATMANN AUTO SERVICE		6171 WEST 190TH STREET JORDAN, MN 55352		
		001		112542		
		E 01 005 810 000 350 200		Patch work on tire		Check
					\$26.28	
PO#:		Voucher #: 136236 Invoice		Invoice No: 66061	11/14/2025	Paid Amt: \$26.28
						Check Amount: \$26.28
						Vendor Total: \$26.28
2266		RANDY SHAVER CANCER RESEARCH AND COMMUNITY FUND		12800 WHITEWATER DR SUITE 100 MINNETONKA, MN 55343		
		001		112543		
		E 18 300 298 301 899 000		Donation from Tackle Cancer 10/15/25		Check
					\$451.00	
PO#:	62929	Voucher #: 136234 Invoice		Invoice No: N/A	11/14/2025	Paid Amt: \$451.00
						Check Amount: \$451.00
						Vendor Total: \$451.00
2460		REGION ZAA		JAIME SHERWOOD 6355 HARFF ROAD LORETTO, MN 55357		
		001		112544		
		E 01 300 292 000 305 311		Student tickets		Check
					\$970.00	
		E 01 300 292 000 305 311		Adult tickets		
					\$1,810.00	
PO#:	62979	Voucher #: 136238 Invoice		Invoice No: 10/22/25	11/14/2025	Paid Amt: \$2,780.00
						Check Amount: \$2,780.00
						Vendor Total: \$2,780.00
25188		REGION ZA-MSHSL		DAVE SWANBERG 140 S MORNINGSIDE DR LE SUEUR, MN 56058		
		001		112616		
		E 01 300 292 000 305 311		Cash tickets - adults		Check
					\$500.00	
		E 01 300 292 000 305 311		Cash tickets - students		
					\$105.00	
PO#:	62425	Voucher #: 135171 Invoice		Invoice No: SB Sections	11/24/2025	Paid Amt: \$605.00
						Check Amount: \$605.00
						Vendor Total: \$605.00
1964		REGION 5A		7155 164TH AVE NE NEW LONDON, MN 56273		
		001		112545		
		E 01 300 292 000 305 311		Student Tickets		Check
					\$990.00	
		E 01 300 292 000 305 311		Adult Tickets		
					\$780.00	
PO#:	62943	Voucher #: 136235 Invoice		Invoice No: 10/21/25	11/14/2025	Paid Amt: \$1,770.00
		E 01 300 292 000 305 311		Adult tickets		
					\$1,260.00	
		E 01 300 292 000 305 311		Student tickets		
					\$930.00	
PO#:	62978	Voucher #: 136237 Invoice		Invoice No: 10/25/25	11/14/2025	Paid Amt: \$2,190.00
						Check Amount: \$3,960.00
						Vendor Total: \$3,960.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
24638		REGION V COMPUTER SERVICES			1917 EXCEL DR MANKATO, MN 56001-3032	
		001		112546		Check
		E 01 005 110 302 316 000			Fee Oper Cap - Region V Qrt 2 fees	\$1,312.00
		E 01 005 110 000 316 000			User Fee - REgion V - Qtr 2 fee	\$5,605.00
PO#: 62898		Voucher #: 136232 Invoice			Invoice No: 18199	11/14/2025
					Paid Amt: \$6,917.00	Check Amount: \$6,917.00
					Vendor Total: \$6,917.00	
28166	11	RIVER SOUTH PRODUCTIONS			502 2ND ST SW MONTGOMERY, MN 56077	
		001		112547		Check
		E 01 300 211 000 305 000			DJ for Homecoming	\$500.00
PO#: 62948		Voucher #: 136251 Invoice			Invoice No: 09/20/25	11/14/2025
					Paid Amt: \$500.00	Check Amount: \$500.00
					Vendor Total: \$500.00	
6596		ROOT RIVER HARDWOODS			404 AIRPORT RD ALBERT LEA, MN 56077	
		001		112548		Check
		R 01 300 000 000 619 924			Lumber	\$364.32
		R 01 300 000 000 619 924			Plywood	\$402.50
PO#: 62835		Voucher #: 136231 Invoice			Invoice No: 30125	11/14/2025
		R 01 300 000 000 619 924			Plywood	\$525.00
PO#: 62867		Voucher #: 136233 Invoice			Invoice No: 30318	11/14/2025
					Paid Amt: \$525.00	Check Amount: \$525.00
					Vendor Total: \$1,291.82	
6877		ROTO-ROOTER			5672 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693-0056	
		001		112549		Check
		E 01 128 810 000 350 272			Labor	\$2,230.46
		E 01 128 810 000 350 272			Parts	\$69.54
		E 01 128 810 000 350 272			Other	\$1,500.00
PO#: 63076		Voucher #: 136239 Invoice			Invoice No: 48-27082563	11/14/2025
					Paid Amt: \$3,800.00	Check Amount: \$3,800.00
					Vendor Total: \$4,336.00	
PO#: 63076		Voucher #: 136279 Invoice			Invoice No: 48-27226898	11/24/2025
		E 01 300 810 000 350 272			10/30/25 JHS teacher lounge sink/drain repair	\$536.00
					Paid Amt: \$536.00	Check Amount: \$536.00
					Vendor Total: \$4,336.00	

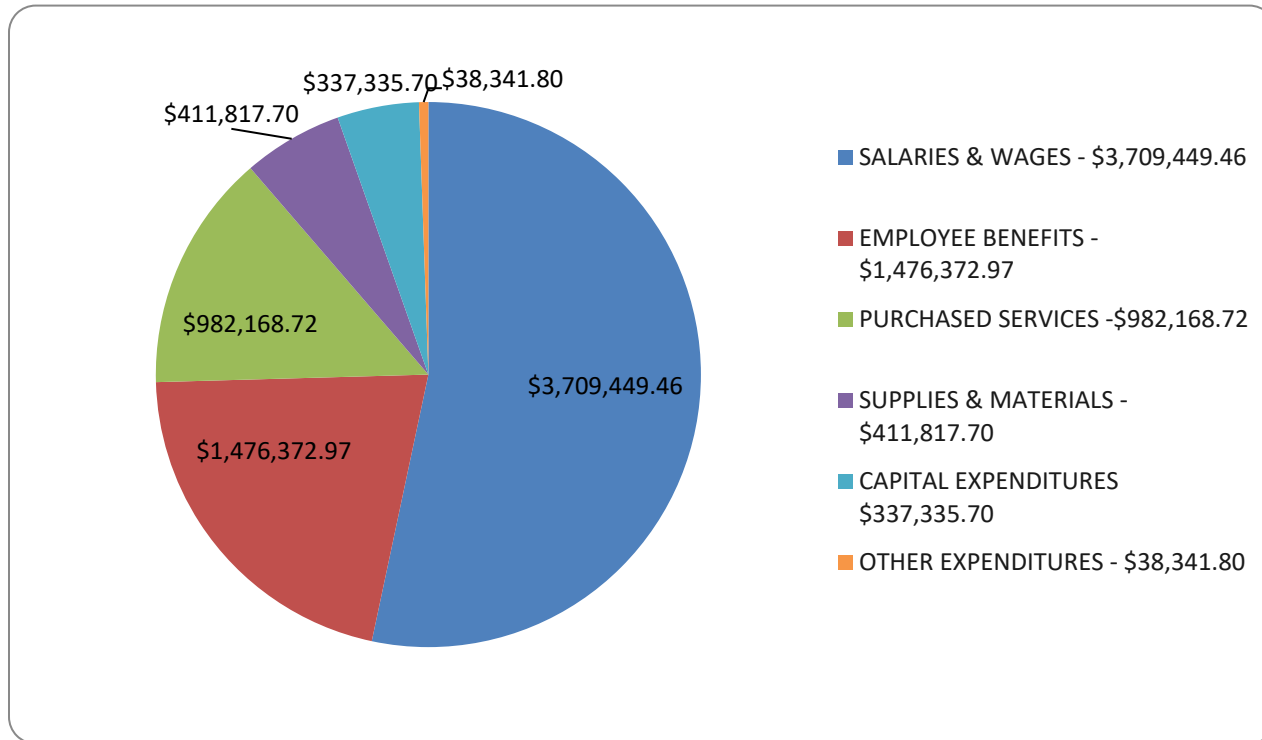
Code	Rcd	Vendor	Bank	Check No	Pmt Type	Pmt/Void Date	
6929		SALZWEDEL, NOAH		4176 GOLFVIEW DR JORDAN, MN 55352	Check		
		001		112574			
		E 01 300 292 000 305 311		Team Host - FB		\$65.00	
PO#:		Voucher #: 136268		Invoice No: Nov 2025		11/14/2025	
					Paid Amt:	\$65.00	
					Check Amount:	\$65.00	
					Vendor Total:	\$65.00	
3798		SCHEELS			Check		
		001		112550			
		E 04 005 505 321 401 514		Ammo		\$22,330.00	
PO#:		Voucher #: 136250		Invoice No: FY 25-26		11/14/2025	
					Paid Amt:	\$22,330.00	
					Check Amount:	\$22,330.00	
					Vendor Total:	\$22,330.00	
5648		SELECT PRODUCTS COMPANY		1585 PIERCE TERRACE N.E. MINNEAPOLIS, MN 55421	Check		
		001		112551			
		E 02 100 770 701 401 000		Medium polos		\$60.50	
		E 02 100 770 701 401 000		Embroidery		\$55.00	
		E 02 100 770 701 401 000		Embroidery Name		\$27.50	
		E 02 100 770 701 401 000		Shipping		\$21.51	
PO#:		Voucher #: 136243		Invoice No: 51580		11/14/2025	
					Paid Amt:	\$164.51	
					Check Amount:	\$164.51	
					Vendor Total:	\$164.51	
4004		SHIFFLER		745 SOUTH ST CHARDON, OH 44024	Check		
		001		112605			
		E 01 128 050 000 401 000		Metal locker plates for JMS locker doors		\$51.72	
PO#:		Voucher #: 136291		Invoice No: 10029077-00		11/24/2025	
					Paid Amt:	\$51.72	
					Check Amount:	\$51.72	
					Vendor Total:	\$51.72	
2882		SHRED RIGHT		6301 W OLD SHAKOPEE RD BLOOMINGTON, MN 55438	Check		
		001		112552			
		E 01 128 211 000 305 000		MS		\$15.14	
		E 01 005 110 000 305 000		DO		\$15.15	
		E 01 100 203 000 305 000		ES		\$24.56	
		E 01 300 211 000 305 000		HS		\$24.56	
PO#:		Voucher #: 136242		Invoice No: 0058063		11/14/2025	
					Paid Amt:	\$79.41	
					Check Amount:	\$79.41	
					Vendor Total:	\$79.41	

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
5419		SMARTPRESS.COM	950 LAKE DR	CHANNASSEN, MN 55317		
		001	112606			Check
		E 01 300 211 000 401 217	JHS Thank You Cards qty 100		\$114.65	
PO#: 63055		Voucher #: 136286	Invoice No: 1845441	11/24/2025		Paid Amt: \$114.65
PO#: 63054		Voucher #: 136287	Invoice No: 1846189	11/24/2025		Paid Amt: \$58.21
						Check Amount: \$172.86
						Vendor Total: \$172.86
3439		SOUTH CENTRAL COLLEGE	1920 LEE BOULEVARD	NORTH MANKATO, MN 56003		
		001	112607			Check
		E 01 300 211 000 394 000	Health Care Core Fnd		\$3,000.00	
PO#: 63053		Voucher #: 136282	Invoice No: C10000015242	11/24/2025		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	112553			Check
		E 01 100 865 358 305 000	10/14/25 JES Asbestos		\$293.00	
		E 01 005 865 352 305 000	10/14/25 JPS EHS		\$765.75	
PO#: 62932		Voucher #: 136245	Invoice No: 24327	11/14/2025		Paid Amt: \$1,058.75
PO#: 62970		Voucher #: 136244	Invoice No: 24316	11/14/2025		Paid Amt: \$357.65
PO#: 62970		Voucher #: 136241	Invoice No: 10/22/25	11/14/2025		Paid Amt: \$1,475.00
						Check Amount: \$2,891.40
						Vendor Total: \$2,891.40
5970		ST LOUIS PARK PUBLIC SCHOOLS	6425 WEST 33RD ST	ST LOUIS PARK, MN 55426		
		001	112609			Check
		E 01 300 292 000 401 296	Volleyball Invite 9/27/25 St Louis Park		\$300.00	
PO#: 63051		Voucher #: 136281	Invoice No: 09/27/25	11/24/2025		Paid Amt: \$300.00
						Check Amount: \$300.00
						Vendor Total: \$300.00

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
11214		STAPLES ADVANTAGE	001	112615		Check
		PO BOX 660409 DALLAS, TX 75266-0409				
		E 01 300 211 000 430 000			24477232 Expo Dry Erase Markers, Chisel Tip, ,	\$67.29
PO#:	62320	Voucher #: 136275 Invoice		July 2025	11/24/2025	Paid Amt: \$67.29
						Check Amount: \$67.29
						Vendor Total: \$67.29
25711		STAR GROUP, LLC	001	112554		Check
		2121 N BROADWAY NEW ULM, MN 56073				
		E 01 005 810 000 350 200			Antifreeze	\$51.45
PO#:		Voucher #: 136240 Invoice		937173	11/14/2025	Paid Amt: \$51.45
						Check Amount: \$51.45
						Vendor Total: \$51.45
6045		STEFFEN, MADYSON	001	112611		Check
		824 FOREST EDGE DR JORDAN, MN 55352				
		E 04 005 505 321 305 515			5th Grade VB	\$1,000.00
PO#:		Voucher #: 136278 Invoice		November 2025	11/24/2025	Paid Amt: \$1,000.00
						Check Amount: \$1,000.00
						Vendor Total: \$1,000.00
6937		STILEN, LISA	001	112612		Check
		1025 SUNRISE LANE BELLE PLAINE, MN 56011				
		E 04 005 505 321 366 518			Travel	\$1,500.00
PO#:		Voucher #: 136288 Invoice		October 2025	11/24/2025	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
						Vendor Total: \$1,500.00
26451		THE MUSIC MART	001	112555		Check
		1014 N. RIVERFRONT DR MANKATO, MN 56001				
		R 01 300 000 000 619 923			Jones Oboe Reeds	\$64.80
PO#:	63026	Voucher #: 136246 Invoice		1918553	11/14/2025	Paid Amt: \$64.80
						Check Amount: \$64.80
						Vendor Total: \$64.80
6001			001	112613		Check
		E 01 300 258 000 430 000			The real christmans books + cinema Paradiso	\$183.96
		E 01 300 258 000 430 000			Winterscape	\$63.75
		E 01 300 258 000 430 000			De Clobres, A LaClaire Fontaine, challenging Ja	\$233.59
PO#:	63027	Voucher #: 136294 Invoice		1920621	11/24/2025	Paid Amt: \$481.30
						Check Amount: \$481.30
						Vendor Total: \$546.10

Code	Rcd	Vendor	Bank	Check No	Pmt/Void Date	Pmt Type
6237		TRUE MECHANICAL LLC	3225 180TH ST W JORDAN, MN 55352			
		001		112614		Check
		E 01 100 810 000 350 272	9/13/25 flow switch and water heater repair		\$801.09	
PO#: 63014		Voucher #: 136293 Invoice	Invoice No: 2429	11/24/2025		Paid Amt: \$801.09
					Check Amount:	\$801.09
					Vendor Total:	\$801.09
2669		TRUEGREEN COMMERCIAL	PO BOX 78031 PHOENIX, AZ 85062-8031			
		001		112556		Check
		E 01 300 810 000 350 199	10/19/25 JHS lawn service		\$3,746.70	
		E 01 998 810 000 305 000	10/19/25 RV lawn service		\$238.05	
		E 01 005 810 000 350 272	10/19/25 Rental house lawn service		\$232.87	
PO#: 62931		Voucher #: 136224 Invoice	Invoice No: Multiple	11/14/2025		Paid Amt: \$4,217.62
					Check Amount:	\$4,217.62
					Vendor Total:	\$4,217.62
26155		UNIVERSITY OF MINNESOTA	160 WILLIAMSON HALL ATTN:FISCA 231 PILLSBURY DR SE MINNEAPOLIS, MN 55455			
		001		112557		Check
		E 01 300 211 000 394 000	CE - Fall 2025		\$9,715.00	
PO#: 62836		Voucher #: 136247 Invoice	Invoice No: 0000343391	11/14/2025		Paid Amt: \$9,715.00
					Check Amount:	\$9,715.00
					Vendor Total:	\$9,715.00
2616		WACONIA COMMUNITY ED	516 INDUSTRIAL BLVD WACONIA, MN 55387			
		001		112558		Check
		E 04 005 505 321 305 515	Fall 2025 Waconia/Jordan volleyball tournament		\$190.00	
PO#: 62836		Voucher #: 136248 Invoice	Invoice No: Fall 2025	11/14/2025		Paid Amt: \$190.00
					Check Amount:	\$190.00
					Vendor Total:	\$190.00
6020		ZIEDAN, MOHAMED	663 MILWAUKEE CT SHAKOPEE, MN 55379			
		001		112575		Check
		E 01 300 296 000 305 326	Ref - Girls Soccer		\$62.50	
		E 01 300 294 000 305 326	Ref - Boys Soccer		\$62.50	
PO#: 62931		Voucher #: 136269 Invoice	Invoice No: Sept 2025	11/14/2025		Paid Amt: \$125.00
					Check Amount:	\$125.00
					Vendor Total:	\$125.00
					Report Total:	\$464,421.13

FUND 01 - EXP GUIDELINE BY OBJECT
DECEMBER, 2025



The following resolution was moved by _____ and seconded by _____

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

Donor	Designated Purpose	Amount/Items
Fish Lake Sportsmen's Club	Lockdown Buckets	\$2,500.00
MVEC	Jordan Public Schools	\$500.00
MVEC	Jordan Middle School	\$720.00
Holly Kvapil CAF America	Jordan Middle School	\$50.00
Mary Kauzlarich	Jordan Elementary School	\$250.00
Mary Kauzlarich	Jordan Middle School	\$250.00
Holly Kvapil CAF America	Jordan Middle School	\$50.00
Siwek Lumber & Millwork	Lockdown Buckets	\$1,192.13
Cheryl Langsweirdt	Jordan Public Schools	\$8,000.00
MightyCause	JES Backpack Program	\$45.00

The vote on adoption of the Resolution was as follows:

Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

School Board Clerk

Date

PERSONNEL ITEMS:

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

New Hire

NAME	ASSIGNMENT	LOCATION	LANE/GRADE	STEP	SALARY/HRLY RATE	EFFECTIVE DATE
Sitzmann, Josh	Coach, Boys Basketball	Middle School	N/A	N/A	\$2,610.00	11/1/2025
Vogel, Janae	LTS - Paraprofessional	Early Learning Services	2	1	\$18.97	12/1/2025
Dietel, Greg	Front Desk Assistant	CERC	2	1	\$16.26	12/4/2025
Pekarna-Dabu, Kelsey	Front Desk Assistant	CERC	2	1	\$16.26	12/4/2025

Contract Renewals

NAME	ASSIGNMENT
Sand, Ozzie	Varsity Football Coach
Heller, Brian	Assistant Varsity Football Coach
Casterton, Nick	Assistant Varsity Football Coach
Arnold, Brandon	JV Football Coach
Peters, Shane	JV Football Coach
Draheim, Jonathan	C Squad Football Coach
Malek, Jeffrey	C Squad Football Coach
Olson, Nathan	C Squad Football Coach
Beckman, Alex	C Squad Football Coach
Kucera, Nate	8th Grade Football Coach
Altermatt, Joshua	8th Grade Football Coach
Graham, Joseph	7th Grade Football Coach
Kusske, Anthony	7th Grade Football Coach
Johnson, Kyle	Program Assistant Football Coach
Steele, Nathan	Varsity Girls Soccer Coach
Schepers, Kevin	C Squad Girls Soccer Coach
Morin, Kevin	Assistant Girls Varsity Coach
Wareham, Timothy	Varsity Boys Soccer Coach
Koehler, Keaton	JV Boys Soccer Coach
Pexa, Leo	C Squad Boys Soccer Coach
Woefel, Thomas	Assistant Boys Varsity Coach
Bailey, Jill	Varsity Tennis Coach
Martin, Bryan	JV Tennis Coach
Attig, Sarah	Varsity Volleyball Coach
Stensland, Tammy	JV Volleyball Coach
Rindahl, Alanna	B Squad Volleyball Coach
Angelino, Alyshia	C Squad Volleyball Coach

Contract Renewals Continued

NAME	ASSIGNMENT
Pauly, Rebecca	Assistant Varsity Volleyball Coach
Nylander, Benjamin	Varsity Cross Country Coach
Theis, Laura	JV Cross Country Coach
Beuch-Bohlsen, Jennifer	MS Cross Country Coach
Ruehling, Chania	Varsity Cheerleading Coach
Wignall, Marie	MS Fall Play Director
Lennox, Janice	MS Fall Play Assistant Director
Wignall, Marie	Fall Play Director
McClellan, Stephen	Fall Play Assistant Director
Schmit, Kurt	Technical Director
Koch, Ryan	Technical Director
Sinke, Drew	Fall Weight Room Supervisor



Independent School District No. 717

Executive Summary – June 30, 2025



Audit Results

Audit Opinion

- The District received a “clean” audit opinion
 - Unmodified opinion – financial statements are prepared using accounting principles generally accepted in the U.S. (GAAP).
 - Financial statements do not contain material misstatements and are fairly presented.
- Opinion is merely the auditor’s professional opinion, based on audit work, on whether the financial statements were prepared in accordance with GAAP, free from material misstatement, and fairly presented.

GASB 101 Implementation

- New accounting standard for compensated absences liability
- Modernizes the type of leave that are considered a compensated absence and provide guidance for a consistent recognition and measurement of the compensated absences liabilities.
- Required for reporting periods ending June 30, 2025.

As a result of implementing this, long-term liabilities as of July 1, 2024 increased by \$2.92 million.

Audit of Federal Funds

- All entities with federal award expenditures of \$750,000+ in a year are required to obtain an annual audit
- Single audit – considers compliance with rules and regulation of applicable federal awards
- The District received an unmodified opinion on compliance for the major federal awards programs report

During 2025, the District expended approximately \$1.3 million in Federal awards.

Audit Findings

Findings

Financial Statements:

Material Weaknesses

1. Preparation of Financial Statements
2. Material Journal Entry

Significant Deficiency

1. Improper Retention of Employee Personnel Forms

Federal Awards:

1. None

Minnesota Legal Compliance:

1. Unclaimed Property
2. Improper Usage of Student Activity Funds

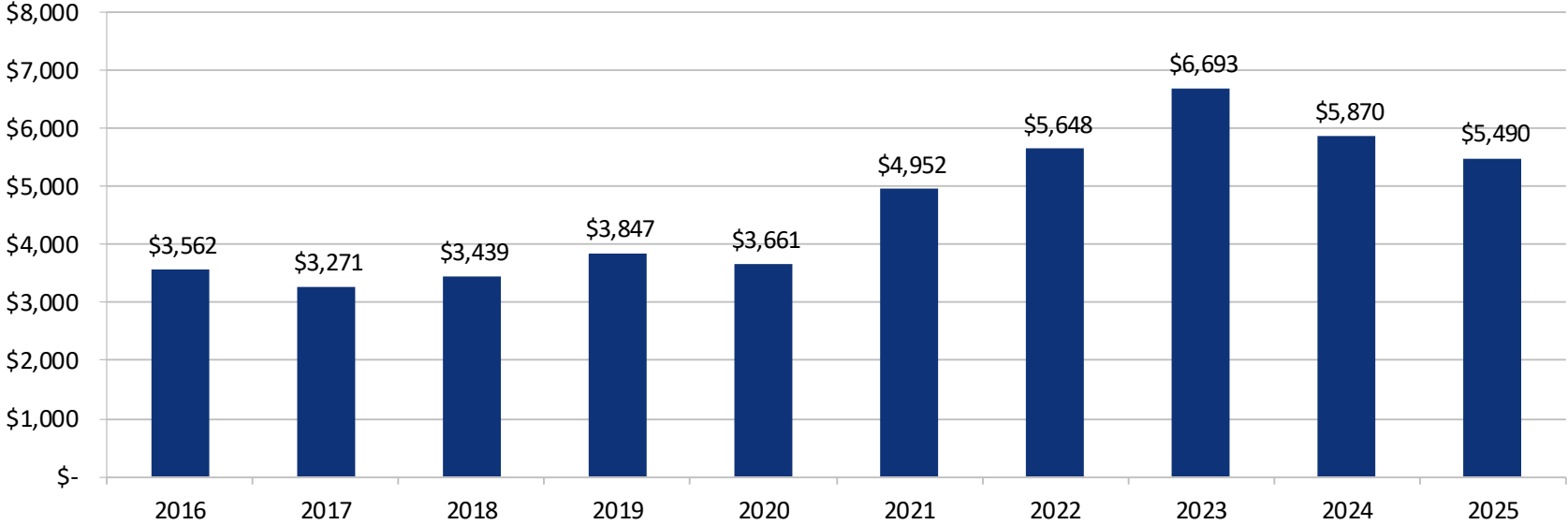


Cash and Investments

Cash/Investments

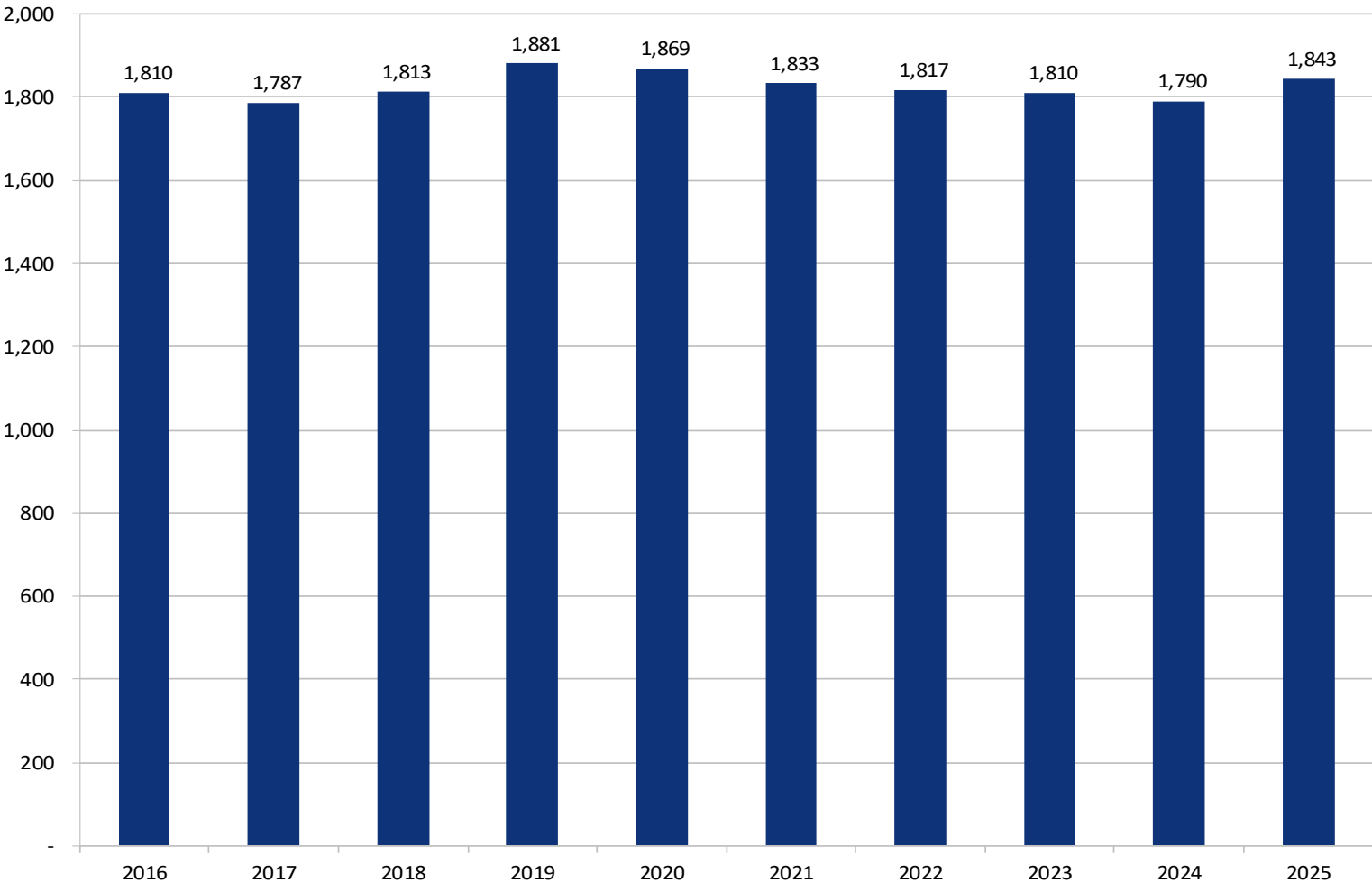
Most significantly affected by the state aid payment's structure. The following graph excludes Debt Service and Capital Project funds due to inconsistency of the funds from year to year.

Balances (in thousands) of the District for the past ten years:



General Fund

ADM Served



Budget to Actual

	Original Budget	Final Budget	Actual	Variance With Final Budget
Revenues				
Local levies	\$ 2,831,419	\$ 2,831,419	\$ 2,763,119	\$ (68,300)
Federal sources	690,349	680,066	719,583	39,517
State sources	20,498,883	21,465,056	22,296,409	831,353
Other	988,868	1,022,276	1,287,358	265,082
	<u>25,009,519</u>	<u>25,998,817</u>	<u>27,066,469</u>	<u>1,067,652</u>
				4.1%
				Positive
Expenditures				
Regular instruction	11,012,086	12,059,237	12,517,909	(458,672)
Administration and district support services	1,811,029	1,858,801	2,129,016	(270,215)
Special education instruction	5,071,688	5,830,138	5,846,186	(16,048)
Instructional and pupil support services	2,591,543	2,993,578	3,054,311	(60,733)
Sites and buildings	1,999,595	1,873,771	1,896,971	(23,200)
Other	1,465,620	1,735,133	1,700,396	34,737
	<u>23,951,561</u>	<u>26,350,658</u>	<u>27,144,789</u>	<u>(794,131)</u>
				-3.0%
				Negative
Revenues Over (Under) Expenditures	1,057,958	(351,841)	(78,320)	273,521
Other Financing Sources				
Insurance proceeds	-	-	69,588	69,588
Gain on sale of assets	-	1,000	846	(154)
Total other financing sources	-	1,000	70,434	69,434
Net Change in Fund Balance	<u>\$ 1,057,958</u>	<u>\$ (350,841)</u>	<u>(7,886)</u>	<u>\$ 342,955</u>
Fund Balance, Beginning of Year			<u>3,980,283</u>	
Fund Balance, End of Year			<u>\$ 3,972,397</u>	



A Positive Fund Balance:

- 1** Contributes to a favorable bond rating.
- 2** Produces investment income and provides a source of working capital to meet cash flow needs.
- 3** Offers a cushion for unexpected expenditures or revenue shortfalls.



Changes in Fund Balances

Fund Balance: cumulative difference between fund assets and fund liabilities.

	Fund Balance Beginning of Year	Net Change in Fund Balance	Fund Balance (Deficit) End of Year
Nonspendable	\$ 138,591	\$ (5,338)	\$ 133,253
Restricted for student activities	66,938	5,129	72,067
Restricted for scholarships	138,755	(500)	138,255
Restricted for staff development	11,912	2,657	14,569
Restricted for literacy incentive aid	41,752	61,035	102,787
Restricted for American Indian ed aid	(1,616)	2,693	1,077
Restricted for operating capital	-	16,427	16,427
Restricted for learning and development	-	3,592	3,592
Restricted for area learning center	206,335	(40,036)	166,299
Restricted for gifted and talented	27,521	(5,403)	22,118
Restricted for basic skills	-	172	172
Restricted for safe schools	40,725	(65,147)	(24,422)
Restricted for literacy aid	-	64,419	64,419
Restricted for long-term facilities maintenance	238,622	(122,252)	116,370
Restricted for medical assistance	49,069	23,685	72,754
Unassigned	3,021,679	50,981	3,072,660
	<u>\$ 3,980,283</u>	<u>\$ (7,886)</u>	<u>\$ 3,972,397</u>



Fund Balance Categories

Nonspendable

Represents amounts that cannot be spent

Not in spendable form

Inventory, prepaid expenses

Restricted

Legally restricted by outside parties

Cannot be appropriated for other spending

Committed

Intended for a specific activity

Imposed by formal action of the school board but is not legally restricted

Assigned

Intended for a specific activity by school board or designated individuals

Not legally restricted

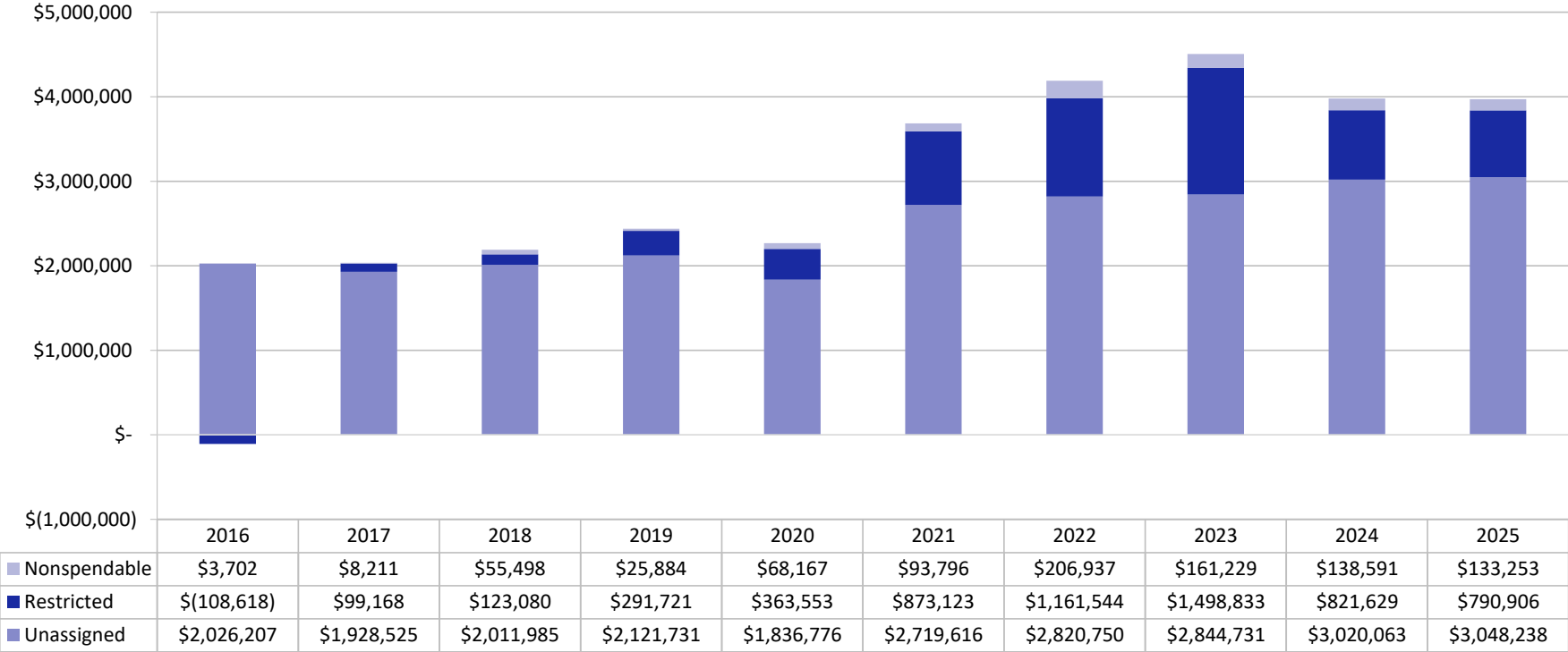
Unassigned

Reserves

“Rainy day” fund

Total Fund Balances

Total fund balances of the General Fund for the past 10 years:



Recommendations Regarding Fund Balances

State of Minnesota Office of the State Auditor (OSA): at year-end, local governments maintain an unrestricted fund balance in their general fund

- Special Revenue Funds: approximately 35-50% of fund operating funds
- No less than 5 months of operating expenditures

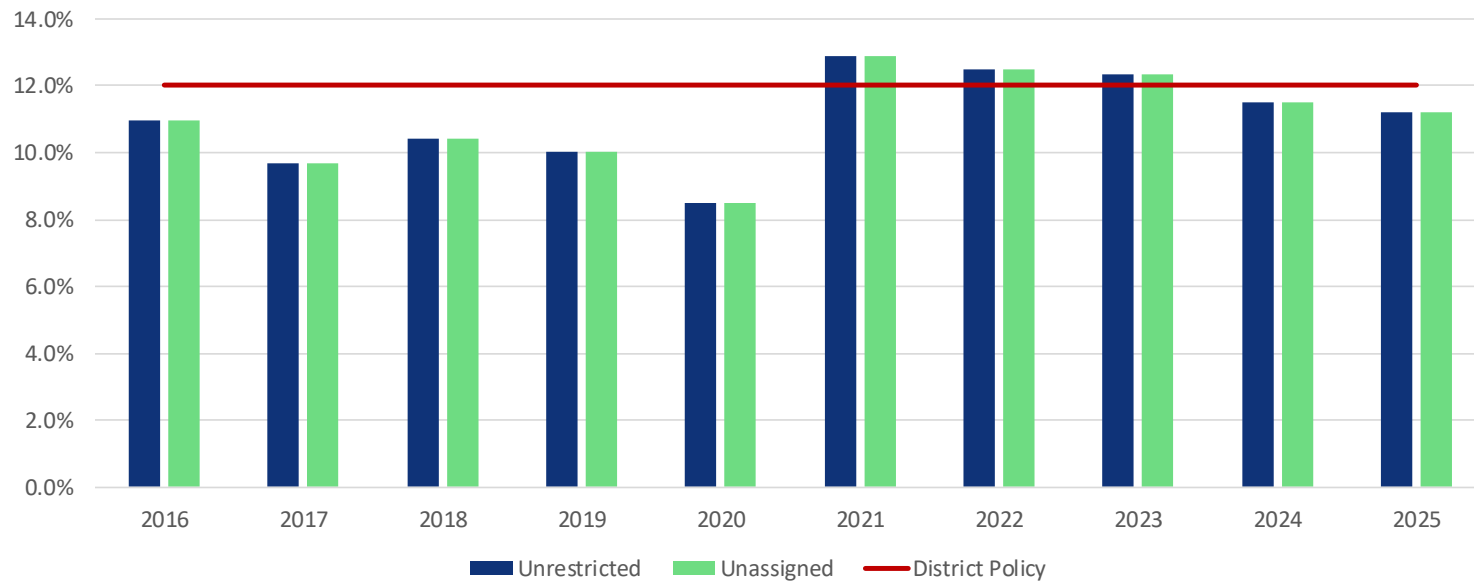
Because MN school districts experience a more reliable flow of cash to fund operations, a recommended unrestricted fund balance for school districts may be less than the amounts recommended for other local governments.

The District's Policy: strive to maintain a minimum unassigned general fund balance or 12% of the annual budget). For the current year that target amount is \$3.1M.



Unassigned/Unrestricted Fund Balance

The District's unassigned fund balance as a percentage of expenditures in the General Fund for the last 10 years.

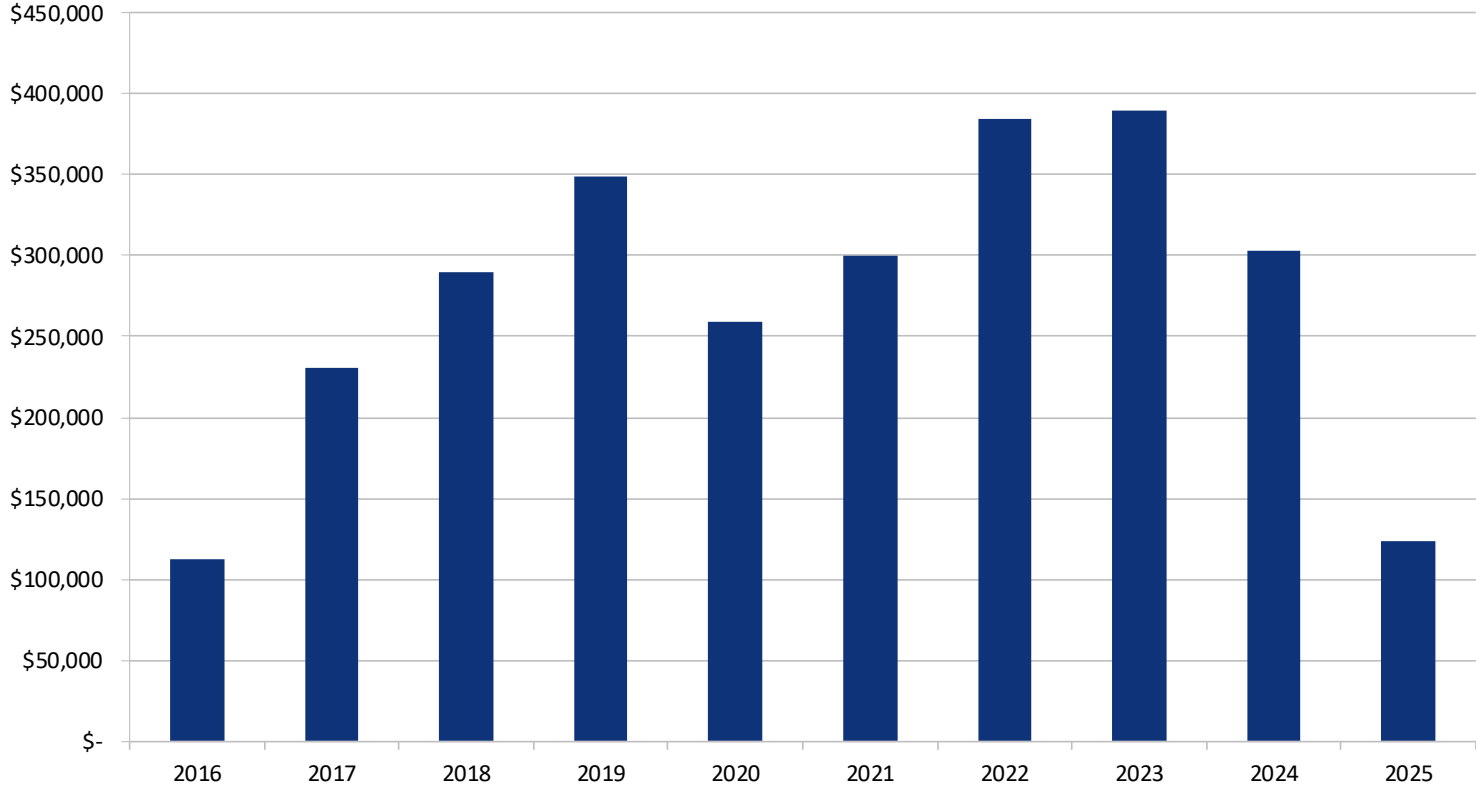


The red line indicates the District's fund balance policy of maintaining a minimum unassigned fund balance of 12% of expenditures

Other Funds

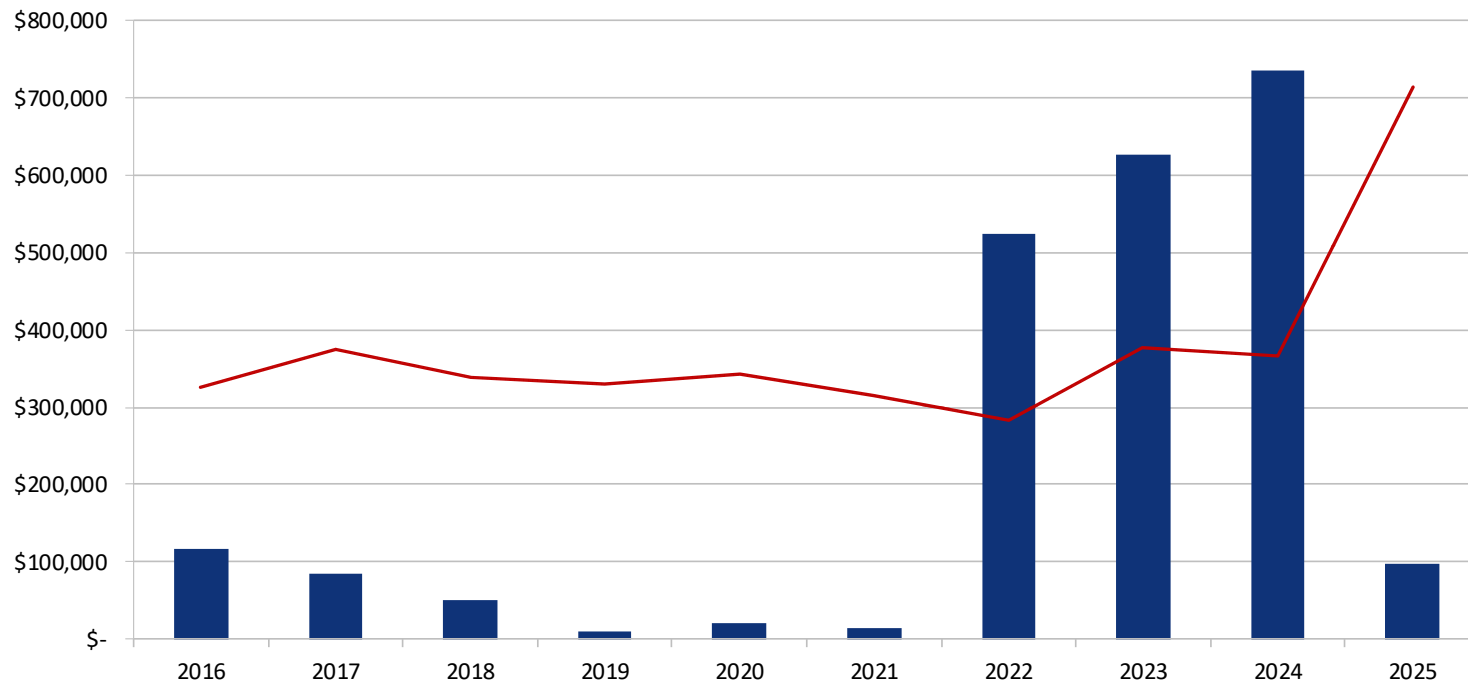
Year-End Fund Balance – Community Service Fund

Positive fund balance indicates that revenues of the community service programs are sufficient to cover the expenditures of the programs.



Year-End Fund Balance – Food Service Fund

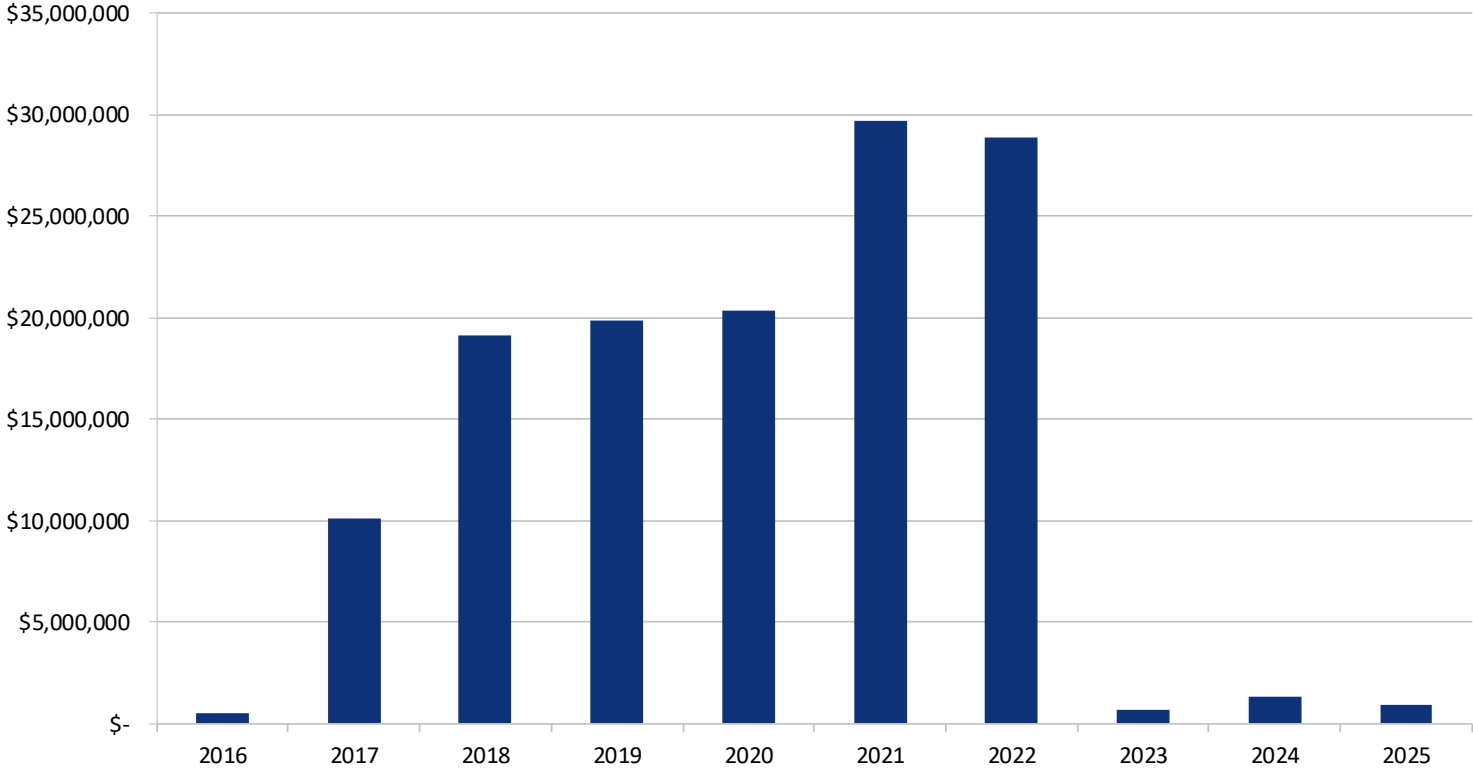
Positive fund balance indicates that revenues of the food service program are sufficient to cover the expenditures of the program.



The red line indicates the maximum allowable fund balance of three months expenditures.

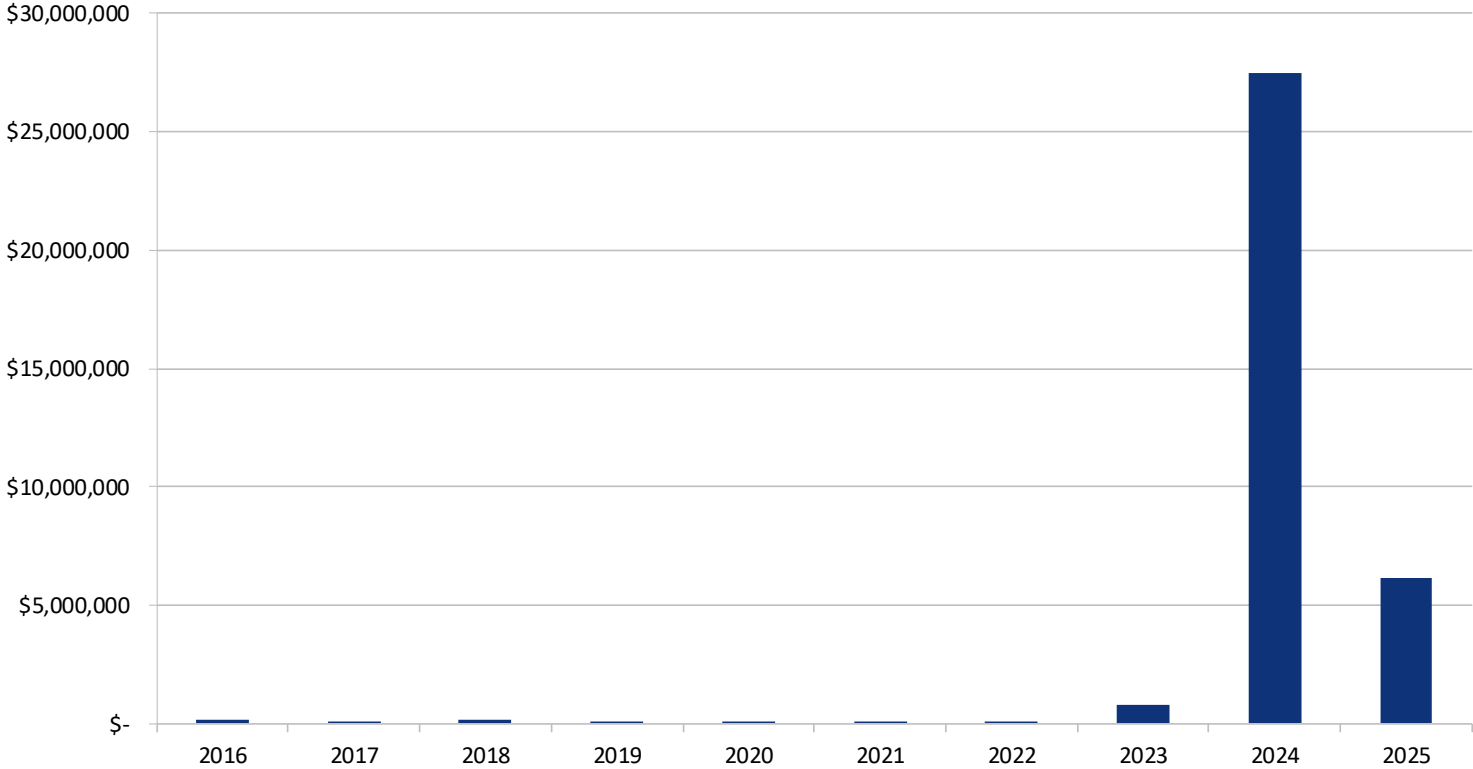
Year-End Fund Balance – Debt Service Fund

Positive fund balance indicates that revenues from property tax levies, state sources, and federal sources have been sufficient to meet the required debt service payments.

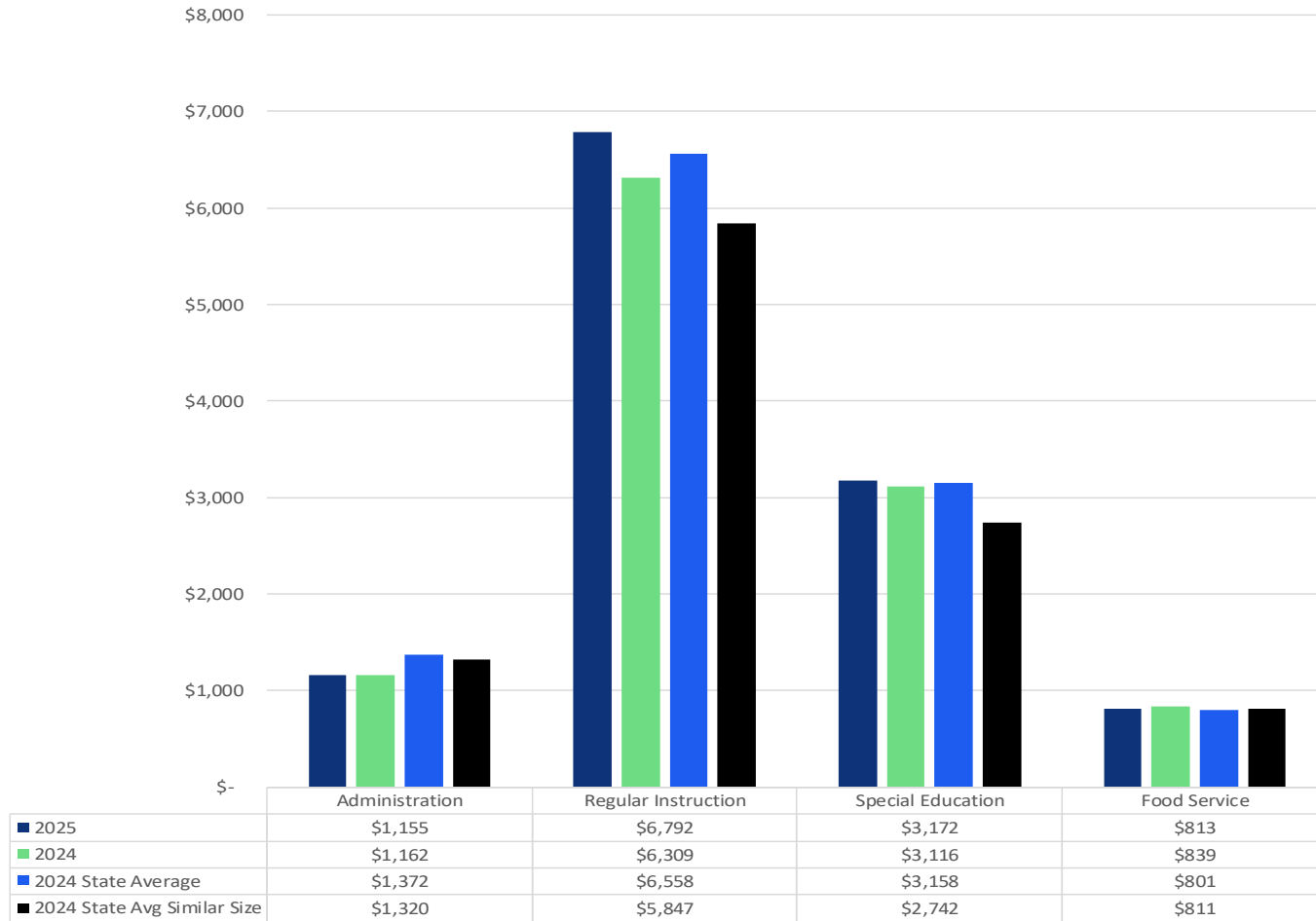


Year-End Fund Balance – Capital Project Fund

Positive fund balance indicates that revenues from the debt issuance and other sources have been sufficient to cover the expenditures of the on-going building projects.



Expenditures Per ADM





Questions?

This presentation is presented with the understanding that the information contained does not constitute legal, accounting or other professional advice. It is not intended to be responsive to any individual situation or concerns, as the contents of this presentation are intended for general information purposes only. Viewers are urged not to act upon the information contained in this presentation without first consulting competent legal, accounting or other professional advice regarding implications of a particular factual situation. Questions and additional information can be submitted to your Eide Bailly representative, or to the presenter of this session.





Thank You!

eidebailly.com

Jordan Public Schools ISD #717

December 4, 2025

Eide Bailly LLP
111 S. 2nd St., Ste 300
Mankato, MN 56001

This representation letter is provided in connection with your audit of the financial statements of Jordan Public Schools ISD #717 (“the District”), which comprise the statement of financial position as of June 30, 2025, and the related statements of operations and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements of the various opinion units are presented fairly, in all material respects, in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 4, 2025:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the statement of work dated June 16, 2025, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP) and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. With respect to preparation of the financial statements, submission of USARS compliance table, preparation of the government-wide statements and conversion entries, preparation of the auditee portion of the data collection form, assistance with the implementation of GASB 101, and preparation of pension adjustments, we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and
 - e. Established and maintained controls, including a process to monitor the system of internal control.
6. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of the applicable financial reporting framework.
7. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP, if any.
8. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed, if any.
9. The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Adjustment to the General Fund for Unrecorded Accounts Payable Invoice

Understatement of Expenses	\$91,104	
Understatement of Accounts Payable		91,104

Adjustment to Government-Wide Activities for Unrecorded Accounts Payable Invoice

Understatement of Expenses	\$91,104	
Understatement of Accounts Payable		91,104

The effect of these uncorrected misstatements, including the effect of the reversal of prior year uncorrected misstatements as of and for the year ended June 30, 2025, is an overstatement of general fund balance and government-wide net position of approximately \$91,000.

10. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* (FASB Accounting Standards Codification™ (ASC) 450, *Contingencies*), and we have not consulted a lawyer concerning litigation, claims, or assessments.
11. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management’s intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed, if any.
13. All funds and activities are properly classified.
14. All funds that meet the quantitative criteria in Government Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments, and GASB Statement No. 37, Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments: Omnibus, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
15. All net position components and fund balance classifications have been properly reported.
16. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
18. All interfund and intra-entity transactions and balances have been properly classified and reported, if any.
19. Special items and extraordinary items have been properly classified and reported, if any.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.
23. Nonexchange and exchange financial guarantees, either written or oral, under which it is more likely than not that a liability exists have been properly recorded, or if we are obligated in any manner, are disclosed.
24. With regard to pensions and OPEB:
 - a. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 - b. We are unable to determine the possibility of a withdrawal liability from the County’s net pension liabilities of which we are a sponsor and are not currently contemplating withdrawing from the County’s net pension liabilities.
 - c. Increases in benefits, elimination of benefits and all similar amendments have been disclosed in accordance with U.S. GAAP and are included in the most recent actuarial valuation or disclosed as a subsequent event.

Information Provided

25. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity and others from whom you determined it necessary to obtain audit evidence.
26. The financial statements and any other information included in the annual report are consistent with one another, and the other information does not contain any material misstatements.

27. All transactions have been recorded in the accounting records and are reflected in the financial statements.
28. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
29. We have provided to you our evaluation of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.
30. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
31. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
32. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
33. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
34. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, abuse or waste that you have reported to us, if any.
35. We have a process to track the status of audit findings and recommendations.
36. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
37. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
38. We are not aware of any pending or threatened litigation, claims, and assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation, claims, or assessments.
39. We have disclosed to you the identity of all the entity's related parties and the nature of all the related party relationships and transactions of which we are aware, if any.
40. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
41. The District has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
42. We have disclosed to you all guarantees, whether written or oral, under which the District is contingently liable, if any.
43. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds, if any.
44. There are no:

- a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
45. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
46. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
47. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB-62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
48. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those non-audit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
49. With respect to the required supplementary information accompanying the financial statements:
- a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
 - b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
50. With respect to the Uniform Financial Accounting and Reporting Standards Compliance Table and the combining fund schedules (supplementary information) accompanying the financial statements:
- a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with U.S. GAAP.
 - b. We believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

51. We agree with the findings of specialists in evaluating the postretirement benefits and pension related amounts and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
52. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Single Audit

53. With respect to federal awards, we represent the following to you:
 - a. We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
 - b. We are responsible for the preparation and presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance.
 - c. We believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance.
 - d. The methods of measurement or presentation have not changed from those used in the prior period.
 - e. We are responsible for including the auditor's report on the schedule of expenditures of federal awards in any document that contains the schedule and that indicates that the auditor has reported on such information.
 - f. We have identified and disclosed all of our government programs and related activities subject to the Uniform Guidance compliance audit.
 - g. We have notified you of federal awards and funding increments that were received before December 26, 2014 (if any), and differentiated those awards from awards and funding increments received on or after December 26, 2014, and subject to the audit requirements of the Uniform Guidance.
 - h. We have, in accordance with the Uniform Guidance, identified in the schedule of expenditures of federal awards, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, food commodities, direct appropriations, and other assistance.
 - i. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.
 - j. We have made available to you all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
 - k. We have received no requests from a federal agency to audit one or more specific programs as a major program.
 - l. We have identified and disclosed to you all amounts questioned and any known noncompliance with the direct and material compliance requirements of federal awards, including the results of other audits or program reviews, or stated that there was no such

- noncompliance. We also know of no instances of noncompliance with direct and material compliance requirements occurring subsequent to period covered by the auditor's report.
- m. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
 - n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - o. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with the schedule of expenditures of federal awards).
 - p. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - q. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of the Uniform Guidance.
 - r. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
 - s. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
 - t. We have properly classified amounts claimed or used for matching in accordance with related guidelines in the Uniform Guidance, as applicable.
 - u. We have charged costs to federal awards in accordance with applicable cost principles.
 - v. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
 - w. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report, if any.
 - x. The reporting package does not contain personally identifiable information.
 - y. We have disclosed all contracts or other agreements with service organizations and disclosed to you all communications from these service organizations relating to noncompliance at the organizations.
 - z. We have reviewed, approved, and taken responsibility for the financial statements and related notes and an acknowledgment of the auditor's role in the preparation of this information.
 - aa. We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

In addition:

- bb. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major federal program; and we have complied with these direct and material compliance requirements.
- cc. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provide reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on our federal programs. Also, no changes have been made in the internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.
- dd. We are responsible for and have accurately completed the appropriate sections of the Data Collection Form and we are responsible for taking corrective action on audit findings of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signed by:

Ranae Case Evenson

3D5EE09A12334C7
Ranae Case Evenson, Superintendent

Signed by:

Amy Hafemann

B124715FC84B443
Amy Hafemann, Finance Director

Certificate Of Completion

Envelope Id: A9856BB5-368C-46D1-BA9E-91E1D15D82CE	Status: Completed
Subject: Complete with Docusign: Jordan Public Schools ISD #717 Management Representation Letter.pdf	
Do Not Delete SRT:	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Linda Rigdon
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	4310 17th Ave. S.
	Fargo, ND 58103
	lrigdon@eidebailly.com
	IP Address: 64.61.238.90

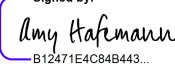
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Status: Original	Holder: Linda Rigdon	Location: DocuSign
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Signer Events

Amy Hafemann
 ahafemann@isd717.org
 Director of Finance
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 B12471E4C84B443...
 Signature Adoption: Pre-selected Style
 Using IP Address: 74.113.123.5

Timestamp

Sent: 12/4/2025 9:18:11 AM
 Viewed: 12/4/2025 9:24:06 AM
 Signed: 12/4/2025 9:29:14 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/4/2025 9:24:06 AM
 ID: 52607ec7-9301-45b0-9984-44b42fbd624f
 Company Name: Eide Bailly

Ranae Case Evenson
 revenson@isd717.org
 Superintendent
 Jordan Public School District
 Security Level: Email, Account Authentication (None)

Signed by:

 3D5EEC9A12334C1...
 Signature Adoption: Pre-selected Style
 Using IP Address:
 2601:441:5100:7b40:e086:6514:1cc7:a34d

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Electronic Record and Signature Disclosure:
 Accepted: 12/4/2025 9:29:43 AM
 ID: 87bff431-fd1a-4c7d-a68c-1fd1f73a1779
 Company Name: Eide Bailly


In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/4/2025 9:18:11 AM
Certified Delivered	Security Checked	12/4/2025 9:29:43 AM
Signing Complete	Security Checked	12/4/2025 9:30:13 AM
Completed	Security Checked	12/4/2025 9:30:13 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Eide Bailly (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the  button at the bottom of this document.


Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign  form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Eide Bailly:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows: To contact us by email send messages to techinfo@eidebailly.com

To advise Eide Bailly of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at techinfo@eidebailly.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Eide Bailly

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to techinfo@eidebailly.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Eide Bailly

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Browsers (for SENDERS):	Internet Explorer 6.0™ or above
Browsers (for SIGNERS):	Internet Explorer 6.0™, Mozilla FireFox 1.0, NetScape 7.2 (or above)
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2025 Payable 2026 Truth In Taxation Public Meeting

6:30 PM

Monday, December 8, 2025

Community Ed and Rec Center Multipurpose Room

500 Sunset Drive, Suite 3

Jordan, MN 55352



Agenda

- Review of Meeting Requirements per MN Statutes 275.065
- Presentation of current school year budget
- Presentation of proposed tax levy
- Public comment

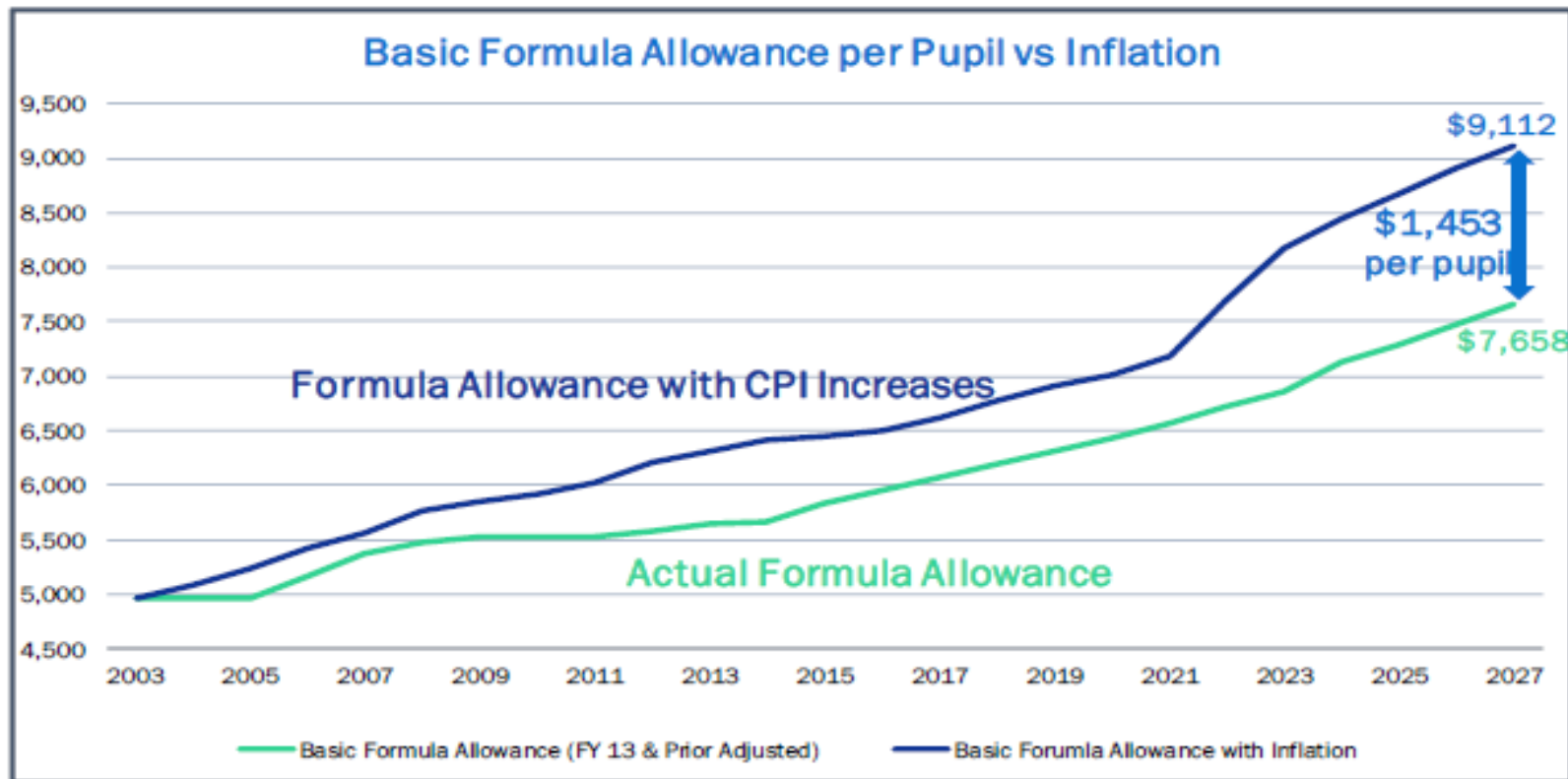
Truth in Taxation Requirements

- Meeting must be held between November 25 and December 30 at 6pm or later
- May be a part of a regularly scheduled meeting
- Presentation must include discussion on:
 - Fiscal Year 2026 Budget
 - Pay 2026 (fiscal year 2026-27) Proposed Tax Levy
- Must allow for public comments

Minnesota School Funding

Public school districts are funded by the federal government, state government, local fees and local taxpayers through property taxes. The state of Minnesota is the largest source of
funding.

State Funding vs Inflation



¹ Inflation is based on consumer price index

² Basic formula allowance includes changes made by legislature in 2023 and is adjusted for FY 2014 and earlier due to pupil weight changes

³ FY 25-26 & FY 26-27 are based on estimated inflation forecasts updated in July 2025 by the State of Minnesota

School District Budget

*Current School Year
2025-2026*

Requirements from MDE

Our school district is required to use a “Fund Accounting” system, meaning we account for our revenues and expenditures using six separate funds:

***These Funds have a Tax Levy Component**

Fund Number	Fund Name	Common Purpose
*01	General Fund	General operating costs; such as teacher salaries, administrative costs, and textbooks and equipment
02	Food Service Fund	Funds for nutrition programs - primarily school breakfast and lunch
*04	Community Service Fund	Funds for community education programs; such as school readiness and adult basic education
06	Building Construction Fund	Funds for the building construction program
*07	Debt Service Fund	Funds to pay principal and interest on outstanding bonds
Varies	Internal Service	Commonly include health and dental plans

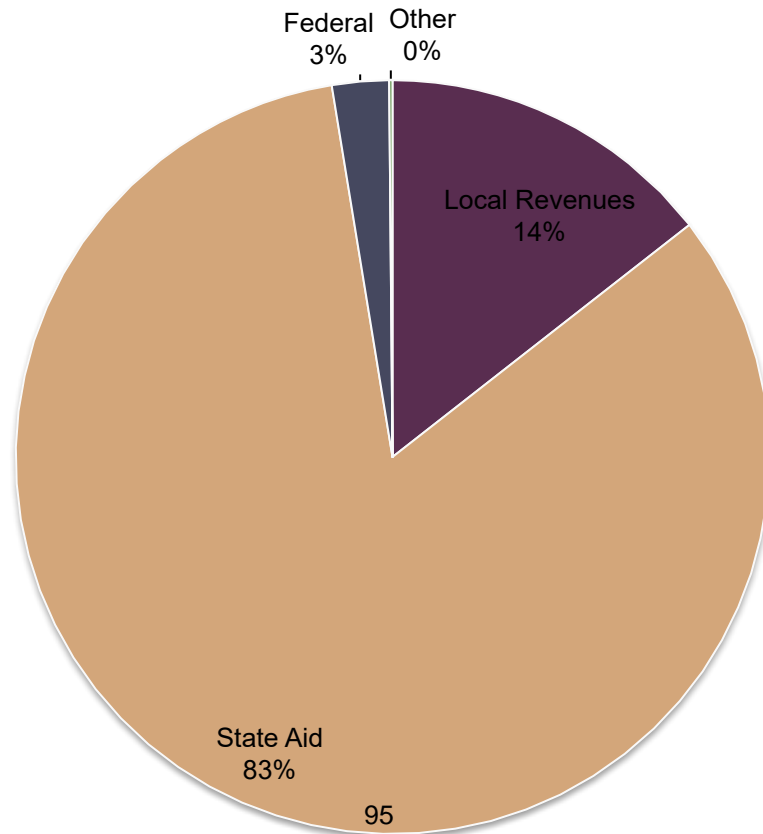
2025-2026 Budget Overview

Fund	Revenue	Expense	Surplus/(Deficit)
General Fund	\$25,719,206.00	\$25,736,012.00	-\$16,806.00
Food Service	\$1,553,966.00	\$1,567,831.00	-\$13,865.00
Community Service	\$1,820,694.00	\$1,873,370.00	-\$52,676.00
Construction	\$20,000.00	\$2,100,000.00	-\$2,080,000.00
Debt Service	\$5,090,545.00	\$5,140,492.00	-\$49,947.00
Internal Service	\$127,000.00	\$130,000.00	-\$3,000.00
Total	\$34,331,411.00	\$36,547,705.00	-\$2,216,294.00

The construction fund is not overspending by \$2,000,000; just using the remaining funds that were received in FY2024-25 for the JES renovation project. The construction project is almost complete; this fund should be almost used by the end of FY2025-2026

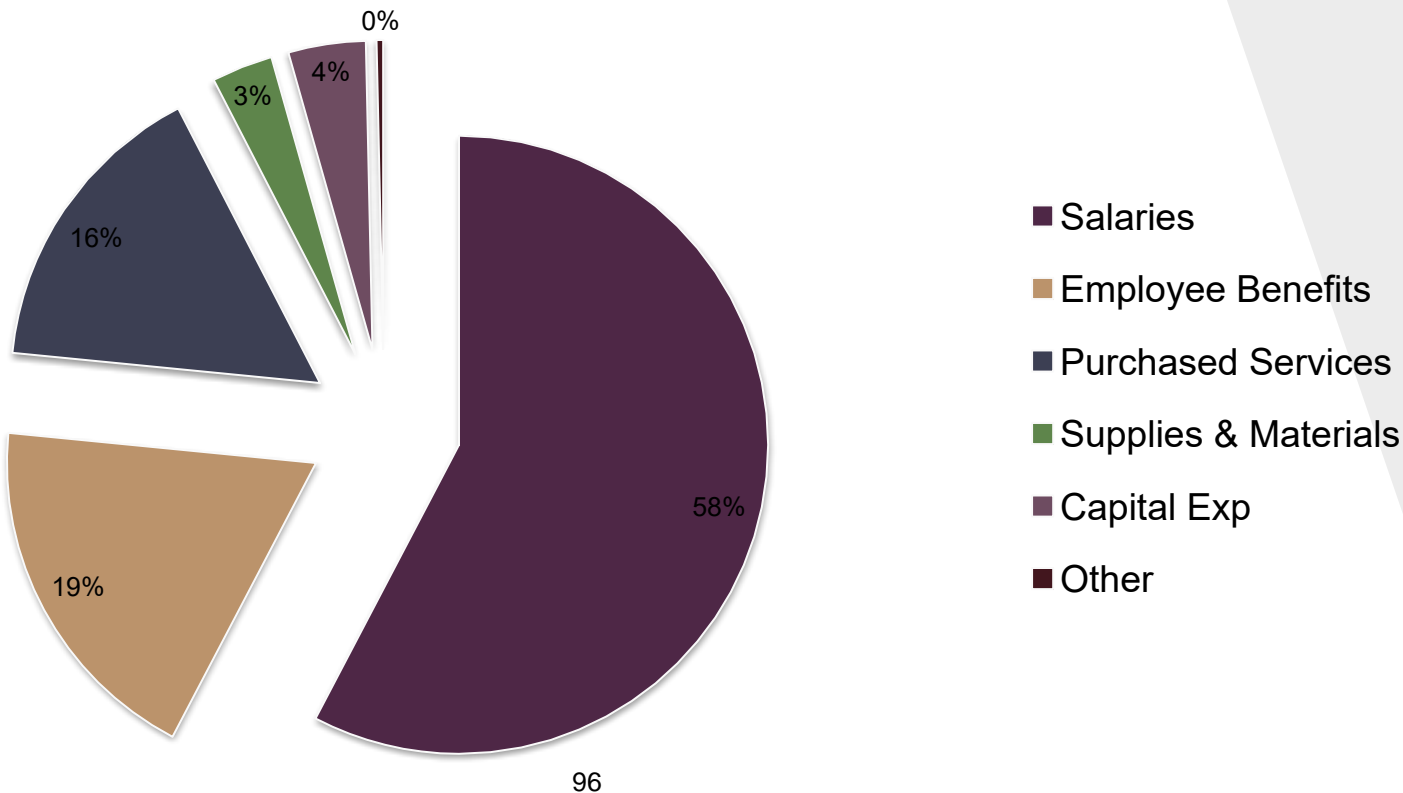
General Fund Revenue Budget

Where Does Our School Revenues Come From for 2025-2026?



General Fund Expenditure Budget

2025-2026 Expenditures by Object



District Financial Highlights

- Current Bond Rating is A1
- MN Department of Education Financial Reporting Award
 - Received this award for the past 6 years
- Audit Opinion
 - Has had a “clean” audit opinion for the past 6 years
 - District Office Staff works closely with the auditors and works hard to maintain a clean audit opinion every year
- District Office Team
 - We have a great hard-working team
 - Katie Pekarna-Damlo – Payroll/Benefits Coordinator
 - Krista Halvorson – AP/AR Coordinator
 - Heather Fry – MARSS Coordinator/District Office Admin Asst

School District Levy

- *2025 Payable 2026*
- *Certified in 2025*
- *Collected in 2026*
- *Recognized as revenue –
FY2026-2027*

Local Property Tax Levy

- The State of MN limits the local property tax levy by statutorily defined formulas
 - Levy formulas are driven by:
 - Pupil Counts
 - Specific eligible expenditure types
 - Population
 - Voter Authorization
 - Districtwide Property Valuations

Levy Overview

Jordan Public School District Proposed Property Tax Levy Summary by Fund

	Final Pay 2025	Proposed Pay 2026	\$ Change	% Change
General Fund (Fund 1)				
Local Optional Equity	1,422,669	1,411,279	(11,390)	-0.8%
Transition	336,407	326,139	(10,268)	-3.1%
Operating Capital	30,986	30,038	(948)	-3.1%
Achievement and Integration	221,027	221,890	863	0.4%
Reemployment Insurance	54,919	54,748	(171)	-0.3%
Safe Schools	5,000	5,000	-	0.0%
Safe Schools Intermediary	72,389	70,174	(2,215)	-3.1%
Career & Technical	15,161	14,698	(464)	-3.1%
Annual OPEB	142,798	143,419	621	0.4%
Long Term Facilities Maintenance	95,414	164,120	68,706	72.0%
Building/Land Lease	493,618	478,491	(15,128)	-3.1%
<i>Adjustments and Abatements</i>	30,354	25,322	(5,032)	-16.6%
	15,163	(17,156)	(32,319)	-
General Fund Total Levy	2,935,906	2,928,162	(7,745)	-0.3%

Community Service (Fund 4)				
Basic Community Education	74,841	71,582	(3,260)	-4.4%
Early Childhood Education	45,365	40,527	(4,837)	-10.7%
Home Visiting	1,270	2,709	1,439	113.4%
School-age Care	10,000	10,000	-	0.0%
<i>Adjustments and Abatements</i>	133	(2,879)	(3,012)	-
Community Service Fund Total Levy	131,609	121,939	(9,670)	-7.3%

Debt Service Fund (Fund 7)				
Voter Approved Debt Service	4,929,660	4,980,164	50,504	1.0%
Non-Voter Approved Debt Service	350,784	304,788	(45,996)	-13.1%
<i>Adjustments and Abatements</i>	(189,898)	(204,705)	(14,806)	-
Debt Service Fund Total Levy	5,090,546	5,080,247	(10,298)	-0.2%

Total Property Tax Levy All Fund	8,158,061	8,130,348	(27,713)	-0.34%
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Levy Highlights

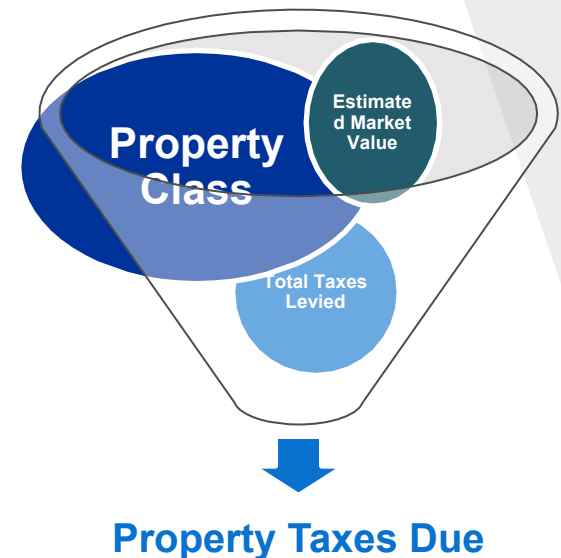
Major Changes

- Annual OPEB
 - Increase of \$68,706 based on expenses paid for Fiscal Year 2025
- Adjustments and Abatements
 - Decrease of \$32,319 due to adjustments to LTFM, Local Optional and other general levy amounts reduced the current year levy
- Debt Service
 - Decrease of \$10,298 due to the increase in voter approved debt is offset by a decrease in non-voter approved and adjustments¹⁰¹

Calculating Property Tax

3 Key Variables

1. **Estimated Market Value** established for each parcel by Assessor
2. **Property Classification** rates established by state legislature
3. **Tax levy** established by taxing jurisdictions (School, City, County and others)



Dividing the Property Tax Pie

Property values do not rise uniformly across all properties

The burden of the levy shifts from taxpayers with lower increases to those with higher increases.

Higher increase =
Larger piece of the property tax pie



Tax Valuation Types

Two Types of Tax Valuations

- Net Tax Capacity
 - Most all property types pay on this amount
- Referendum Market Value
 - **EXCLUDES** Ag Land and Seasonal Rec Properties

Current Levy

Local Operating Referendum: \$ 724.00/PPU

****This is the amount that every school district receives if no voter approved operating levy is in place**

Dividing the Property Tax Pie

Jordan School District for Taxes Payable in 2026

Net Tax Capacity Levy Amount: \$6,384,734

Most all property types pay on this amount

Referendum Market Value Levy Amount: \$1,745,614

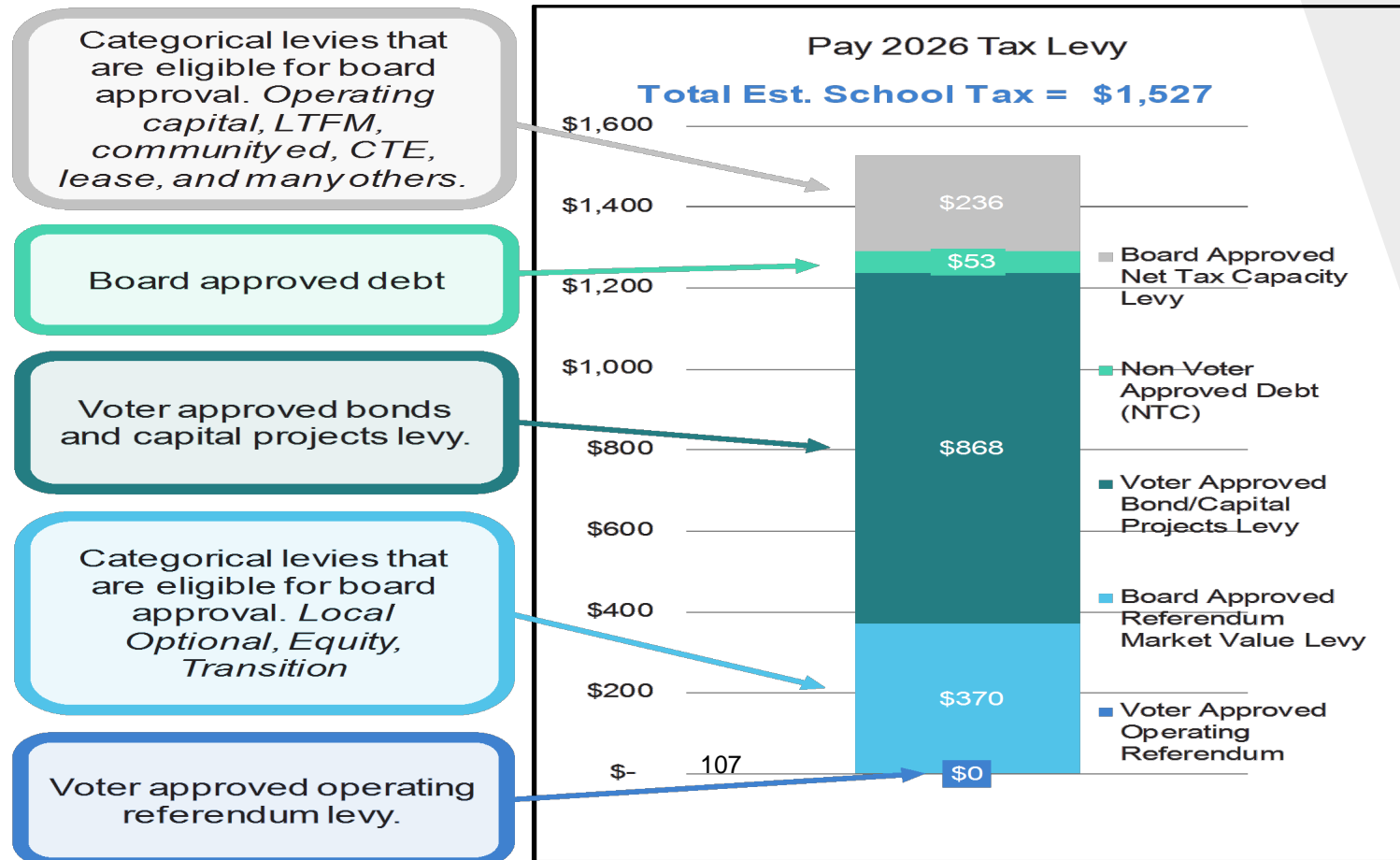
EXCLUDES Ag Land and Seasonal Rec
properties

Total Pay 2026 Levy Amount: \$8,130,348

Est Pay 2026 Tax for Residential

Jordan Public School District

Estimated Pay 2026 Total School Taxes for Residential Homestead
Home Value = \$425,000



Est. Tax Impact w/ 4.9% increase – Residential/Commercial & 5.9% increase - Agricultural

Jordan Public School District

Estimated Tax Impacts - Pay 2026 Levy Total School Taxes

Summary				
	Pay 2025	Est. Pay 2026	% Change	
Referendum Market Value	\$ 1,703,619,900	\$ 1,787,426,304	4.92%	
RMV Tax Rate	0.09519%	0.08706%	-8.54%	
Net Tax Capacity	\$ 19,473,762	\$ 20,624,402	5.91%	
NTC Tax Rate	28.96%	27.76%	-4.13%	

Types of Property	Pay 2025 Value	Pay 2026 Est. Value	Pay 2025	Pay 2026	\$ Change	% Change
Residential Homestead (Value Increase 4.9%)	\$262,200	\$275,000	\$942	\$942	\$0	0.01%
	309,800	325,000	1,138	1,137	(1)	-0.06%
	357,500	375,000	1,334	1,332	(2)	-0.14%
	405,100	425,000	1,530	1,527	(3)	-0.17%
	452,800	475,000	1,726	1,722	(4)	-0.22%
	548,100	575,000	2,144	2,149	5	0.25%
643,500	675,000	2,580	2,583	3	0.12%	
Commercial / Industrial** (Value Increase 4.9%)	\$95,300	\$100,000	\$349	\$347	(\$2)	-0.61%
	238,300	250,000	953	955	1	0.14%
	476,600	500,000	2,042	2,039	(3)	-0.14%
	953,300	1,000,000	4,221	4,209	(12)	-0.28%
Agricultural Homestead (Value Increase 5.9%)	\$10,900	\$11,500	\$6.92	\$7.07	\$0.15	2.13%
	11,800	12,500	7.50	7.69	0.19	2.55%
	12,700	13,500	8.07	8.30	0.23	2.90%
	13,700	14,500	8.70	8.92	0.21	2.46%
Agricultural Non-Homestead (Value Increase 5.9%)	\$10,900	\$11,500	10.88	\$14.14	\$0.30	2.13%
	11,800	12,500	14.99	15.37	0.38	2.55%
	12,700	13,500	16.14	16.60	0.47	2.90%
	13,700	14,500	17.41	17.83	0.43	2.46%

Est. Tax Impact w/ 0% increase in Values

Jordan Public School District

Estimated Tax Impacts - Pay 2026 Levy Total School Taxes

Summary			
	Pay 2025	Est. Pay 2026	% Change
Referendum Market Value	\$ 1,703,619,900	\$ 1,787,426,304	4.92%
RMV Tax Rate	0.09519%	0.08706%	-8.54%
Net Tax Capacity	\$ 19,473,762	\$ 20,624,402	5.91%
NTC Tax Rate	28.96%	27.76%	-4.13%

Property Value Increase
0%

Types of Property	Pay 2025 Value	Pay 2026 Est. Value	Pay 2025	Pay 2026	\$ Change	% Change
Residential Homestead	\$262,200	\$262,200	\$942	\$892	(\$50)	-5.30%
	309,800	309,800	1,138	1,078	(60)	-5.28%
	357,500	357,500	1,334	1,264	(70)	-5.26%
	405,100	405,100	1,530	1,449	(80)	-5.24%
	452,800	452,800	1,726	1,635	(90)	-5.23%
	548,100	548,100	2,144	2,032	(112)	-5.21%
	643,500	643,500	2,580	2,446	(134)	-5.18%

Est. Tax Impact w/ 10% increase in Values

Property Value Increase
10%

Types of Property	Pay 2025 Value	Pay 2026 Est. Value	Pay 2025	Pay 2026	\$ Change	% Change
Residential Homestead	\$262,200	\$288,420	\$942	\$995	\$52	5.55%
	309,800	340,780	1,138	1,199	61	5.34%
	357,500	393,250	1,334	1,403	69	5.19%
	405,100	445,610	1,530	1,607	78	5.08%
	452,800	498,080	1,726	1,812	86	5.00%
	548,100	602,910	2,144	2,270	126	5.89%
	643,500	707,850	2,580	2,726	146	5.64%

Other Taxpayer Resources

- Minnesotal Homestead Property Tax Refund
- Special Property Tax Refund Program
- Senior Citizen Property Tax Deferral
- Disable Veteran's Homestead Property Tax Elusion
- Blind or Disabled Special Homestead Classification
- Green Acres and Rural Preserve

Certified 2025 vs Proposed Payable 2026

Comparison of Certified Payable 2024 Levy with Proposed Payable 2025 Levy

GROSS LEVIES BY FUND	ACTUAL 24 PAY 25	PROPOSED 25 PAY 26	DOLLAR DIFFERENCE	PERCENT DIFFERENCE
General Fund	2,935,906.17	2,928,161.52	-7,744.65	-.26%
Community Services	131,608.95	121,939.09	-9,669.86	-7.35%
Debt Redemption	5,090,545.51	5,080,247.14	-10,298.37	-.20%
Total	8,158,060.63	8,130,347.75	-27,712.88	-.34%

Levy Certification

Recommended Levy
Certification Amount

\$8,130,347.75

Public Comments





Executive Summary: Levy Certification

Amy Hafemann, Finance Director

The Final 2025 Payable 2026 Levy needs to be Board Certified by December 28, 2025. This is a process that is completed annually.

The 2025 Pay 2026 Levy had a percentage decrease of overall funds of $-.34\%$.

The majority of homes in the Jordan School District had an increase to their property value of an estimated 4.9% . The Commercial/Industrial properties increased by an estimated 4.9% ; and the Agricultural Homestead and Non-Homestead value increased by 5.9% . Of the \$5,080,247 debt service levy for the 2025 Pay 2026 Levy, \$303,000 of that will be paid by state viz the Ag2School Credit.

The Referendum Market Value increased by 4.92% and the Net Tax Capacity increased by 5.91% . These increases mean decreases in the Referendum Market Value tax rate of -8.54% and a decrease in the Net Tax Capacity rate of -4.13% .

It is my recommendation that the Board of Education certify the total Levy \$ amount of \$8,130,347.75

I. COMPUTATION OF 2025 PAYABLE 2026 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	1,767,456.03	21,842.28-	N/A	N/A	N/A	1,745,613.75
GEN-RMV OTHER-EXEMP			N/A			
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	1,177,861.29	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP		26,821.36-	31,507.84			1,182,547.77
TOTAL GENERAL	2,945,317.32	48,663.64-	31,507.84			2,928,161.52
COM SERV-EXEMP	124,818.30	4,506.59-	1,627.38			121,939.09
DEBT-VOTER-NONEXEMP	4,980,164.00	229,485.76-	38,825.54			4,789,503.78
DEBT-OTHER-NONEXEMP	304,788.00	14,044.64-				290,743.36
TOTAL DEBT SERV	5,284,952.00	243,530.40-	38,825.54			5,080,247.14
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	8,355,087.62	296,700.63-	71,960.76			8,130,347.75

II. COMPARISON OF 2024 PAYABLE 2025 LEVY LIMITATION WITH 2025 PAYABLE 2026 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2024 PAY 2025 LIMITATION	2025 PAY 2026 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,935,906.17	2,928,161.52	7,744.65-	.26-
COMMUNITY SERVICE	131,608.95	121,939.09	9,669.86-	7.35-
GENERAL DEBT SERVICE	5,090,545.51	5,080,247.14	10,298.37-	.20-
OPEB DEBT SERVICE				
TOTAL	8,158,060.63	8,130,347.75	27,712.88-	.34-

III. COMPARISON OF 2024 PAYABLE 2025 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2025 PAYABLE 2026 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2024 PAY 2025 CERTIFIED LEVY + ADJUSTMENTS	2025 PAY 2026 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,935,906.17			
COMMUNITY SERVICE	131,608.95			
GENERAL DEBT SERVICE	5,090,545.51			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	8,158,060.63			

Minnesota Department of Education
 Levy Limitation and Certification Report
 2025 Payable 2026

District Number-Type: 0717-01
 District Name: Jordan Public School District
 Home County: Scott County

Date Printed: 12/2/25
 Limits Updated: 11/26/25
 Certified Submitted: 12/2/25

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER	0.00	0.00	0.00
GENERAL - RMV OTHER	1,745,613.75	1,745,613.75	1,745,613.75
GENERAL - NTC VOTER	0.00	0.00	0.00
GENERAL - NTC OTHER	1,182,547.77	1,182,547.77	1,182,547.77
COMMUNITY SERVICE - NTC OTHER	121,939.09	121,939.09	121,939.09
GENERAL DEBT - NTC VOTER	4,789,503.78	4,789,503.78	4,789,503.78
GENERAL DEBT - NTC OTHER	290,743.36	290,743.36	290,743.36
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00
SUBTOTALS BY FUND			
GENERAL FUND	2,928,161.52	2,928,161.52	2,928,161.52
COMMUNITY SERVICES FUND	121,939.09	121,939.09	121,939.09
GENERAL DEBT SERVICE FUND	5,080,247.14	5,080,247.14	5,080,247.14
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	1,745,613.75	1,745,613.75	1,745,613.75
NET TAX CAPACITY	6,384,734.00	6,384,734.00	6,384,734.00
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	4,789,503.78	4,789,503.78	4,789,503.78
OTHER	3,340,843.97	3,340,843.97	3,340,843.97
TOTAL LEVY			
TOTAL LEVY	8,130,347.75	8,130,347.75	8,130,347.75

The school district must submit the completed original of this form to the home county auditor by December 28, 2025. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2026.

The certified levy listed above is the levy voted by the school board for taxes payable in 2026.

Signature of School Board Clerk _____

Date of Certification _____



Final Draft District Calendar 2026-2027

July 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

0

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1

September 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

21

October 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

November 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

17

December 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

16

Student Contact Day Summary

Quarter Summary	
1st Quarter	42
2nd Quarter	43
3rd Quarter	41
4th Quarter	43
Total Student Days	169

*Instructional minutes = 174 traditional days

Teacher Workshop Days	10
Async Flex Days	3
Conferences	2
Total Teacher Days	184

*Async Flex Days accounted for within teacher duty day

July

3 4th of July (Observed)

August

24 New Staff Workshop
 25-28 No School: Professional Development
 27 Preschool - Grade 4 Back to School Conferences / Middle and High School Open House / Resource Night
 31 Grade 5 WEB / Grade 9 Freshman Focus / 6-8 & 10-12 Digital Learning Day

September

1 First Day Gr. K-4 and Preschool / First Day in building grades 6-8 & 10-12
 7 No School - Labor Day
 16 MS Curriculum Night

October

15-16 No School: Education Minnesota Conference
 29 MS and HS Invitation Conferences (PM)
 30 End of 1st Quarter / MS Invitation Conferences (Digital Learning Day Gr. 5-8) / ES Professional Development (No School JES)

November

2 No School: Professional Development / ES Conferences
 12 MS & HS Conferences PM
 25-27 No School: Thanksgiving Break

December

23-31 No School: Winter Break

January 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18

February 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17

April 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19

June 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

0

January

1 No School: Winter Break
 15 End of 2nd Quarter and 1st Semester
 18 No School: MLK Day / Professional Development
 19 No School: Professional Development

February

15 No School: President's Day
 16 MS Invitation Conferences (Digital Learning Day Gr. 5-8) / ES Professional Development (No School JES)

March

11 HS Conferences PM
 16 ES Conferences PM
 18 End of 3rd Qtr / ES Conf. PM
 19 No School: Professional Development / ES Conf. AM
 22-26 No School: Spring Break

April

16 No School: Professional Development

May

21 Commencement
 27 Last Student Day / Early Out
 28 No School: Professional Development
 31 No School: Memorial Day

June

18 Juneteenth (Observed)

	No School
	No School (Professional Development Day)
	New Staff Workshop / Flex Workshop
	Kick Start to Kindergarten
	Parent-Teacher Conferences
	End of Quarter

District Office: 952-492-6200
Jordan ES: 952-492-2336
Jordan MS: 952-492-2332
Jordan HS: 952-492-4400


JORDAN PUBLIC SCHOOLS
FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Day Trip Procedures:

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

Overnight/Extended Procedures:

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

Name of Group: <u>Scott West Nordic</u>	Date of trip: <u>12/29 - 12/30</u>
Destination: <u>Giants Ridge, Biwabik</u>	Amount charged to students: <u>\$60.00</u>
Trip Supervisor: <u>Lisa Jamison</u>	Cell phone #: <u>612 865 3236</u>
Number of Adults: <u>3-4</u>	Number of Students: <u>16</u>
Depart from School: <u>12/29</u>	Estimated time of return: <u>12/30 8pm</u>
Transportation Type*: <u>Personal Vehicle</u>	Lodging: <u>Quality Inn & Suites</u>
Transportation Cost Total: <u>0</u>	Field Trip Cost Total: <u>\$1,100</u>

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

● Learning Objectives / Educational Purposes:

• Ski the State meet course

● Outcomes students will gain from this trip:

• Team Bonding • State course preview

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

Practice will be held at Hyland

● Review / Evaluation upon returning to school:

Lisa Jamison

Trip Supervisor Signature

10/23/25

Date

Approved Denied
[Signature]

Administrator Signature

11/6/25

Date

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

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

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

Trip was discussed at preseason parent meeting

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

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

Entire cost covered by fundraised money

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

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

Paid out of annual fundraising goals

- Describe how funds will be collected.

- Adults accompanying students on the trip:

Name:

Status: Teacher, parent/guardian, etc.

Lisa Jamison

Brian Jamison

[Handwritten Signature]

Administrator Signature

[Handwritten Signature]

Superintendent Signature

11/6/25

Date

11/25/25

Date

School Board Signature

Date

Itinerary for Scott West Nordic team's Giants Ridge Trip

Monday 12/29

- 6:30am meet at BPHS pick up BP athletes
- 6:45am meet at JHS pick up Jordan athletes
- 8:45ish Stop in Hinkley for quick grab Breakfast at Tobias bakery express (or second breakfast)
- 11ish Stop in Biwabik subway to grab subway for those who want that for their late lunch.
- 11:45ish Check in at Giant's Ridge. Skate ski for
- 12-2ish skate ski everywhere
- 2:15-3ish Eat/drink/rest break. Eat subway or concessions at Giants ridge
- 3-4:30ish Classic workout
- After workout Head to Virginia check into hotel.
- Go out to eat somewhere for supper.
- Spend the rest of the evening at the hotel. There is a pool and sauna.

Tuesday 12/30

- Athletes will determine wake up time, eat breakfast
- Head back to Giants Ridge.
- Nordic ski technique of their choice for 2 hours
- Head back home 1pm 12/30 with a lunch stop on the way home.



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

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

Name of Group: <u>Scott West Wrestling</u>	Date of trip: <u>12/19 - 12/20</u>
Destination: <u>Rochester</u>	Amount charged to students: <u>\$0</u>
Trip Supervisor: <u>Jerold Stauffacher</u>	Cell phone #: <u>952-334-9387</u>
Number of Adults: <u>5</u>	Number of Students: <u>16</u>
Depart from School: <u>8p 5WWR</u>	Estimated time of return: <u>9 pm</u>
Transportation Type: <u>Bus/Vans</u>	Lodging: <u>Hotel Hilton Garden Inn</u>
Transportation Cost Total: <u>\$50 gas / \$150 Driver</u>	Field Trip Cost Total: <u>\$200 to District</u>

• Learning Objectives / Educational Purposes:

Team bonding / high level competition

• Outcomes students will gain from this trip:

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

• Review / Evaluation upon returning to school:

Jerold M. Stauffacher
Trip Supervisor Signature

10/6/25
Date

Approved Denied
[Signature]
Administrator Signature

11/5/25
Date

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

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

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

Not a new event for us - all trips discussed at pre-season parent meeting

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

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

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

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

Other than bus, all expenses covered by SW Boosters

- Describe how funds will be collected.

- Adults accompanying students on the trip:

Name:

Status: Teacher, parent/guardian, etc.

Jerold Stauffacher

Coach

Matt Hennen

Coach

Justin Riemsma

Coach

Griffin Parriott

Coach

Adam Kaupil

Coach

[Handwritten Signature]

Administrator Signature

11/5/25

Date

Kamal Case Evensen

11/25/25

Superintendent Signature

Date

School Board Signature

Date



FIELD TRIP REQUEST FORM

Day Field Trip
(Submit 30 days in advance)

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

Day Trip Procedures:

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

Overnight/Extended Procedures:

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

Name of Group: <i>Scott West Wrestling</i>	Date of trip: <i>Jan 2-34, 2026</i>
Destination: <i>Rogers</i>	Amount charged to students: <i>\$0</i>
Trip Supervisor: <i>Jerold Stauffacher</i>	Cell phone #: <i>952-334-9387</i>
Number of Adults: <i>6</i>	Number of Students: <i>35</i>
Depart from School: <i>8p 5WWR</i>	Estimated time of return: <i>8pm</i>
Transportation Type: <i>Bus/Vans</i>	Lodging: <i>Hotel - Cambria-Maple Grove</i>
Transportation Cost Total: <i>\$50 gas / \$150 Driver</i>	Field Trip Cost Total: <i>\$200 to District</i>

• Learning Objectives / Educational Purposes:

• Outcomes students will gain from this trip:

Team bonding / high level competition

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

• Review / Evaluation upon returning to school:

Jerold M. Stauffacher
Trip Supervisor Signature

10/6/25
Date

Approved Denied
[Signature]
Administrator Signature

11/5/25
Date

ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS

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

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

Not a new trip for us - all trips discussed at preseason meeting

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

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

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

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

Other than bus, all expenses covered by SW Boosters

- Describe how funds will be collected.

- Adults accompanying students on the trip:
Name:

Status: Teacher, parent/guardian, etc.

*Jerald Stauffacher
Matt Hennen
Justin Riemsma
Griffin Parrott
Adam Kwapil*

*Coach
Coach
Coach
Coach
Coach*

[Signature]

Administrator Signature

11/15/25

Date

[Signature]

Superintendent Signature

11/25/25

Date

School Board Signature

Date



TERMS AND CONDITIONS

between

Independent School District No. 717
Jordan, Minnesota

And

Confidential Employee
July 1, 2025 – June 30, 2027

AGREEMENT

This agreement is entered into between the Jordan School District and the current Confidential Employee hired prior to July 1, 2027.

- Accounts Payable/Account Receivable Coordinator
- Community Education and Recreation Coordinator
- Payroll and Benefits Coordinator
- Special Services Specialist
- Technology Coordinator
- District Office Administrative Assistant
- Kids Company Coordinator

ARTICLE I **DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Period:

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

Section 5. Other Terms:

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

Section 6. Anniversary Date:

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

ARTICLE II
COMPENSATION

Section 1. Wage Schedule:

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

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

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

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying Confidential Employees will be offered a district insurance contribution, as listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Confidential Employees who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. Employees currently enrolled in single coverage as of December 1, 2025 will be grandfathered in to receive a single contribution of \$8,400.

2025-2026		2026-2027	
Single	\$7,600	Single	\$7,600
Family	\$10,000	Family	\$10,500

Section 5. Long Term Disability Insurance:

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

Section 6. Term life Insurance:

The district shall provide term life insurance in the amount of \$50,000, using the same plan the district used with the Education Minnesota, Jordan.

ARTICLE IV
OTHER BENEFITS

Section 1. Professional Development:

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

Section 2. Membership Dues:

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

Section 3. Education Stipend:

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

ARTICLE V
LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

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

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

Subd. 5. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$125.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. The wellness payment will be prorated for part time employees.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

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

Section 5. General Leave:

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

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

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

Section 6. Administration of Leaves:

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

ARTICLE VI
HOURS OF SERVICE

Section 1. Work Hours:

The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

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

Section 3. Emergency School Closing:

A remote work option can be approved by the direct supervisor when essential duties align to this work option and it is determined that work on-site is not necessary to meet district needs.

Section 4. Remote Work:

Subd. 1. A remote work option can be approved up to one day per week by the direct supervisor when essential duties align to this work option.

Subd. 2. Considerations will include ability to ensure work can be completed, on-site duty requirements for the given day, maintaining necessary staffing levels for the work environment.

Subd. 3. A supervisor may request a consistent day of the week be selected for remote work, when deemed appropriate for staffing needs and balancing staff schedules.

Subd. 4. A supervisor may determine that work on-site is necessary due to district needs on any day and will make every effort to communicate with as much advance notice as possible if a day was previously approved for remote work.

ARTICLE VII
HOLIDAYS & VACATIONS

Section 1. Holidays:

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

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

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

Section 2. Vacation:

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

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

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

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

ARTICLE VIII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

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

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

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

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

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

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

ARTICLE IX
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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

This contract is effective July 1, 2025 - June 30, 2027, subject to re-opening of negotiations to address provisions of the ACA.

Deb Pauly, Board Chair Date

Lauren Pedersen, Board Clerk Date

ADDENDUM TO CONFIDENTIAL EMPLOYEES TERMS AND CONDITIONS

Position	Days/Year	2025-2026	2026-2027	Technology Allowance
AP/AR Coordinator	260	\$53,000	\$54,000	\$1,000
Community Education and Recreation Coordinator	260	\$54,700	\$55,500	\$1,000
DO Administrative Assistant	260	\$53,000	\$54,000	\$1,000
Payroll & Benefits Coordinator	260	\$65,000	\$68,000	\$1,000
Special Services Specialist	260	\$54,500	\$55,500	\$1,000
Technology Coordinator	260	\$63,400	\$64,400	\$1,000
Kids Company Coordinator	260	\$48,500	\$49,500	\$1,000



CONTRACT

between

Independent School District No. 717
Jordan, Minnesota

And

Technology Support Assistant

July 1, 2025 - June 30, 2027

AGREEMENT

This agreement is entered into between the Jordan School District and the employee serving as Technology Support Assistant.

**ARTICLE I
DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Period:

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

Section 5. Other Terms:

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

**ARTICLE II
COMPENSATION**

Section 1. Wage Schedule:

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

July 1, 2025 – June 30, 2026.....	\$21.00
July 1, 2026 – June 30, 2027.....	\$22.50

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Section 2. Cell Phone Allowance:

Employee shall receive a \$480.00 annual cell phone allowance.

**ARTICLE III
GROUP INSURANCE**

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

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

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying technology support assistants will be offered a district insurance contribution in the amounts listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Technology support assitatnts who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit for all benefit eligible employees.

2025-2026		2026-2027	
Single	\$7,600	Single	\$7,600
Family	\$10,000	Family	\$10,500

Section 5. Married Couples Employed by the District:

In the event that two school district employees are married and eligible for School District provided health and hospitalization insurance, the School District may, at the request of the employee, contribute the amount up to equal to what each employee is eligible for, but not to exceed, the premium coverage they are seeking together.

Section 6. Long Term Disability Insurance:

The district shall provide LTD insurance for employee as long as the district employs him/her. The LTD plan will be the one used by the Education Minnesota, Jordan.

Section 7. Term life Insurance:

The district shall provide term life insurance in the amount of \$50,000, using the same plan the district used with the Education Minnesota, Jordan.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. The Employee shall receive 12 days of sick leave yearly.

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

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

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

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181,940, subdivision 4.

Subd. 6. For purpose of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. If the employee has exhausted their sick leave days, any additional days missed will be deducted from their pay at an hourly rate, pro-rated from their salary calculated from 2080 hours. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: If the employee uses 5 days or less of sick leave, he/she may, at the end of the fiscal year for 12 month employees, request to sell back those unused days at their daily rate, not to exceed \$125.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2. Wellness pay will be prorated for part time employees.

Section 2. Personal Leave:

Subd. 1. The employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave.

Subd. 2. Limitations: Personal days may not be taken on the first or last day of school. The superintendent or superintendent's designee must approve all personal days.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

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

Section 5. General Leave:

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

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

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

Section 6. Administration of Leaves:

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

**ARTICLE V
HOURS OF SERVICE**

Section 1. Work Hours:

The superintendent or his/her designee will set hours.

Section 2. Break:

The normal workday for full-time employees will be eight hours, excluding a one-half hour lunch break. In each four hours work segment an employee will be entitled to one 15-minute break.

Section 3. Emergency School Closing:

A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

**ARTICLE VI
HOLIDAYS & VACATIONS**

Section 1. Holidays

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

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

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

Subd. 4. Holidays that fall on weekends will be observed on a day established by the school district

Section 2. Vacation:

Subd. 1. Only 5 vacation days on student attendance or teacher workshop days may be taken.

Subd. 2. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 3. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 4. Vacation Schedule:

- 10 days beginning 1st year of employment
- 13 days beginning 2nd year of employment
- 15 days beginning 8th year of employment
- 18 days beginning 11th year of employment
- 20 days beginning 16th year of employment

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

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

Section 3. Vacation Accrual:

Anniversary date is determined as follows: If employee is hired between July 1 and January 31, vacation will be accrued on July 1 of qualifying year. If employee is hired between February 1 and June 30, vacation will be accrued on July 1 following the qualifying year.

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available beginning the second (2nd) year of employment in the District.

Subd. 2. Employees must use the deferred compensation election during the election period or wait until the next eligible enrollment period. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions (pro-rated from 2080 hours) as follows:

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

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

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

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$1,500 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$1,750 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,000 in payment at the rate of \$2.50 per hour.

ARTICLE IX
OTHER PROVISIONS: TRAINING AND EDUCATION

The Technology Support Assistant is required to participate in and remain current on appropriate trainings within educational and professional organizations where such expertise will serve the best interest of the School District. Accordingly, the School District will pay such fees for trainings as are required, directed, or permitted, by the Technology Director/Superintendent and/or School Board.

ARTICLE X
SENIORITY/LAYOFF/RECALL

Section 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

ARTICLE XI
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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

This contract is effective July 1, 2025 – June 30, 2027, subject to re-opening of negotiations to address provisions of the ACA.

Deb Pauly, Board Chair Date

Lauren Pedersen, Board Clerk Date



TERMS AND CONDITIONS

between

Independent School District No. 717
Jordan, Minnesota

And

Building Administrative Assistants

July 1, 2025 – June 30, 2027

AGREEMENT

This agreement is entered into between the Jordan School District and the employees serving as Building Administrative Assistants.

ARTICLE I **DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Other Terms:

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

ARTICLE II **COMPENSATION**

Section 1. Wage Schedule:

Subd. 1. Rate of Pay: The salaries of all employees shall be on an hourly rate. The Board of Directors of the school district shall set the hourly rate for each position for the two-year period of this agreement. Rates of pay shall be effective July 1st of each year and shall be paid in accordance to the rate scale in Attachment A. Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Subd. 4. Comp Time An employee may request to take comp time at 1.5 times the employee's extra hours worked in lieu of overtime pay, subject to the superintendent's or his/her designee's approval.

Section 2. Cell Phone Allowance:

All 12 Month Building Administrative Assistants will receive a cell phone allowance of \$35.00 per month. All 10 Month Building Administrative Assistants will receive a cell phone allowance of \$35.00 per month from September – June.

Section 3. Additional Pay:

For the 2025-2027 agreement an additional \$.50 per hour will be added to any Building Administrative Assistant that has reached step 11.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

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

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying Building Administrative Assistants will be offered a district insurance contribution, as listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Building Administrative Assistants who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit.

2025-2026		2026-2027	
Single	\$8,000	Single	\$8,000
Family	\$10,000	Family	\$10,500

Section 5. Long Term Disability Insurance:

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

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with JEA. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

- 76-100% of 2080 hours equals \$50,000 insurance
- 50-74% of 2080 hours equals \$10,000 insurance.
- 33-49% of 2080 hours equals \$5,000 insurance.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

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

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181.940, subdivision 4.

Subd. 6. For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate, not to exceed \$110.00 daily. Days sold back will be deducted from the

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

Section 2. Personal Leave:

Subd. 1. Each employee shall be granted three (3) days of paid personal leave yearly and one day of unpaid leave. Personal days may only be taken in half-day or full day increments during the school year they were earned. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

Subd. 2. Limitations:

No more than one secretary in each building may use a personal day on the same day. Personal days may not be taken on the first or last day of school. The superintendent or his designee must approve all personal days.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, shall submit his/her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence.

Section 5. General Leave:

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

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

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

Section 6. Administration of Leaves:

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

ARTICLE V **HOURS OF SERVICE**

Section 1. Building Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Break/Lunch:

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

Section 3. Emergency School Closing:

A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

ARTICLE VI
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. 12 month employees will have 12 paid holidays:

New Year's Day	Thanksgiving Day
New Year's Eve	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	Floating Holiday
4th of July	
Labor Day	

The Floating Holiday must have the prior approval of the supervisor.

Employees working less than 52 weeks will receive 7 paid holidays:

Thanksgiving Day
Christmas Day
Christmas Eve
New Year's Day
New Year's Eve
Good Friday
Memorial Day

Subd. 2. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Section 2. Vacation:

Subd. 1. Employees who interact with students as an integral part of their job may take only 5 vacation days on student attendance or teacher workshop days.

Subd. 2. All vacation days must be approved in advance by the superintendent. The decision of the superintendent is final.

Subd. 3. Vacation earned in one fiscal year, must be used within 6 months of the year earned, or it will be forfeited.

Subd. 4. Vacation Schedule for 5 day, 52 week employees. Days will be prorated based on 2080 hours:

10 days beginning 1st year of employment
15 days beginning 5th year of employment
20 days beginning 10th year of employment

Subd. 5. Employees working 10 months will receive 5 vacation days. Days will be prorated from 1,680 hours for any employee not working full-time.

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

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

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to all beginning their second (2nd) year of employment in the District. Matching deferred compensation will be pro-rated off 2,080 hours.

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

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

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

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

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

ARTICLE VIII
ACTIVITY PASSES

Section 1. Activity Pass Benefit:

All employees and one adult guest will receive an activity pass to be used for home events, excluding MSHSL tournament events.

ARTICLE IX
SENIORITY/LAYOFF/RECALL

Section. 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

ARTICLE X
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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

This contract is effective July 1, 2025 – June 30, 2027, subject to re-opening of negotiations to address provisions of the ACA.

Deb Pauly, Chairperson

Date

Lauren Pedersen, Clerk

Date

Attachment A:

2025-2026

Step	Grade 1	Grade 2	
	1	\$21.56	\$22.01
	2	\$22.11	\$22.50
	3	\$22.61	\$23.01
	4	\$23.43	\$23.50
	5	\$24.84	\$25.17
	6	\$25.32	\$25.61
	7	\$25.82	\$25.91
	8	\$27.21	\$27.39
	9	\$28.22	\$28.40
	10	\$29.72	\$29.89
	11	\$30.71	\$30.90

2026-2027

Step	Grade 1	Grade 2	
	1	\$21.88	\$22.34
	2	\$22.44	\$22.84
	3	\$22.95	\$23.36
	4	\$23.78	\$23.85
	5	\$25.21	\$25.55
	6	\$25.70	\$25.99
	7	\$26.21	\$26.30
	8	\$27.62	\$27.81
	9	\$28.64	\$28.83
	10	\$30.16	\$30.34
	11	\$31.17	\$31.36

Grade 1: 10 Month Secretary
 Grade 2: 12 Month Secretary



TERMS AND CONDITIONS

between

Independent School District No. 717
Jordan, Minnesota

And

Building Nurse

July 1, 2025 - June 30, 2027

AGREEMENT

This agreement is entered into between the Jordan School District and the employees serving as Building Nurse.

ARTICLE I **DEFINITIONS**

Section 1. Terms and Conditions of Employment:

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

Section 2. School District:

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

Section 3. Benefits Eligibility:

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

Section 4. Contract Days:

The Building Nurse shall perform the basic services throughout the term of this contract and on those legal holidays on which the school district is authorized to conduct school if the school board so determines. The work year is 181 days.

Section 5. Other Terms:

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

ARTICLE II **COMPENSATION**

Section 1. Wage Schedule:

Subd. 1. The Building Nurse shall be paid based on an hourly rate. The Board of Directors of the school district shall set the hourly rate for the two-year period of this agreement. Rates of pay shall be effective July 1st of each year and shall be paid in accordance to the rate scale in Attachment A. Should the district not set the hourly rate prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Subd. 4. Each contract year Building Nurses will be allowed a continuing ed stipend of \$100.00 to be used for training. Training must be pre-approved by the employee's immediate supervisor.

Section 2. Cell Phone Allowance:

All Building Nurses will receive a cell phone allowance of \$35.00 per month from September – June.

ARTICLE III
GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Claims Against the School District:

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

Section 3. Duration of Insurance Contribution:

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

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying Building Nurse will be offered a district insurance contribution in the amount listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Building Nurse who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit for all benefit eligible employees.

2025-2026		2026-2027	
Single	\$7,600	Single	\$7,600
Family	\$10,000	Family	\$10,500

Section 5. Long Term Disability Insurance:

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

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with the EMJ. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

- 76-100% of 2080 hours equals \$20,000 insurance.
- 50-74% of 2080 hours equals \$10,000 insurance.
- 33-49% of 2080 hours equals \$5,000 insurance.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave Benefits; Care of Relatives

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

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

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

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

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181.940, subdivision 4.

Subd. 6. For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days at their daily rate of pay not to exceed \$110.00 daily. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Each employee shall be granted three (3) days of paid personal leave yearly and one (1) day of unpaid leave.

Subd.1. Personal days may only be taken in half-day or full day increments. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

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

Section 3. Family Illness Leave/Bereavement Leave:

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

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

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

Section 4. Worker's Compensation:

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

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

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

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

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, shall submit his/her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence.

Section 5. General Leave:

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

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

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

Section 6. Administration of Leaves:

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

ARTICLE V
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. Employees working less than 52 weeks will receive 6 paid holidays:

Thanksgiving Day
Christmas Day
Christmas Eve
New Year's Day
New Year's Eve
Good Friday
Memorial Day

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

Subd. 4. Holidays that fall on weekends will be observed on a day established by the school district.

Subd. 5. Payment for holidays will be made on the subsequent pay period following the holiday.

ARTICLE VI
HOURS OF SERVICE

Section 1. Building Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Break Time:

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

Section 3. Emergency School Closing:

Subd. 1. Each employee shall receive one (1) paid day when school is not in session due to inclement weather or other unscheduled closing.

Subd. 2. A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Section 4. Summer School On-Call:

On-call building nurses will have 30 minutes to report to the district after receiving a phone call

ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to all benefit eligible employees beginning their second (2nd) year of employment in the District.

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

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

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

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

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$1,500 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$1,750 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,000 in payment at the rate of \$2.50 per hour. These payments will be made upon the employee's resignation or retirement from the district.

ARTICLE IX
ACTIVITY PASSES

Section 1. Activity Pass Benefit

All employees and one adult guest will receive an activity pass to be used for home events, excluding MSHSL tournament events.

ARTICLE X
SENIORITY/LAYOFF/RECALL

Section 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall. As long as evaluations are satisfactory or above.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

ARTICLE XI
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

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

Section 2. Completion of Probationary Period:

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

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

If a supervisor meets with an employee to discuss verbal warning, written warning, suspension without pay or termination, the employee has the right to have representation from another employee present.

This contract is effective July 1, 2025- June 30, 2027.

Deb Pauly, Chairperson Date

Lauren Pedersen, Clerk Date

ATTACHMENT A:

2025-2026

Step	CNA	LPN	RN
1	\$23.30	\$24.38	\$25.41
2	\$23.94	\$25.03	\$26.06
3	\$24.60	\$25.69	\$26.71
4	\$25.29	\$26.37	\$27.39
5	\$25.99	\$27.08	\$28.11
6	\$26.64	\$27.73	\$28.75
7	\$27.30	\$28.39	\$29.41
8	\$27.96	\$29.05	\$30.07

2026-2027

Step	CNA	LPN	RN
1	\$23.65	\$24.75	\$25.79
2	\$24.30	\$25.41	\$26.45
3	\$24.97	\$26.07	\$27.12
4	\$25.67	\$26.77	\$27.81
5	\$26.38	\$27.49	\$28.53
6	\$27.04	\$28.15	\$29.19
7	\$27.71	\$28.82	\$29.86
8	\$28.38	\$29.49	\$30.53

Summer School On-Call Rate: \$12.50

December 8, 2025 Board Report

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

Sharing Our Story

- Our winter concert season is here! Make sure you mark your calendars to join us for these upcoming concert events that our students have worked so hard to put together:
 - JHS Choir Concert: Monday, December 8, at 7:00pm
 - JMS Choir Concerts: Tuesday, December 9, at 5:30pm, 6:30pm, and 7:30pm
 - Grades 1 and 2 Music Concerts: Thursday, December 11, at 5:00pm and 6:30pm
 - JHS Band Concert: Monday, December 15, at 7:00pm
 - JMS Band Concerts: Tuesday, December 16, at 5:30pm, 6:30pm and 7:30pm.
 - Full details can be found on our website at www.isd717.org/calendars
- The 2026 Winter brochure recently hit mailboxes and we're so excited for our community to check out all the new and returning classes and programs for youth and adults!
 - Some of our community favorite classes that will be back include the Royal Daddy Daughter Dance, Hubmen and Jaguar Youth Basketball Camps, Winter Mini Cheer Camp, Crochet Classes, and more!
 - New this winter we have a family snowshoe class and a guided snowshoe hike, daytime sign painting classes, self defense classes, and more!
 - Registration opened on Monday, December 1!

Important Dates and Upcoming Events

- Monday, December 8 - Regular Board Meeting / Truth in Taxation, 6:30pm
- Monday, December 8 - JHS Choir Concert, 7:00pm
- Tuesday, December 9 - JMS Choir Concerts, 5:30pm (Grade 5), 6:30pm (Grade 6), and 7:30pm (Grades 7 and 8)
- Wednesday, December 10 - Preschool Music Concert, 6:00pm
- Thursday, December 11 - Grades 1 and 2 Music Concerts, 5:00pm and 6:30pm
- Monday, December 15 - JHS Band Concert, 7:00pm
- Tuesday, December 16 - JMS Band Concerts, 5:30pm (Grade 5), 6:30pm (Grade 6), and 7:30pm (Grades 7 and 8)
- Monday, December 22 - Friday, January 2: Winter Break!!!

Enrollment Update

- As of December 1, 2025: 1801 students - EC through grade 12.



**High School Board Notes
December 8, 2025**

Improve Student Achievement, Learning and Career and College Readiness

- After winter break we will begin preparing juniors for the ACT test which they will have an opportunity to take in April. Our sophomores will take the Pre-ACT at that time also.
- We use an adjusted schedule for the end of the semester. We have extended block classes over a two day period to allow more time for projects, presentations, and exams. There will also be time for intervention and extension built into these two days.
- Our students have been learning “on the job” in Coaching and Leadership, Introduction to Education, and Healthcare and Medicine. Students have been in JES and JMS classes teaching, directing, and supporting our younger learners.

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

- We have done multiple things within the building to honor our students that are showing their Jordan “PRIDE”, including lunchtime prizes.
- Our grade level meetings continue to bring out good discussions on ways to improve student performance and success, both academically and socially. The addition of our PRIDE time has improved the focus of these meetings.
- Our PBIS staff committee has organized and implemented a number of events for the winter season. There are a number of activities for both staff and students to engage in fun activities with each other.

Improve Community Connection, Satisfaction, and Engagement

- A group of students from the National Honor Society organized a food drive in November. It was a great success with ten giant boxes of food to be distributed to food banks in the area.
- Our support staff continues to work with outside organizations to support our students in all facets of their well being. This month Jordan Family Outreach has organized a coat drive and gifts for students.
- Our support staff continues to work with NAMI, Duck Cup, and Scott County to offer resources to students and families to support them.
- We will host a parent information session (virtual) in February as a lead in to the registration process for next school year.

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

- Our 9th grade staff has continued to use the BARR model for working with students. BARR has been a good addition and we look to continue to grow this program. The benefits should work up through the grade levels.
- Our data team is tracking student participation and attendance during PRIDE time on Wednesdays. This will help inform staff on what is working and where we can improve.
- Teachers have completed the course registration descriptions and final touches are being put on the registration guide for the 2026-2027 school year. We will look to approve the course registration book in February of 2026.

**Jordan Middle School Board Report
December 8th, 2025**

Improve Student Achievement, Learning, and Career and College Readiness

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

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

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

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

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

Improve community connections, satisfaction, and engagement

- JMS hosted a Veterans Day program with former JMS student Tito Roman speaking.
- JMS hosted the Middle School play on November 14th and 15th.
- Lots of activities happening soon, including winter concerts!
 - December 9th-5th-8thChoir Concert and PTO Meeting
 - December 15th- District Advisory Committee Mtg., 5-6pm, JMS Quotation Lab
 - December 16th-5th-8th Band Concert
 - December 18th-Grade 6 Grade Ski Trip
 - December 19th-JMS Student of the Month
 - December 22nd-January 2nd-Winter Break
 - January 5th-8th-Fastbridge Reading and Math Winter Assessments
 - January 16th - End of Semester 1
 - January 19th- No School, MLK Jr. Day/Professional Development Day

Jordan Elementary School Principal Update December 8, 2025

Staff and students have enjoyed all of the special events and activities the holiday season brings this time of year. Our staff continues to show and grow our **JORDAN PRIDE** in our efforts of supporting students, families and fellow colleagues. It's a pleasure to work with such an amazing group of dedicated people!

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

PRIDE in Student Achievement; PRIDE in Student and Staff Support

- Teachers are meeting on a regular basis in professional learning communities and at MTSS meetings to review data and discuss the next steps in supporting students' academic and behavioral needs.
- We are gearing up for winter benchmark assessments and our mid-year data meetings in January. Our Math and Reading FastBridge assessments will provide data to support instructional and programming decisions, and allow us to see how students are performing midway through the school year. This data will also be used to track our progress for the North Star Accountability Report as we collect baseline data for our comprehensive needs assessment this school year.
- Our JHS Summit Academy Healthcare students visited Kindergarten classrooms for the annual Teddy Bear Clinic to share with students what they can expect when visiting the clinic if they are ill or need shots. This is always a great teaching and learning opportunity for our HS and K students!
- Our JHS Intro to Education students started observing and working in several elementary classrooms just before Thanksgiving Break. We are excited for them to be a part of our school and to learn more about the profession from our amazing teachers.
- Shout out to our JHS Spanish students who have been volunteering at JES to support our new-to-country students in the classroom.

PRIDE in a Caring and Committed Culture

- Our Special Events committee is hard at work bringing holiday cheer into the building for staff to participate in during and after school.
- The 1st and 2nd grade music concert will be held at the JHS Auditorium on December 11th. We are very excited to see students ring in the holiday season with laughter and song. Thanks to music teacher, Mindy Foyer, and our 1st and 2nd grade teachers and staff for helping to create a wonderful holiday program!

- It's been great to recognize students and staff at our all-school Harambees for the successes they are having in school.
- We recently opened up the opportunity for volunteers to help out during our lunch period via Sign-Up Genius. We've had a steady flow of volunteers, who have been a huge help to Kristi and Ellen, JES Lunchroom Supervisors, and we can't thank them enough for taking time out of their days to assist students in the lunchroom!

PRIDE in Facilities-Indoor/Outdoor Spaces

- We continue to wrap up Phase II punch lists items, with the last items being completed over winter break. It's hard to imagine we will be ending our time with KA and ISG-they have been so wonderful to work and partner with, and are going to be missed, mostly for the amazing people they are and how they have cared so deeply for our students, staff and community members throughout the project.

Pride in Communications, Marketing and Outreach

- Jordan Family Outreach has been doing amazing things for our families, and we are very fortunate so many community members donate to this organization during the holiday season and throughout the rest of the school year.
- I have been working with Elise Pickle on sending out the district Countdown to Kindergarten 2026-2027 postcards to families in late December regarding the January Family Informational Night and K Round Up happening in February.
- It was a ton of fun participating in the Jordan Dazzle parade this past weekend. The event was well-attended by students, families and staff members.

Executive Summary
Director of Teaching and Learning
December 2025

Improve Student Achievement, Learning, and Career and College Readiness

Summit Academy: Introduction to Education Field Experience --

- Introduction to Education students started their Field Experience placements in the elementary and middle schools! There are 31 students taking the class this semester, and they are paired with mentor teachers throughout the elementary and middle schools for this amazing experience.
- **Background:** This course offers Jordan students real-world experiences aimed at better preparing learners for the challenges of the professional world. Under the direction of licensed teachers and in partnership with current professionals, the students gain invaluable experiences in today's world outside of the traditional school structure. Introduction to Education provides an overview of the education profession with a culminating student teaching experience, or what we call the "Field Experience" that is designed to give the student a full time internship under the supervision of a cooperating teacher. The broad goal of student teaching is that the **students have the best possible introduction to the teaching field.**
 - The Introduction to Education students started their field experience on Friday, November 21, and they are fully immersed in their assigned elementary and middle school classrooms until December 19. **Watching these students work with Jordan's amazing staff and students while learning about the profession is truly amazing!**

The Read Act

- Continue to monitor Read Act changes and updates. It seems that changes and updates are constantly being made and posted to The Read Act webpage with little communication to districts.
- **New** this year – CaptiReadBasix is required to be implemented in grades 4-12 to screen students not reading at grade level.
 - Currently working to implement, train, and utilize Capti as required by The Read Act.

- Professional Development – Phase One and Two. Due to new hires and changing roles, there is one Phase One teacher needing training. That will begin this winter.
 - Phase 2 – Phase two training vendors were released by MDE in late November. Jordan will continue our partnership with Core OL&LA to train Phase Two educators in the secondary version.
 - MDE will open registration on December 15. After that registration, MDE will send more information about next steps and beginning the training.
 - Phase Two educators could potentially start the training as early as January; however, we are waiting on MDE for more information.

MNVA (online learning option)

- Continually working with MNVA to track enrollment and work through any issues with programming, student support, etc.
- Currently Jordan has 23 students attending MNVA either full-time or part-time.

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

Ongoing Curriculum Support / Review -

- I consistently work with teachers across K–12 to review and update curriculum resources so they stay aligned to standards and continue to support all district programs. This includes gathering feedback, adjusting units/materials as needed, and ensuring curriculum remains current and usable.

District Testing --

- The process for pretest editing has started. A part of pretest editing is requesting test accommodations and finalizing of the “back end” work required by MDE before the testing season begins.
 - SpEd teachers will start working on specific accommodations and communicating those needs with me during the pretest edition phase.
 - The Access Testing window opens in January.
 - Specific test ordering and accommodations have already begun.
 - The MCA Testing window opens in March. More information about the testing calendar can be found on the website – [HERE](#).

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

Collaborative Culture --

- District Staff Development -- The quarter two district staff development meeting will take place in mid December.
 - The meeting agenda focused on building budgets, professional development

planning, CEU tracking, and committee procedures and planning.

Equity Leadership Team

- The Equity Leadership Team meets once a month to focus on goals related to Achievement and Integration.
- The November meeting focused on A&I programming, student support, and continuously working on solidifying programming and student leadership opportunities.
- The December meeting will take place later in the month.

Calendar Committee Work

- I have been serving on the district calendar committee working to build the frameworks for calendar options moving forward into the next academic years.
 - The calendar club has agreed on a calendar draft to be reviewed by the school board for approval.

Improve Community Connection, Satisfaction, and Engagement.

District Advisory Committee --

- Information Available on the Website - [Jordan District Advisory Committee](#)
- The council meetings will resume in October of the 2025-2026 School Year. All meetings will take place in the Middle School Quotation Lab from 5-6pm.
 - October 6, 2025 - CACR and Committee Overview
 - November 17, 2025 - District Testing Overview
 - December 15, 2025 - Building Updates
 - February 2, 2026
 - March 16, 2026
 - April 20, 2026

Activities Director's Board Report 12/8/25

- **Academic Support**
 - Academic Support for Winter Activities started December 1st. Students with a failing or incomplete grade will be called in on Mondays to track weekly progress for eligibility. We are reminding these students that we hold our student-athletes to a high standard and they won't play if they aren't successful in the classroom.

- **Concert Season**
 - December is a busy month for concert season! The JHS Choir is performing tonight, and the JMS Choir will be performing tomorrow night. Thursday night of this week is the JES Music concert with performances at 5:00 and 6:30. Next week, the JHS Band has a concert on Monday at 7:00 with Comfort & Carols in the Commons beforehand. Things wrap up with the JMS Band next Tuesday night with performances at 5:30, 6:30 and 7:30.

- **Winter Sports Update**
 - Each of our winter sports are now underway between girls basketball, boys basketball, wrestling, and nordic skiing. After the last two years, our nordic skiers are very excited about the snowfall so far! Jaguar Basketball played their first home game on December 4th, while the Hubmen will play at home for the first time on December 16th, and one of Panther Wrestling's three meets in Jordan this season will be on December 18th.

- **Fall Coach Renewals**
 - Fall coach renewals are on the agenda for you as a consent item.



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:

Winter Brochure:

Winter Community Ed Winter Brochure has been delivered to mailboxes! Special thanks to Andi and Elise for all their work with the brochure!

Celebrate Jordan:

A reminder that Celebrate Jordan will be on April 12th from 1-4 pm. Please help spread the word! In January the first round of invites to businesses will be sent.

Seniors - Wheels Up Jordan Holiday Light Tour:

On December 16th with support from Benjamin Bus, Jordaness Lions, Jordan Lions Club and Jordan Commercial Club we are hosting the 3rd annual Jordan Holiday Tour of Lights for our seniors. This year we again have a coach bus with a lift reserved so everyone can be on one bus and the seats are more comfortable! Special thanks to Jordan Fire and Rescue who will be taking on the role of "Rudolph" as they will be our lead reindeer for our trip. If you don't have your holiday lights up yet, better get them up before the 16th! Special thanks to the City of Jordan for including our seniors in the fun again - we get to the judges for storefront paintings.

JBA Tournament:

Thanks to JBA for an outstanding Boys JBA tournament that was held in November at the CERC and JMS. Special thanks to Brad Hanzel, Katie Staloch and Justine Hagness for their help in making it a very successful tournament.

Rate Increase:

Messaging went out to members and community members regarding the new rates effective January 1st, 2026. To view new rates please [click here](#).

OUR MISSION

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Kids Company:

- We are already looking at summer and starting to plan!

Preschool and ECCE:

- Preschool: Registration is set to open February 4 with additional classes being offered. A Holiday concert will take place on Wednesday at the high school at 6pm. It is always a fun event for our students and families!

Communications and Marketing Monthly Summary

Sharing Our Story:

- November was filled with so many fun events including Veteran's Day Programs, Middle and High School Fall Plays, and our annual Family Fun Night held by Jordan Early Learning Services at the CERC!
- December brings the Holiday Concert season and we're looking forward to showcasing our student's hard work! All events will be live streamed, and we'll share highlight photos and videos throughout the concert season on social media!
- Community families with children aged birth to 6 will begin receiving advertising materials for Kindergarten and Preschool registration, and more information about our Early Childhood Family Education (ECFE) classes in early January!
 - Kindergarten registration for the 2026-2027 school year will open on December 1, 2025!
 - Preschool registration for the 2026-2027 school year will open on February 4, 2026!
- Winter Community Ed/Rec brochures hit mailboxes around Thanksgiving! Registration for classes being held January through March is now open. Class registrations make great holiday gifts, so make sure to get registered for winter classes today!

Events Attended for Photography Needs:

- Kindergarten Classrooms and Specials
- Preschool Classrooms
- JMS FACS Class
- Veteran's Day Programs
- NHS Induction Ceremony
- JHS Fall Play

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Ongoing (Daily/Weekly Activities) handled by Communications:

- Meeting with district leadership to determine upcoming communication needs.
- Craft district messaging.
- Create communications plans for activities and potential crisis communications scenarios, as needs arise.
- 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.
- Creating and ordering school store inventory on an as needed basis.

Nutritional Services Director's Report

December 2025

November Highlights

- November was another busy month catering for Veteran's Day, JEF Presentations and the JBA Tournament and also the end of season football banquet.
- We continue to incorporate new recipes into our menus, this month included: a new breakfast quesadilla with sausage, eggs and cheese, a hummus, veggie and pita pack, roasted turkey breast, and a baked potato with shredded bbq chicken and cheesy broccoli.
- I was able to attend a local Nutritional Services Directors meeting in Hopkins. We covered several topics from new recipes to customer service training and marketing. It is so good to get together and learn from each other!
- The annual process of Verification (where we randomly select families to verify their income for their free or reduced benefit status) was completed and submitted to MDE.

Upcoming projects

- A few new recipes in the works: scratch made granola, a strawberry and spinach salad with poppyseed dressing, enchiladas, chicken alfredo pizza, scratch made chili, muffin tops, and a MN grown all beef burger.
- We are looking forward to our upcoming December catering events, especially the ELS Holiday Concert. The kids are always SO excited for the cookies and glitter punch!



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CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Board Meeting 12.08.25

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- Our American Indian Parent Advisory Council met on November 19th for a work session and reviewed upcoming field trips and needs for the fall/winter. The next regular AIPAC meeting will be held on December 10th. We will review the expense report and update on activities and services provided for our identified American Indian students
- Targeted Services started in October. We currently have around 30 students participating in our after-school program at the elementary and middle school. Kevin Sayers and staff have been doing a great job so far this fall with our students!
- The special education team at Jordan High School is working on providing more opportunities for our high school special education students. The special education team with Mr. Vizenor is looking at more mainstream classes for our special education students. We are currently looking at providing a Unified PE class and a Unified FACS class for the fall of 2026.

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

- I am continuing to meet with the different departments throughout the district monthly; building sped departments, OT & PT, nurses, paraprofessionals, ELL, SOAR transition program, mental health, school psychologists, assistive technology, and district administration to ensure we are providing and receiving the same message.

Improve Community Connection, Satisfaction, and Engagement

- I have been attending regular MDE Director Forums. We have been provided updates of “what is happening” with MDE, fiscal updates, monitoring and compliance updates, and ECSE updates.

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- On Tuesday, November 18th our Special Education Parent Advisory Council met. At the meeting, parents heard updates from ECSE, JES, JMS, JHS and our SOAR program. The council discussed how we can improve more parent involvement, discussed possible opportunities for our students through recreational activities, and discussed teaming with area school district on more activities for our students. Our next SEAC Meeting will be at our SOAR Program and we will bring in guest speakers for the meeting.

Be Fiscally Responsible and Maintain Quality Facilities

- Amy and I continue to meet and review our state and federal special education budget for the 25-26 school year. We are ensuring we are working within our budget and will continue to monitor our budget as we get half way through the school year!



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DAN LEHMAN
Facilities Director
dlehman@isd717.org

FACILITIES UPDATE

Director's message to the board:

Hello all, Winter sports and concerts all kick off in the coming weeks, with lots of extra people coming and going through the buildings definitely keeps us busy. I am back to work full time again after being out with medical leave for my wife. Working through work requests, interviewing substitutes as we have been down a custodial staff member at the elementary school for quite some time now. The first few snow storms came through and we are working out the bugs with new lots and where to push the snow.

December Focus:

- Assist with event setups
- Work through work orders
- Boiler inspection JMS and JHS
- Air Filter Inventory over winterbreak

2025 Board Committee & Liaison Assignments

(Updated June 2025)

Standing Committee Assignments

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

Liaison/Points of Contact and Ad-Hoc Assignments

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

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

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