



Jordan School District #717
Special Meeting Agenda

Monday, March 16, 2026 at 5:30 PM
Special Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of Agenda
5. Consent Agenda
6. Action / Discussion Items
 1. Review and Act on Resolution Proposing to Place Staff on Unrequested Leave of Absence Due to Budget Constraints 2
7. Adjourn Special Meeting

March 16, 2026

**Board Budget
Recap**

JORDAN

Revised Budget

2025-2026 School Year

JORDAN

FY2026 Revised Budget Considerations

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

2025-2026 Revised Budget

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

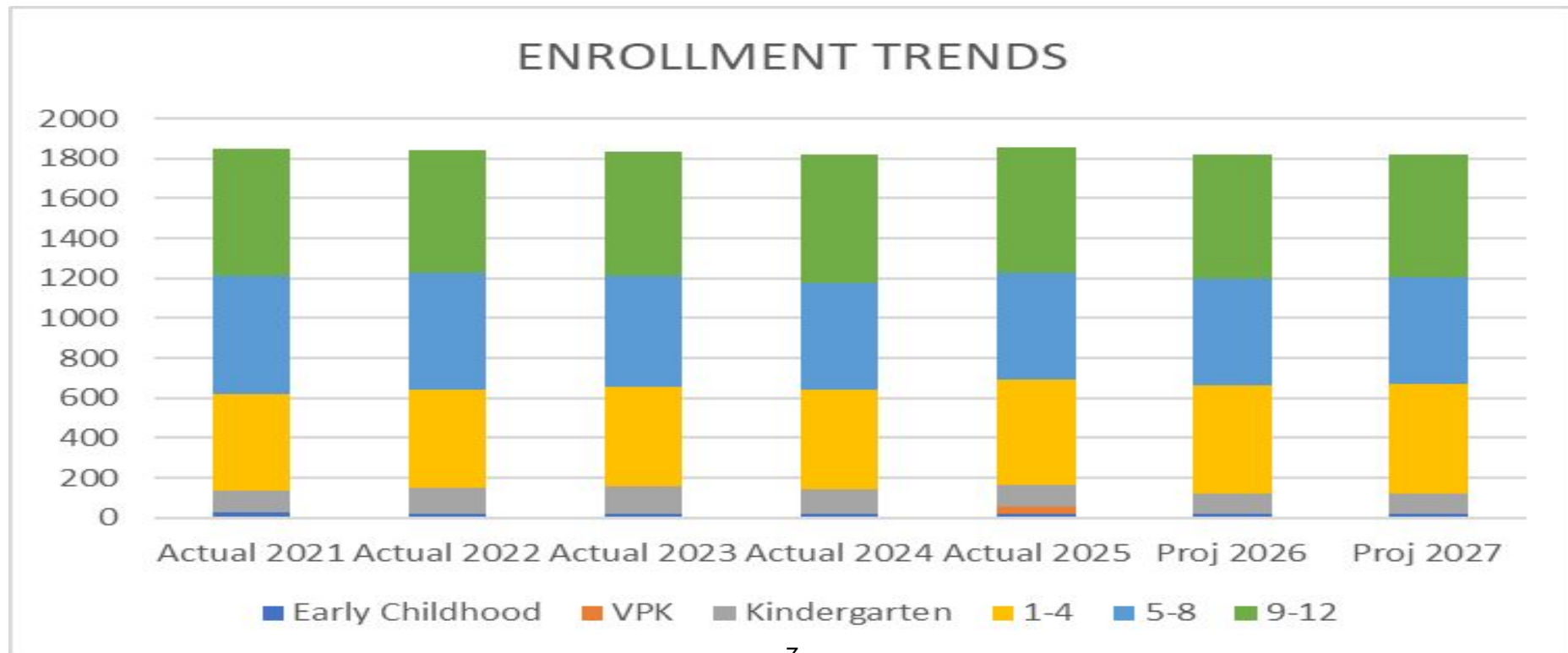
Projected Budget

2026-2027 School Year

JORDAN

ENROLLMENT TRENDS

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



A Look into FY2026-2027- Projections

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

A Look into FY2026-2027- Projections

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

A Look into FY2026-2027- Projections

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

A Look into FY2026-2027- Projections

- **Projected Revenue**

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

FY2026 Projected Budget Considerations

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

Additional Considerations

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

2026-2027 Projected Budget

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

The Budget and Staffing Process

Direction to the Administrative Team

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

Dual Processes

On-going Spring 2026:

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

Recommended Adjustments

- **District Level Administration (Potential Adjustment \$60,000)**
 - Potential shift in duties with attrition of staffing
- **Instruction Regular ** (Adjustment \$117,000 or more)**
 - ***These dollar amounts are based on our annual staffing to enrollment process.***
 - Teaching positions and 6th class pay are adjusted annually based on annual review of enrollment and staffing to class size ranges.
 - Alignment of Grades 5-7 electives
 - Reduction of 1.0 MS elective position- Spanish
 - Adjustments in stipends and offerings that are annual and bi-annual.
 - Hiring processes through attrition
- **Instructional Support ** (Adjustment TBD)**
 - Possible redeployment of funds from 1.0 MS elective reduction to Instructional Support position
- **Pupil Support Services ** (Adjustment TBD)**
 - We will not fill open paraprofessional positions at this time.

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

February 23 Work Session:

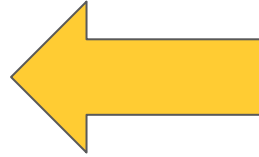
- School Board reviews and discusses potential reductions

March 9 School Board Meeting:

- School Board resolutions to reduce programs and staffing, Action

March 16 Work Session and Special Meeting:

- Budget Recap and School Board Action on Recommended Reductions



March 17:

- Employee Notices provided, as needed

April 9 Board Meeting:

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

May 2026

- Administrative Team prepares final budget

June 8 School Board Meeting:

- School Board 2026-2027 Budget

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

Questions?

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 717, JORDAN, MINNESOTA**

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 717, Jordan, Minnesota, was held on the 16th day of March, 2026, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE
ELLEN HELGERSON
ON UNREQUESTED LEAVE OF ABSENCE**

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

1. It is proposed that Ellen Helgerson, a continuing contract teacher of said School District, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2025 - 2026 school year on June 30, 2026, pursuant to Article 16 of the current Master Agreement between the School District and the exclusive representative and Minnesota Statutes, section 122A.40, subdivision 10 upon the specific grounds of lack of pupils, financial limitations, and discontinuance of your position as a Middle School Spanish teacher.
2. Said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and the Master Agreement and be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF ABSENCE

March 17, 2026

Ellen Helgerson
[Address]

Dear Ms. Helgerson:

You are hereby notified that at the special meeting of the School Board of Independent School District No. 717 held on March 16, 2026, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 717, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2025-2026 school year on June 30, 2026, pursuant to Minnesota Statutes, section 122A.40, subdivision 10 and Article 16 of the current Master Agreement between the School District and the exclusive representative and upon the grounds described in said statute and Master Agreement which are specifically as follows: lack of pupils, financial limitations, and discontinuance of your position as a Middle School Spanish teacher. A copy of this resolution is attached.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

Under the provisions of the law, more specifically Minnesota Statutes, section 122A.40, subdivision 7, and Article 16 of the current Master Agreement between the School District and the exclusive representative, you are entitled to a hearing before the School Board provided that you make a request in writing within fourteen (14) days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL
DISTRICT NO. 717, JORDAN

Clerk of the School Board

Encl.: Resolution Proposing to Place Ellen Helgerson on
Unrequested Leave of Absence

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Minnesota Statutes, section 122A.40, subdivision 10 and Article 16 of the current Master Agreement between the School District and the exclusive representative and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CLERK’S CERTIFICATE

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 717, Jordan, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a special meeting of the School Board of Independent School District No. 717, duly called and held on the date therein indicated, so far as such minutes relate to A Resolution Proposing to Place Ellen Helgerson on Unrequested Leave of Absence, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 16th day of March, 2026.

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