

CHEROKEE COMMUNITY SCHOOL DISTRICT

PRESIDENTS DAY

*Regular Board Meeting
February 19, 2018*

5:30 p.m.

WHS Conference Room

Board Members:

Ms. Laura Dawson- President

Mr. Logan Patterson - Vice President

Mr. Paul Fuhrman

Mr. Charles Wulfsen

Mrs. Laura Jones

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary

Mrs. Kimberly Lingenfelter, Superintendent

Public Hearing – School Calendar 2018-2019
Cherokee Community School District, 600 West Bluff Street
Monday, February 19, 2018 @ 5:30 p.m.

Cherokee Community School District 2018-2019 School Calendar is available on the front page of the district website: www.ccsd.k12.ia.us and is also available in hardcopy at central office. If you have comments that you wish to be considered before the 2018-2019 school calendar is board approved and are not able to attend the public hearing, please submit those comments to: Kimberly Lingenfelter, Superintendent by February 19, 2018 by 2:00 p.m.

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| <ol style="list-style-type: none"> 1. Call the hearing to order 2. Approve and/or amend agenda 3. Public hearing on the 2018-2019 School Calendar 4. Any person interested may appear and file objections to the proposed 2018-2019 School Calendar 5. Close the public hearing 6. Adjournment |
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Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, February 19, 2018 following the Public Hearing

The tentative agenda contains a list of subjects known at the time of distribution. A copy of the agenda kept continuously current is available for inspection at the office of the superintendent during regular business hours. This agenda may be changed up to 24 hours before the scheduled commencement of the meeting. The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning.

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| <ol style="list-style-type: none"> 1. Call the meeting to order 2. Approve the agenda 3. Roll call of members in attendance 4. Action to excuse board members not in attendance 5. Welcome Visitors
Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue. 6. Consent agenda <ol style="list-style-type: none"> A. Approve the minutes of the regular meeting [1-15-19], management meeting [2-05-18], and special meeting Board's initial proposal to CEA [2-12-18] B. Approve financial statements C. Approve monthly bills |
| <ol style="list-style-type: none"> 7. Communication and Reports <ol style="list-style-type: none"> A. Principals' Building Reports/ Instructional Coaches' Reports B. PTA Report C. Directors'/ Superintendent's Report |
| <ol style="list-style-type: none"> 8. Policy Change(s): None
Clerical Change(s): None
Affirm: 710.1 School Food Program; 710.2 Free or Reduced Cost Meals Eligibility; 710.3 Vending Machines; 710.4 Meal Charges; 711.1 Student School Transportation Eligibility; 711.2 Student Conduct on School Transportation; 711.2R1 Student Conduct on School Transportation Regulation; 711.3 Student Transportation for Extracurricular Activities; 711.4 Summer School Program Transportation Service; 711.5 Transportation of Nonresident and Nonpublic School Students; 711.6 Transportation of Nonschool Groups; 711.7 School Bus Safety Regulation; 711.9 District Vehicle Idling |
| <ol style="list-style-type: none"> 9. New Business <ol style="list-style-type: none"> A. Discussion of/ action concerning the 2018-2019 school calendar B. Discussion of/ action concerning the FY17 audit |

*** Note: The Board of Education, with a majority vote of the Board, may enter into an closed/exempt session for the purpose of discussing confidential records, litigation, suspension/expulsion hearings, personnel, purchase of real estate, and security or negotiation strategy.**

<ul style="list-style-type: none"> C. Discussion of/ action concerning the resignation of Ally Sarchet as RES Paraprofessional D. Discussion of/ action concerning extending a contract to Jillian Cates as WHS Paraprofessional E. Discussion of/ action concerning extending a contract to Hannah Schueder as RES Paraprofessional F. Discussion of/ action concerning Board Policy 905.1E2 – Community Use of School District Facilities and Equipment Indemnity and Liability Insurance Agreement [Second Reading] G. Discussion of/ action concerning the expulsion of a CMS student from bus privileges for the remainder of the 2017-2018 school year H. Discussion of/ information concerning date for Superintendent Evaluation – Wednesday, April 18, 2018 @ 5:30 p.m. I. Discussion of/ information concerning date for budget hearing – Monday, April 2, 2018 @ 5:30 p.m. J. Discussion of/ information concerning steps in a school bond election K. Discussion of/ information concerning Board Policy 406.1 Licensed Employee Compensation; 406.2 Licensed Employee Compensation Advancement; 406.3 Licensed Employee Continued Education Credit; 406.4 Licensed Employee Compensation for Extra Duty; 406.6 Licensed Employee Tax Shelter Programs; 201 Board of Directors’ Elections; 202.3 Term of Office [First Reading to be in compliance with new laws] L. Exempt Session – the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues
<p>10. Board Committee Reports</p> <ul style="list-style-type: none"> A. Curriculum and Instruction – Fuhrman, Jones B. Policy – Dawson, Wulfsen C. Finance* – Dawson, Patterson D. Building, Grounds, Capital Projects – Fuhrman, Jones E. Transportation, Nutrition – Patterson, Wulfsen
<p>11. Items of Interest for the Next Meeting [March 19, 2018 @ 5:30 p.m.]</p> <ul style="list-style-type: none"> A. Discussion of/ information concerning the 2018-2019 budget B. Discussion of/ information concerning district-wide compliance to CCSD’s Wellness Policy
<p>12. Adjournment</p>

Projected Dates/Times for Regular Board of Education Meetings 2017-2018

December 18 th , 2017 @ 5:30 pm	January 15 th , 2018 @ 5:30 pm	February 19 th , 2018 @ 5:30 pm	March 19 th , 2018 @ 5:30 pm
April 16 th , 2018 @ 5:30 pm	May 21 st , 2018 @ 5:30 pm	June 18 th , 2018 @ 5:30 pm	July 16 th , 2018 @ 5:30 pm
August 20 th , 2018 @ 5:30 p.m.	September 17 th , 2018 @ 5:30 p.m.	October 15 th , 2018 @ 5:30 p.m.	November 19 th , 2018 @ 5:30 p.m.

Projected Dates/Times for Management Team Meetings 2017-2018

February 5 th , 2018 @ 5:30 pm	March 5 th , 2018 @ 5:30 pm	April 2 nd , 2018 @ 5:30 pm
October 1 st , 2018 @ 5:30 pm	November 5 th , 2018 @ 5:30 pm	December 3 rd , 2018 @ 5:30 p.m.

*** Note: The Board of Education, with a majority vote of the Board, may enter into an closed/exempt session for the purpose of discussing confidential records, litigation, suspension/expulsion hearings, personnel, purchase of real estate, and security or negotiation strategy.**

**Cherokee Community School District
Regular Meeting
January 15, 2018**

The Cherokee Community School District Board of Education held a regular meeting on Monday, January 15, 2018 beginning at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 West Bluff, Cherokee, Iowa.

1. Call the meeting to order

The meeting was called to order at 5:30 P.M.

2. Approve the agenda

Moved by Patterson, seconded by Fuhrman to approve the agenda. All Ayes

3. Roll call of members in attendance

Roll Call of board members was taken. Present were Dawson, Patterson, Jones, Wulfsen and Fuhrman

4. Action to excuse board members not in attendance

All board members were present.

5. Welcome Visitors

Visitors were welcomed.

Others present: Kim Lingenfelter, Wade Riley, Scot Aden, Valery Fuhrman, Mike Wiederholt, Justin Mohning, Cindy Husman, Lori Fordyce, Joyce Lundsgaard

6. Consent Agenda

Moved by Fuhrman, seconded by Wulfsen to approve the consent agenda. All Ayes

- Minutes of the Regular Meeting – 12/18/17
- Financial Statements
- Monthly Bills

7. Communication & Reports

Administrators and directors gave district reports.

8. Policy

Moved by Patterson, seconded by Jones to approve board policies 705.2, Purchasing on Behalf of Employees; 705.3, Payment for Goods and Services; 706.1, Payroll Periods; 706.2, Payroll Deductions; 706.3, Pay Deductions; 706.3R1, Pay Deductions Regulations; 707.1, Secretary's Reports; 707.2, Treasurer's Annual Report; 707.3, Publication of Financial Reports; 707.4, Audit; 709, Care, Maintenance and Disposal of School District Records; 709, Insurance Program. Clerical changes- 706.2 & 708. All Ayes

9. New Business

A. Discussion of/information concerning negotiations – the Cherokee Education Association will present their initial proposal for negotiations to the Board of Education

The initial proposal from the Cherokee Education Association was received. The initial proposal included a request for a master contract agreement for a period of 5 years ending June 30, 2023. The contract would be re-opened for salary & negotiations on a yearly basis. The initial proposal also included a total package increase of 3.73%.

B. Discussion of/action concerning the donation from RJ Thomas

Moved by Patterson, seconded by Wulfsen to approve the donation from RJ Thomas in the amount of \$5,750 with appreciation for their generous donation. All Ayes

C. Discussion of/action concerning the resignation of Holly Baker

Moved by Wulfsen, seconded by Fuhrman to approve the resignation of Holly Baker as RES Paraprofessional. All Ayes

D. Discussion of/action concerning extending a contract to Lynn Jolly as volunteer track coach

Moved by Fuhrman, seconded by Wulfsen to approve Lynn Jolly as a WHS Volunteer Track Coach. All Ayes

E. Discussion of/action concerning extending a contract to Laura Flahive

Moved by Jones, seconded by Patterson to approve a temporary part-time contract for Laura Flahive as an English Language Learner instructor. All Ayes

F. Discussion of/information concerning Board Policy 905.1E2 – Community Use of School

Justin Mohning, EMC Insurance, was present to discuss the district's Facility Use Policy. It is the recommendation of EMC to have a policy in place requiring a certificate of insurance for groups/individuals requesting use of the district facilities. The recommendation by EMC is intended to reduce the assumed risk & liability of the district. The board will review/approve Board Policy 905.1E2 Community Use of School District Facilities at the February board meeting.

G. Discussion of/information concerning the 2018-19 school calendar

The board reviewed two options for the school calendar for Fiscal Year 2019. Option 1 contains no spring break and ends on May 24th. Option 2 includes a spring break and ends on May 31st. Both options have a start date of August 23rd.

H. Discussion of/information concerning Superintendent Evaluation

Lingenfelter discussed options for the superintendent evaluation. The superintendent evaluation will be held in April.

I. Discussion of/information concerning steps in a school bond election

The board reviewed FEH Design's facility study timeline. The next Facilities Committee meeting will be held on January 31st.

J. Exempt Session


The board entered into exempt session to discuss collective bargaining strategies at 6:45 P.M.

The board resumed in open session at 7:35 P.M.

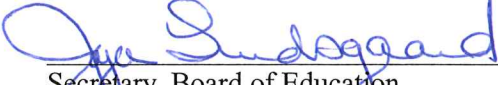
10. Adjournment

Moved by Wulfsen, seconded by Jones to adjourn the meeting at 7:35 P.M.

Regular Meeting - February 19th, 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Management Team Meeting
February 5, 2018**

The Cherokee Community School District Board of Education held a Management Team Meeting on Monday, February 5, 2018 beginning at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, Iowa.

1. Call meeting to order

The meeting was called to order at 5:30 P.M.

2. Approve the agenda

Moved by Patterson, seconded by Fuhrman to approve the agenda. All Ayes

Board Members Present: Logan Patterson, Laura Jones, Paul Fuhrman, Laura Dawson and Chuck Wulfsen (joined the meeting at 6:00)

Others Present: Kim Lingenfelter, Wade Riley, Scot Aden, Valery Fuhrman, Natalie Barkley, Linda Ducommun, Jan Tjeerdsma, Kasey Stowater, Jen Burch, Travis Schipper, Rachel Lucas, Stacey Zwiefel, Myla Stoneking, Julie Schubert, Joyce Lundsgaard

3. Management Team Information

A. Welcome School Improvement Advisory Committee

Members of the School Improvement Advisory Committee were welcomed.

B. Discussion of/information concerning district reclassification

Travis Schipper discussed the new football classifications for the 2018-19 school year. Due to a change in the number of schools in each class the district will move to Class 1A. There will be 5 district games played in the 9 game season. Teams included in the district will be East Sac, Missouri Valley, MVAOCOU, Treynor, and Underwood.

C. Discussion of/information concerning the 2018-19 school calendar options

Kim Lingenfelter relayed information regarding the 2018-19 school calendar. Staff and community surveys show a slight preference for a spring break. The SIAC team was not in favor of attending school into June and a suggestion was also made to shorten the length of a spring break to 3 days. The board will hold a public hearing regarding the school calendar on February 19th at 5:30 P.M.

D. Discussion of/information concerning the Iowa School Report Card

Data was given on how to navigate the Iowa School Report Card on the Department of Ed website.

E. Discussion of/information concerning ongoing curriculum cycle

Instructional coaches presented information regarding the curriculum cycle for purchasing materials, resource and text evaluation. Foreign Language, ELL, P.E. and Health will be selecting new curriculum for FY19.

F. Discussion of/information concerning CCSD Mascot

Lingenfelter discussed the process for selecting a mascot for the Cherokee School District. The district will remain the Cherokee Braves and the colors Black and Gold. Involvement in the selection of a mascot will include student in all grade levels.

G. Discussion of/information concerning Braves Mentoring Program

Scot Aden discussed a new mentoring program to begin at the middle school in FY19. The mentoring program will be for students in grades 5-8 and involve community members as mentors. The program will be modeled after a mentoring program implemented by the Spencer school district.

H. Discussion of/information concerning FEH Assessments


Lingenfelter reviewed the Program Compatibility Assessment and the Facility Condition Assessment given by FEH at the Facilities Committee Meeting on February 2nd. The Facilities Committee will meet again on February 13th.

4. Adjournment


Moved by Jones, seconded by Wulfsen to adjourn the meeting at 6:27 P.M. All Ayes

Public Hearing – Monday, February 19 – 5:30 P.M.

Regular Meeting – Monday, February 19 – Following the Public Hearing



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Special Meeting
February 12, 2018**

The Cherokee Community School District Board of Education held a Special Meeting on Monday, February 12, 2018 at 7:30 a.m. The meeting was held in the WHS Conference Room, 600 West Bluff St., Cherokee, Iowa.

1. Call the special meeting to order

The meeting was called to order at 7:30 a.m.

2. Approve and/or amend agenda

Moved by Patterson, seconded by Fuhrman to approve the agenda. All Ayes

3. Welcome Visitors

Visitors were welcomed.

Board members present: Laura Dawson, Paul Fuhrman, Logan Patterson

Absent: Wulfsen, Jones

Others Present: Kim Lingenfelter, Tim Stoneking, James DeVos, Joyce Lundsgaard

4. New Business: Present Board Proposal for 2018-19 Contract

Dawson presented the Boards initial proposal to the CEA. The board proposed a base wage increase of \$400.

5. Adjournment

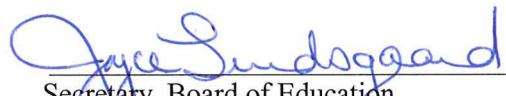
Moved by Patterson, seconded by Fuhrman to adjourn the meeting at 7:45 a.m. All Ayes

Public Hearing – Monday, February 19 – 5:30 P.M.

Regular Meeting – Monday, February 19 – Following the Public Hearing



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - January 18

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,301,376.62	789,581.41	898,138.92	\$ 2,192,819.11
Management	530,356.20	14,475.54	986.34	543,845.40
Self-Insurance Fund	1,317,952.17	19,793.30	7,189.23	1,330,556.24
Subtotal General Fund	4,149,684.99	823,850.25	906,314.49	4,067,220.75
Activity	149,888.87	42,326.23	41,831.33	150,383.77
PPEL	196,507.82	11,319.87	20,392.38	187,435.31
Capital Projects (Sales Tax)	1,077,876.75	75,347.67	-	1,153,224.42
Debt Service	-	-	-	-
Hot Lunch	190,818.02	52,102.65	102,295.73	140,624.94
Trust and Agency	30,645.08	164.63	500.00	30,309.71
Total - All Funds	\$ 5,795,421.53	\$1,005,111.30	\$ 1,071,333.93	\$ 5,729,198.90

Published Budget Report
 All Funds
 1/31/2018

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	3,746,402.53	3,746,402.53	8,160,000.00	46%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	109,889.66			
Inst. Staff Support Svcs	(2200-2299)	108,017.62			
General Administration	(2300-2399)	168,651.71			
Building Administration	(2400-2499)	352,817.95			
Business Administration	(2500-2599)	315,561.27			
Plant Operation & Maint	(2600-2699)	590,621.93			
Student Transportation	(2700-2799)	175,974.70			
TOTAL SUPPORT SERVICES			1,821,534.84	4,190,000.00	43%
NON INSTRUCTIONAL PGMS	(3000-3999)	275,652.58	275,652.58	594,000.00	46%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	654,572.77			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	451,298.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			1,105,870.77	1,843,101.00	60%
TOTAL EXPENDITURES			6,949,460.72	14,787,101.00	47%

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	3	
Checking	3 Fund: 21 STUDENT ACTIVITY FUND	
All State Speech meal money		
13234	Cash and Joyce Lundsgaard	390.00

Group Improv All-State
Pictures

Ensemble Acting-All State
Pictures

Readers Theatre-All State
Group Pictures

TV News All State Group
Pictures

TV New Mars-All State
Pictures

31086 VORLAND PHOTOGRAPHY 323.92

Fund Total:	713.92
Checking Account Total:	713.92

<u>Vendor</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking			3
Checking	3	Fund: 21	STUDENT ACTIVITY FUND
State Wrestling meal money			
13234		Cash and Joyce Lundsgaard	420.00

Fund Total: 420.00
Checking Account Total: 420.00

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Amount</u>
<u>Checking</u>		1	
Checking		1	
		Fund: 10	GENERAL FUND
	CIC reimbursement-Ind Arts		
	CIC reimbursement-Ind Arts		
	CIC reimbursement-Ind Arts		
	WHS Ind Arts		
13610	Airgas USA, LLC		2,988.83
	WHS Sound system-keys		
13833	All Pro Sound		40.00
	ISP Technology supplies		
	Technology supplies		
	CO supplies-parchment paper		
	Technology supplies		
	ISP Technology		
	SpEd materials-Fuller		
	Technology supplies		
	PTA purchase-Art Show materials		
	ISP Technology supplies		
	SpEd materials-Fuller		
	ISP Curriculum-texts		
	ISP Technology supplies		
	ISP Technology		
13771	Amazon Capital Services		1,151.67
	Maint mop service		
	Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox		466.84
	Audit filing fee		
12392	Auditor of State		625.00
	Open enrollment TLC-1st semester		
10930	Aurelia Community Schools		27,642.88
	Maint-skid loader repair		
	Skid loader repair		
10396	Builder's Sharpening and Service		493.62
	Open enrollment TLC 1st sem (82 days)		
12856	CAM Community School Distrit		3,144.70
	Camera repair		
13851	Camera Repair Center		182.00
	WHS Gym heat-belts		
12779	Cherokee Auto Parts		54.72
	PTA purchase-1st grade-100 day cookies		
10865	Cherokee Comm School Food Service		26.25
	Board meeting minutes 1/15		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
18221	Chronicle Times, The	213.35
Sewer-929 N Roosevelt Water meter replacement		
10084	City of Cherokee	750.56
PTA purchase-CMS		
12941	Communication Innovators, Inc.	2,185.28
Legal services		
10305	Cornwall, Avery, Bjornstad, Scott and Davis	275.00
CPI for preschool		
13308	CPI	95.00
bus driver meal		
31620	EATON, RANDY	7.68
WHS FCS groceries		
WHS FCS groceries		
10067	Fareway Stores, Inc.	91.07
Golf conference registration-Sarchet		
13862	Grand View University	95.00
Conference meals		
18309	Haack, Brenda	18.25
Ed Foundation-Character Development		
30041	Hoskinson, Matt	108.47
Instructional materials- Anderson		
PTA purchase-1st grade - 100 days		
WHS FCS groceries		
UPS shipping		
WHS FCS groceries		
CMS FCS groceries		
ISP Technology-UPS shipping		
10274	Hy-Vee Food Stores, Inc	271.34
Conference registration- Aden		
13584	IAAE	175.00
Medicaid		
12846	Iowa Department of Human Services	2,169.48
State Wrestling coaches wristbands		
10115	Iowa High School Athletic Association	240.00
Maint supplies		
12325	Iowa One Call	5.40

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Registraition		
10277	Iowa State University	450.00
bus driver meal		
13426	Leidahl, Nathan	8.55
Maint supplies		
10339	LESSMAN ELECTRIC SUPPLY CO.	79.47
Mileage-Legislative Advocacy Event		
13474	Lingenfelter, Kimberly	123.49
WHS fire alarms		
20055	Metro Electric, Inc.	882.50
ISP CMS Band repair		
ISP WHS band repairs		
ISP WHS band repairs		
ISP WHS band repairs		
WHS Band resale		
ISP CMS Band repair-bass clarinet		
CMS Band resale		
CMS Band supplies-cork grease		
WHS Band resale-Sax reeds		
ISP CMS Band repair-Bass clarinet		
CMS band supplies		
10894	MidBell Music, Inc.	1,037.60
Lift rental		
13512	Midwest Construction Rentals	180.00
Trans oil		
Trans oil		
Trans repair parts		
Trans repair parts		
Trans repair parts		
Trans repair parts		
Trans supplies		
CMS HVAC belts		
Maint supplies		
10180	Motor Parts Sales	255.93
WHS Bleacher traansformers		
WHS Bleacher traansformers		
12338	Nelson Electric	227.00
CMS scoreboard horn		
10159	Nevco Inc.	213.70
Auditing services		
12845	Nolte, Cornman & Johnson PC	6,000.00
Trans balanced tires #17		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10425	Northside Tire Inc	25.00
NASA Trip sponsor-James DeVos		
10125	Northwest AEA	1,690.00
Trans repair parts		
11226	O'Halloran International	83.09
Central office supplies-calculator ribbo		
CMS office supplies		
10852	One Office Solution	69.99
Postage machine		
18326	Pitney Bowes	464.31
Lodging-Lingenfelter		
13594	Prairie Meadows	119.84
Testing fees		
12655	PSAST/NMSQT	304.00
Trans repairs #24		
11459	Ron's Repair, Inc.	121.50
Roosevelt library books		
CMS library books		
11114	Scholastic, Inc.	184.00
Trans repair parts #26		
12768	School Bus Sales	30.95
Roosevelt office supplies		
PTA purchase-T.Vannatta		
Lamination film		
Central office supplies		
11884	School Specialty, Inc.	518.55
Commons table seats		
13660	SICO America Inc.	486.33
SpEd Tuition fee		
10778	Sioux Central Community School	10,422.68
SpEd Tuition fees		
12692	Sioux City Comm School District	13,129.84
bus driver meal		
18364	Sipes, William J.	11.53
Nurse - registration		
12926	Spencer Hospital	210.00
Checks		
Checks		
Checks		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checks		
10720	Storey Kenworthy/Matt Parrott	652.05
SpEd Tuition		
13182	Storm Lake Community School District	14,287.65
Misc supplies		
Misc supplies		
Maint supplies		
13294	SUPPLYWORKS	16.92
Trans repairs bus 10		
Trans repair parts		
12233	Thomas Bus Sales of Iowa, Inc.	238.40
Medicaid billing fee		
12838	Timberline Billing Service LLC	244.43
Cell phone WHS principal		
18319	Verizon Wireless	433.21
bus driver meal		
bus driver meal		
Bus driver meal		
11221	Waterbury, Richard	18.18
Fuel - 6.124 gal		
10809	Wiederholt, Mike	15.00
Discount		
10402	Wigman Company	31.34

Fund Total: 96,784.42

Checking 1 Fund: 71 SELF-INSURANCE FUND

Administration fee		
13725	Mid-American Benefits, Inc.	1,640.80

Fund Total: 1,640.80

Checking Account Total: 98,425.22

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

CMS power supply backups		
CMS power supply backups		
12338	Nelson Electric	1,904.47

Fund Total: 1,904.47

Checking Account Total: 1,904.47

Checking 3 Fund: 21 STUDENT ACTIVITY FUND

FTC shirts-resale		
13763	360 Custom Designs	220.00
Official Varsity Basketball		
30250	Aberson, Berwyn	110.00

Hub equipment

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	WHS library book club	
	Hub equipment	
13771	Amazon Capital Services	600.15
	FTC parts	
13309	AndyMark	31.15
	G Basketball shoes - resale	
	G Basketball shoes - resale	
11462	BSN	148.00
	CMS student council concessions	
	WHS concessions	
	BB/SB concessions	
11224	Chesterman Co.	1,264.00
	WHS concessions	
	WHS concessions	
	Officials-snickers	
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	504.12
	FB fundraiser	
12371	Creative Services	33.82
	Boys basketball fundraiser- CMS basketbal	
10676	Decker Sporting Goods	100.00
	WHS concessions	
	WHS concessions	
	WHS concessions	
	WHS concessions	
	WHS concessions	
10067	Fareway Stores, Inc.	114.84
	CMS student council concessions	
11060	Godfather's Pizza	50.00
	Officials - 8th Girls Basketball - 2/13	
13602	Goettsch, Eric	70.00
	CMS Wrestling	
13861	Gustafson, Matthew	150.00
	Officials - 8th Girls Basketball - 2/19	
30936	HARRIMAN, WADE	70.00
	WHS Concessions	
10274	Hy-Vee Food Stores, Inc	18.18
	District Ind Speech	
30733	Iowa High School Speech Association	501.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Official Varsity Basketball		
31219	Jenness, Lloyd	110.00
Hub-butane canisters		
10155	KMart #9222	35.94
JV Wrestling Tournament 1/29		
30321	MOC/FV High School	36.00
FTC parts		
13419	Modern Robotics, Inc.	360.20
NASA Trip students		
10125	Northwest AEA	950.00
FTC parts		
13310	Pitsco, Inc.	14.65
Officials - 7th Girls Basketball - 2/15		
13623	Pitts, Matthew	70.00
Officials - 8th Girls Basketball - 2/19		
13525	Sherkenbach, Bret	70.00
FFA fundraiser		
13864	Tiefenthaler Quality Meats	2,771.83
CMS trophies/medals		
30903	Trophies Plus	3,518.66
Official - Basketball		
13863	Wilcox, John	110.00
Officials - 8th Girls Basketball - 2/13		
Officials - 7th Girls Basketball - 2/15		
31125	ZAHNLEY, DOUG	140.00

Fund Total: 12,172.54
Checking Account Total: 12,172.54

<u>Checking</u>		4	Fund: 61	SCHOOL NUTRITION FUND
Food items				
Food items				
Food items				
11224	Chesterman Co.			493.00
Food service				
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company			8.00
Food items				
40236	Core-Mark Midcontinent, Inc. dba Farner Bocken Company			940.69

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Clothing reimbursement	
12661	De Vos, Joni	64.18
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
40114	Dean Foods North Central	2,263.03
	Food items	
	Food items	
	Food items	
40032	Earthgrains	472.85
	Dishwasher supplies	
40247	Ecolab	990.91
	Food items	
10067	Fareway Stores, Inc.	42.49
	Extermination service	
10979	Guardian Pest Solutions	150.00
	Dishwasher chemicals	
13422	Heartland Paper Company	204.77
	Food items	
40242	Keck, Inc	4,499.76
	Food items credit	
	Food items credit	
	Food items	
	Food items ala carte	
	Supply items	
	Food items - ala carte	
	Supply items	
	Food items - ala carte	
	Food items	
	Food items - ala carte	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	7,040.73

Fund Total: 17,170.41

Vendor ID Vendor Name

Amount

Checking Account Total: 17,170.41

Checking

6

Checking 6 Fund: 81 NON-EXPENDABLE TRUST FUNDS

Waterbury Scholarship

13747 Iowa State University and Frances Conley 150.00

Fund Total: 150.00

Checking Account Total: 150.00

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Amount</u>
Checking		3	
Checking		3	
Winter formal DJ		Fund: 21	STUDENT ACTIVITY FUND
13626	Samsel, Chris		650.00

Fund Total: 650.00
Checking Account Total: 650.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
	Gas service-600 W Bluff-WHS	
	Gas service-336 Gillette-Armory	
	Gas service-929 N Roosevelt	
	Gas service-320 Gillette-busbarn	
	Gas service-206 E Indian	
	Gas service-600 W Bluff-WHS	
10094	Alliant Energy	12,164.20
	ITAG materials	
	Nurse-blood pressure monitor	
	ESL - Spanish texts	
13771	Amazon Capital Services	92.40
	Maint mop service	
	Maint mop service	
10183	Aramark Uniform Services AUCA Chicago Lockbox	509.88
	ISP Curriculum-Welding books	
	Maint supplies-all buildings	
12882	ATIRACredit MasterCard	947.08
	SpEd Tuition	
13318	Battle Creek-Ida Grove CSD	5,298.30
	Water softener/salt	
	CMS nurse office-water	
10079	Blaine's Culligan and Sundance Spas	154.60
	Maint supplies	
	Trans supplies	
10021	Bomgaars	67.14
	WHS phone charges	
	WHS phone charges	
	Food service phone charges	
	Central office phone charges	
	CMS phone charges	
	Roosevelt phone charges	
	busbarn phone charges	
10113	Century Link	878.35
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Water-600 W Bluff-WHS	
10084	City of Cherokee	1,482.02
	Open enrollment TLC 1st semester	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13397	Clayton Ridge Community School District	17,143.14
ISP piano tuning-CMS/WHS		
11794	Dave's Piano Service	258.00
Administration fee		
11657	Department of Administrative Services	400.00
WHS FCS groceries		
TLC-pineapples for PD		
WHS FCS groceries		
10067	Fareway Stores, Inc.	67.65
Fuel - 18.377 gal		
Fuel - 22.883 gal		
Fuel - 13.365 gal		
Fuel - 21.057 gal		
Fuel - 11.336 gal		
Fuel - 2.006 gal		
Fuel - 23.312 gal		
Fuel - 29.531 gal		
Fuel - 31.995 gal		
Fuel - 24.071 gal		
Fuel - 7.810 gal		
Fuel - 18.405 gal		
Fuel - 11.128 gal		
Fuel - 12.490 gal		
Fuel - 23.903 gal		
Fuel - 21.417 gal		
Fuel - 14.481 gal		
WHS FCS groceries		
Fuel - 15.808 gal		
Fuel - 17.928 gal		
Fuel - 24.263 gal		
CMS FCS groceries		
WHS FCS groceries		
WHS FCS groceries		
WHS FCS groceries		
WHS FCS groceries		
10274	Hy-Vee Food Stores, Inc	977.14
Membership renewal-Heater		
11499	Iowa School Counselor Association	40.00
Jazz band music		
12200	J.W. Pepper and Son, Inc.	138.99
Bus driver meal		
13426	Leidahl, Nathan	8.66
Fuel - 20.74 gal		
12775	Mallory, Rachel	49.76
Electricity-336 Gillette-Armory		
Electricity-334 Gillette-Busbarn		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Electricity-600 W Bluff-WHS	
	Electricity-600 W Bluff-concession	
	Electricity-929 N Roosevelt	
	Electricity-Doupe ballfields	
	Electricity-206 E Indian-CMS	
12363	MidAmerican Energy Company	8,818.41
	CMS band supplies	
	ISP CMS band repair-bass clarinet	
	CMS band supplies	
10894	MidBell Music, Inc.	250.07
	WHS Door locks	
13759	Midwest Alarm Company, Inc.	494.63
	Maint supplies	
	Roosevelt heat pump motor	
11495	Modern Heating and Cooling, Inc.	187.94
	Trans supplies	
	Trans supplies	
	Roosevelt HVAC filter	
10180	Motor Parts Sales	20.16
	Trans supplies	
11226	O'Halloran International	56.10
	IEP Student equipment	
13094	Phonak	69.99
	Trans repairs	
10946	Rasmussen's	265.45
	Bus driver meal	
10711	Rollefson, Jerry	6.50
	SpEd materials-Fuller	
13007	SADDLEBACK EDUCATIONAL, INC.	206.58
	Garbage collection	
10217	Sanitary Services, Inc.	2,435.62
	Conference registration-Lingenfelter	
10087	School Administrators of Iowa	110.00
	Open enrollment TLC-1st semester	
10778	Sioux Central Community School	13,962.40
	Open enrollment TLC-1st semester	
10797	South O'Brien Schools	6,903.16

<u>Vendor Name</u>	<u>Amount</u>		
		Fund Total:	9,825.00
		Checking Account Total:	9,825.00

<u>Checking</u>	<u>3</u>	<u>Fund: 21</u>	<u>STUDENT ACTIVITY FUND</u>	
WHS Student council-movie				
12581	American Theatre			1,230.00
Baseball-Booster Club reimbursement				
12882	ATIRACredit MasterCard			3,099.00
Officials-Varsity Basketball - 1/18				
13828	Baker, Keith			110.00
Officials-Varsity Basketball - 1/18				
30955	Basalyga, Russ			110.00
Officials - Varsity B/G Basketball - 2/2				
30457	Beltman, Mark			110.00
WHS Concessions				
WHS Concessions				
WHS Concessions				
11224	Chesterman Co.			3,981.60
Officials - JV Boys Basketball - 2/2				
12934	Cole, Brian			75.00
Hoops festival concessions				
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company			332.31
Jazz band registration				
31018	COYOTE JAZZ FESTIVAL			140.00
FFA t-shirts				
12371	Creative Services			597.67
TEAMS (Jets) registration				
10967	De Vos, James			450.00
WHS concessions				
10067	Fareway Stores, Inc.			27.99
Jazz Band Clinician				
13857	Forney, Greg			200.00
Officials - Freshman Boys Basketball - 2				
Officials - 8th Girls Basketball - 2/1				
Officials - 7th Girls Basketball - 2/9				
13602	Goettsch, Eric			215.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Jazz Band Clinician		
13859	Gulizia, Joey	100.00
Official-CMS Wrestling-2/5		
30870	HALVERSON, TYLER	150.00
Speech registration		
30733	Iowa High School Speech Association	404.00
Officials - Varsity B/G Basketball - 2/2		
30135	JELTEMA, RANDY	110.00
Officials - JV Boys Basketball - 2/2		
12713	Lamp, Scott	75.00
Jazz Band Clinician		
13845	Linder, Kevin	150.00
Hoops Festival refund		
13856	Lowe, Kellie	75.00
Official - JV Girls Basketball-1/16		
13855	Nelson, Kody	75.00
Winter formal/Spirit day items		
12578	Oriental Trading Co., Inc.	332.18
Officials - 8th Girls Basketball - 2/8		
Officials - 7th Girls Basketball - 1/29		
31293	Oswald, Kyle	140.00
Officials - JV Girls Basketball - 2/2		
Officials - 7th Girls Basketball - 2/9		
13623	Pitts, Matthew	145.00
Officials - JV Girls Basketball - 2/2		
31418	Rolfes, Mark	75.00
Official-CMS Wrestling-2/5		
13817	Ryan, Dan	150.00
Officials - Varsity B/G Basketball - 2/2		
32002	Schoonhoven, Marlin	110.00
Officials - 8th Girls Basketball - 2/8		
13525	Sherkenbach, Bret	70.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Official - Wrestling 1/11		
12810	Spier, Ray	115.00
Wrestling tournament		
30805	Spirit Lake High School	125.00
Officials-Varsity Basketball - 1/18		
30853	Stowers, Ronald	110.00
Jazz Band Clinician		
13858	Swanson, Matthew	150.00
Sp Olympics bowling		
13261	Sweet 16 Bowling	157.50
Trackwrestling		
Wrestling meet 1/11		
31417	TrackWrestling.com	75.00
Hoops festival medals		
30903	Trophies Plus	375.00
FTC registration fee		
13312	University of Iowa College of Engineering, The	215.00
Honor band registration		
13860	USD-Quad State Honor Band Festival	30.00
Official - Varsity B/G Basketball - 1/19		
30528	Wagner, James	110.00
Officials- 7th Grils Basketball - 1/29		
31584	Wessling, Doug	70.00
MS Solo and Ensemble Judge		
18330	Wurth, Tiffany	85.00
Officials - Freshman Boys Basketball - 2		
Officials - 8th Girls Basketball - 2/1		
31125	ZAHNLEY, DOUG	145.00

Fund Total: 14,602.25

Checking Account Total: 14,602.25

<u>Checking</u>	4	Fund: 61	SCHOOL NUTRITION FUND
Food items			
Food items			
11224	Chesterman Co.		274.00
CMS milk			
WHS milk			
Roosevelt milk			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	CMS milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
	WHS milk	
	Roosevelt milk	
	CMS milk	
40114	Dean Foods North Central	1,272.59
	Food items	
40032	Earthgrains	293.80
	Dishwasher chemicals	
13422	Heartland Paper Company	900.69
	CMS Freezer	
12595	Hussmann Services Corp	537.24
	Supply items	
10274	Hy-Vee Food Stores, Inc	36.51
	Food items	
	Food items - ala carte	
	Food items	
	Supply items	
	Supply credit	
	Food items	
	Food items - ala carte	
	Food items	
	Food items - ala carte	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	11,561.07

Fund Total: 14,875.90
Checking Account Total: 14,875.90

<u>Checking</u>		6	
<u>Checking</u>	6	Fund: 81	NON-EXPENDABLE TRUST FUNDS
	Waterbury Scholarship		
13747	University of Northern Iowa and Frances Conley		150.00

Fund Total: 150.00
Checking Account Total: 150.00

FEBRUARY 2018 ECLC AND ROOSEVELT BOARD REPORT

Valery Fuhrman, ECLC and Elementary Principal
Jan Tjeerdsma, Instructional Coach

District Mission: "With community involvement, we will empower learners to become contributing members to our changing world"

District Goal Actions

1: Implement a successful 1:1 **technology** initiative to enhance student learning, instruction, and achievement.

- Teacher PD on 1/31/18 was for a "tech share" in which teachers were able to share out a way they have engaged students with technology so far this year. Prior to PD, the staff & IC created a shared document listing links and details about each website, including short video tutorials. This shared document will be used as a reference throughout the school year and will continue to evolve and change. Teachers will choose one new site to add to the document before our next technology discussion.
- PTA has supported purchasing Mystery Science and Brain Pop online subscriptions for RES teachers.

2: Increase implementation and alignment of **Iowa Common Core** curriculum utilizing **Characteristics of Effective Instruction (Student Centered-Teaching for Learner Differences-Assessment for Learning-Rigor and Relevance-Teaching for Understanding)**.

- Teacher PD on 1/17 focused on APL Beginning of the Day Essentials: Agenda, Posted Objectives, and Bell Ringers. Research clearly indicates that student achievement can be dramatically increased by starting each day with these essential elements. Lesson objectives should be written in kid-friendly language, and students should clearly know and understand their learning targets. We viewed a short video "**SWBAT**" (*Students Will Be Able To . . .*) illustrating this point.
- Teacher PD on 1/24 focused on Effective Instructional Strategies. We discussed the importance of using an **Anticipatory Set** to prepare students for learning. The purpose of an anticipatory set is to grab students' attention and to "hook" them before a lesson begins. We viewed 3 short video clips--a Next Gen. Science lesson, a technology lesson tied to current events, and an Everyday Math lesson, all illustrating effective ways to "hook" students using an anticipatory set. Teachers then developed an anticipatory set for an upcoming lessons.

3: Improve **communication** between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- Roosevelt hosted their very own Winter Olympic Games Friday, February 9. They were held during Winter Spirit Week, a time of preparation for our upcoming Iowa tests. Focus was on goal setting, having a positive attitude, teamwork, and doing your very best. The games began with an opening ceremony in the gym. Students from each grade level shared a fact about the Olympic flag. The students then sang the national anthem. Afternoon activities included creative, kid-friendly versions of bobsledding, figure skating, hockey, cross country skiing, moguls, a torch relay, tabletop curling, a ski jump, the luge, and an Olympic rings roll & cover game. The event was planned and coordinated by the building leadership team. Community members were in attendance and the event will be featured in the newspaper as well as on the school website.
- Children's author Julia Cook will be visiting ECLC/RES next week- on Tuesday night at 7:00 for a parent presentation and on Wednesday morning for student assemblies. This is sponsored by the PTA and the donation HyVee provided to the district earlier this year.

Other Notes:

- Angela Carver (2nd grade) applied for and received a grant through Farm Bureau- Agriculture in the Classroom Teacher Supplement Grant funded by the Iowa Agriculture Literacy Foundation with her project titled Square Foot Gardening Center.

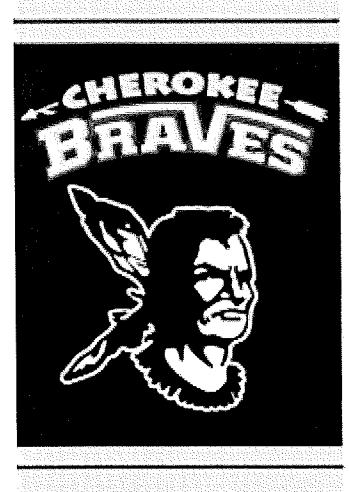
- 2017-18 Iowa Assessments for RES 2nd, 3rd and 4th grade students will be taken during the week of 2/20/18.
- FAST Testing:
 - Proficiency by grade level and test. The goal in evaluating the effectiveness of core/universal instruction is 80% of students being proficient. The grade levels that meet this goal are highlighted in green.
 - Early Reading (Phonics, Phonemic Awareness, Sight Words)
 - aReading (Comprehension, Vocabulary, Phonics/Word study, Concepts of Print, etc.)
 - CBM (Fluency and Accuracy)

	Fall			Winter			Spring		
	Early Reading	aReading	CBM	Early Reading	aReading	CBM	Early Reading	aReading	CBM
TK/K	84%	Not taken in the fall		73	72				
1st	94%	93%	Not taken in fall by 1st	76	83	71			
2nd		87%	89%		85	83			
3rd		68%	60%		63	55			
4th		73%	68%		64	66			

CMS Principally Speaking

February 2018

Cherokee Community School District



District Mission

"With community involvement, we will empower learners to become contributing members to our changing world.

- Mr. Aden, Ms. Hammen, and Officer James presented at the Ministerial Association and the Rotary Club this past month to promote the "Brave Mentoring Program" for the 2018-19 school year. We received a lot of positive feedback from both groups. We had several individuals offer to be mentor and had several groups offer to help out through donations. The city is going to potentially offer for their employees to participate and be paid for their hour of mentoring. We are excited to get this program kicked off next fall.

District Goals

Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.

- Currently working on having two FBI Agents come and present to the middle school students on Cyber Safety and Cyber Bullying. Hoping to have them present in March.
- Teachers have been busy implementing and expanding the various methods of technology including:
 - creative uses of spreadsheets and graphing data tables
 - drawings for mind maps, vocabulary and flow charts
 - creative projects like video public service announcements and trivia questions delivered to students via announcements
 - interactive presentations

Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.

- We will have a shared professional development day between South O'Brien, Hartley Melvin Sanborn, and Cherokee on February 16th. The morning will consist of a collaborative morning by subject and grade level followed by an afternoon of breakout sessions.
- CMS took their Iowa Assessments February 13, 14, and 15.
- CMS students took their Winter MAP assessments in late January/early February. They made great progress from the Fall to Winter sessions. All 4 grade levels collectively were 23 points above their target goals. There were content areas increases of 10 points in Reading, 13 in Math, 11 in Science and 13 in Language Arts.
- The Building Leadership Team visited Sheldon and Hampton Dumont on two separate occasions to take a look at their intervention times, schedules, and standards based

learning. We are looking to transition into block schedule next school year. We are currently trying to put a schedule together that would work for CMS. This would increase academic time and make it so the classroom teacher is working with their students during work time rather than a study hall.

Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- CMS will be looking at adding the opportunity for 8th graders next school year to take Spanish 1 and possibly Intro to Agriculture for high school credit during their Exploratory Time. This would allow students more flexibility to take more electives and advanced classes during their high school career.
- Mr. Aden will be presenting at the National Alternative Education Association Conference in Dallas Texas March 5-7th. This present school year I have been the President of the Iowa Alternative Education Association. Myself and another board member (Elizabeth Sutherland) from Glenwood applied to present and were accepted. Our presentation is entitled, "Small Town, Big Chance" focused on integrating community supports into at risk programming. The IAAE will pay for my flight and hotel, there will be no cost to CCSD. I am looking forward to the experience.



WHS Building Report

February 2018

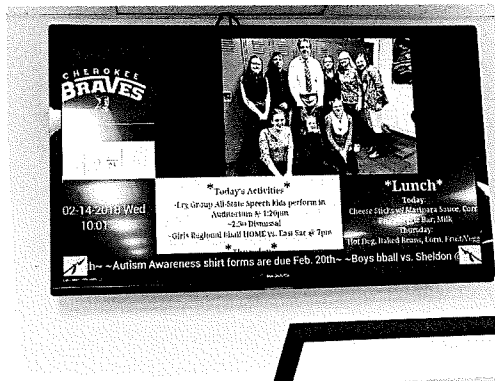


District Mission: *“With community involvement, we will empower learners to become contributing members to our changing world”*

District Goals:

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.

- WHS has our own google classroom page to communicate with staff regarding professional development, forms, and other pertinent information.
- Digital Signage (Novo DS) is up and running for our WHS Students to get the announcements and other important information displayed to students on our televisions in our building (Two in commons and one when you enter main entrance).



- Teachers are enjoying once a month PD time devoted to learning new tech tools to use in their classrooms.
- Teachers are continuing to use Swivl robots and school ipads to record lessons for reflection each quarter to help improve instructional delivery. They now have the option of meeting with the instructional coach to reflect on their lessons or to fill out a Google reflection form on their own. We are currently evaluating the effectiveness of offering this option.
- We are looking into Augmented Reality and its benefits that we can add to the WHS classrooms in the near future.

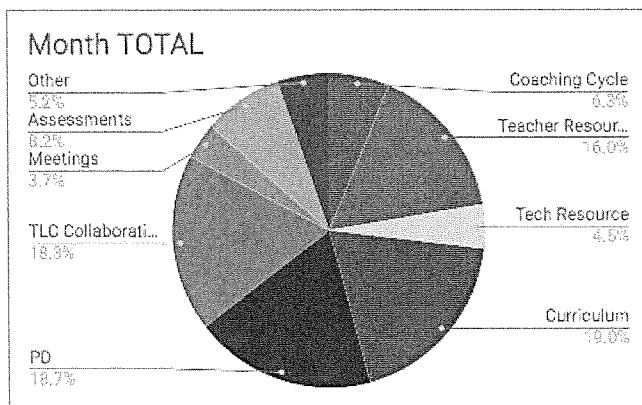
- We are exploring technology needs for the teachers and students at WHS. Doc Cameras, Interactive Flat Panel Carts, etc.
- Our FTC team has advanced to state robotics competition down in Coralville next week. Way to go!
- We visited the planetarium at the Sanford Museum and experienced different tech options in sharing information with our students. Human body, Solar System, Mythology, and Maps.

2. Increase implementation and alignment of Iowa Common Core Curriculum utilizing characteristics of effective instruction.

- Teachers are continuing to work on curriculum outlines. We are excited to have a good base of the reality of what is happening in each of our classrooms. These are fluid documents that will be worked on throughout our PD time each year as we continue in the future.
- We have scheduled monthly meetings with our curriculum chairs (Lead Teachers) to keep a pulse on the curriculum needs of each department. They are a great resource for our teachers in each department.
- We recently had a 2:30 PD time devoted to sharing APL resources on our shared google drive. Teachers were able to check out resources from other classrooms and see how they can be used in our classrooms at WHS.
- WHS core teachers are meeting with an AEA rep in the upcoming months to devote time to diving into their standards. This time will be devoted to evaluating WHAT we teach, WHY we teach it, and WHAT ORDER we teach each concept. We have had to reschedule some of these due to weather, but are looking forward to this devoted work time.
- Natalie is working with teachers that are in a purchase year for curriculum to evaluate materials. We have narrowed down options for Spanish textbooks and are well into making our list of needed equipment for the PE department.

3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- We are well on our way with the Mascot process. The high school has chosen the Bison as the mascot. The middle school is working on their presentation and will be deciding what our Bison will look like. We are excited about this PR potential for our district.
- Our character development class has been active in the community. The students have been working hard to create projects for this month's Educational Foundation Banquet. We are looking into the KTIV contest to showcase our school giving back to the community.
- Natalie's breakdown of time for the month of January is below.



Mr. Wade Riley- WHS Principal & Mrs. Natalie Barkley- Instructional Coach

PTA meeting

December 19, 2017

Members present: Tasha Timmerman, Jenna Johnson, Joni DeVos, Valery Fuhrman, and Amy Patterson

-Reviewed PO's from teachers, all were approved except Amy Letsche's which we decided PTA needed more information before making a decision. Mystery science was requested for all of Roosevelt. Valery and Tasha and going to look into it more and we make a decision by December 29th.

-Each grade level received \$500 to use throughout the year, PTA decided TK would have to utilize \$125 and preschool would receive the same as the other grades. Valery is going to discuss this with them.

-Next meeting is January 16, 2018 at 6:30pm at Roosevelt.

PTA Meeting Minutes

January 16, 2018

Members Present: Valery Fuhrman, Scot Aden, Kathy Nelson, Julie Schubert, Susan Jensen, Joni DeVos, and Amy Patterson

-Budget report: \$23822.93 currently in account. Amy will contact Lou to check on the school bill to update the balance.

(Update: school bill is \$4817.54)

-Amy Letsche provided a presentation on Brain Pop Jr and Brain Pop for the PTA to purchase for the school. PTA approved it pending a few questions to the company. Joni will contact the company.

-Susan Jensen presented request for Art Show, PTA approved.

-2nd and 3rd grade requested \$100 for lifeguards for Valentine party, PTA approved.

-1st grade requested money for 100 day of school cookies and decorating items and \$75 for Mother's Day plates, PTA approved.

-Megan Pigott requested \$150 for incentive celebration (pizza and cupcakes) for 8th grade students, PTA approved.

-PTA approved extended slush fund for 2nd grade as they have has some extra expenses with the FOSS kits.

-Next meeting is February 20, 2018.

Notes for the Board from the Superintendent – February 2018

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

February Standard: Provide effective leadership for quality instruction and high, equitable student learning by setting and communicating high expectations for student learning with clear goals and a focus on strengthening instruction, by supporting conditions for success through board actions and decisions, by holding the system accountable to reach student goals, by building the collective commitment of community and staff to achieve the student learning goals, and by learning together as a whole team to inform decision-making around the student learning goals.

The Iowa School Board Standards are designed for use by local school boards as common framework for excellence in school board governance. Based on best practice and research, the standards encourage boards to focus on student achievement as their primary responsibility. *Iowa Association of School Boards*

Technology/Website Update – Board/Leadership Team Goal Statement #1

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder
 - Have not heard from E-Rate at all on the appeal, I have heard some schools waiting over a year for a reply. That being said, I have entered in the same RFP's for the upgrades and recabling as last year, it was suggested by a few knowledgeable E-Rate specialists to apply often until you get approved and if the appeal does finally get accomplished, either part or all, the current ones can be cancelled. I have also separated the projects to reference each building individually and total the complete project. This should help in determining if the money/budget is available to allow the project to be funded.
 - Chrome book repairs have been much better this year, less than half of those we saw last year, at this time, have come in.
 - Chris has finalized the update of the sound system in the gym and is now working on what is needed for the sound system in the auditorium.

Curriculum and Instruction Update – Board/Leadership Team Goal Statement #2

- Building Reports – Principals – on the agenda
- Friday, February 16th – Professional development opportunity with South O'Brien and HMS
- Iowa Department of Education Public Reporting Site: reports.educateiowa.gov
This website provides access to a variety of reports covering multiple areas including district and school profiles, financial reports and school and district plans.

Communication Update – Board/Leadership Team Goal Statement #3

- Building Reports – Principals – on the agenda
- Snow Makeup Dates: 1/22/18 Staff+Student Day - **Tuesday, April 3, 2018**; 2/19/18 - will remain No School - **President's Day**; 3/30/18 & 4/02/18 - will remain No School - **Spring Break**; 4/03/18 Staff PD Day - **Wednesday, May 30, 2018**
- Monday, March 5th – Management Team Meeting – SIAC invited
- Education Foundation Fundraising Event – Saturday, February 24th
- 2018-2019 School Calendar – on the agenda
- K-12 Desk Audit – submitted 11/28/17 – pending DE review
- Board Committee Rotations – Management Team Meetings – Subject to Change

February 5 th , 2018 @ 5:30 Curriculum & Instruction Foreign Language, Health, PE, ELL	March 5 th , 2018 @ 5:30 Transportation & Nutrition Wellness Policy Review	April 2 nd , 2018 @ 5:30 Finance – Budget Hearing – 5 Year SIAC Members Invited
October 1 st , 2018 @ 5:30 Board Policy Grievances	November 5 th , 2018 @ 5:30 Student Achievement Data – APR SIAC Members Invited	December 6th, 2018 @ 5:30 Building, Grounds & Capital Projects

Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson

Board/Leadership Team Goal Statements

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
2. Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- We will be celebrating National School Breakfast week March 5-9 and we will be having a free breakfast for all schools on Tuesday the 6th. We will also be doing breakfast for lunch. Hopefully the principals and teachers will allow us to have the kids wear their pajamas to school for the day to help celebrate. We will also be doing coloring handouts to Roosevelt!
- As a member of the AEA purchasing group, we received a check for \$488.40 for the 2016-2017 school year.
- Otherwise, things are fine in the kitchen.
- News from Transportation Director, Mike Wiederholt
 - Things are running smoothly
 - Busy with activities which is normal this time of year

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer’s Report – on the agenda
- FY17 Audit – on the agenda
- Superintendent Evaluation – on the agenda
- Negotiations – on the agenda
- ISFIS Budget Workshop – Tuesday, February 27, 2018
- Monday, March 5th – Management Team Meeting

Building, Grounds, and Capital Projects Update

- Steps in a School Bond Election – on the agenda
- Wednesday, January 31st @ 5:30 – Facilities Committee Meeting – Update
- Tuesday, February 13th @ 5:30 – Facilities Subcommittee Meeting – Update
- Wednesday, February 28th @ 5:30 – Facilities Committee Meeting
- Facilities Committee Chairpersons are John Loughlin and Stephanie Thill
- Facilities Committee Volunteers are: Laura Jones, Paul Fuhrman, Susie Haselhoff, Jenn Nixon, Stephanie Zarr, Jina Wood, Dale Springer, Brian Cedar, Joe Lundsgaard, Darla Struck, George Wittgraf, Chris Tofteberg, Barb Pruet, Mark Hecox, John Comstock, Jodi Schlicting, Shelly Owens, Gail Kremer, Steve Kremer, Leroy Schoon, Levi George, Lori Bruder, and Julie Schubert.
- News from Jeff Miller, Building and Grounds Director
 - RES – problems with the boiler failing but it has been temporarily repaired
 - Bus Barn – working on door openers for garage doors

IASB Update & Other

- Iowa School Finance & Leadership Consortium (ISFLC) – Altoona – February 21-22, 2018
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

Policy/Legislative Update [IASB/SAI/RSAl/IDOE]

- Board Policy – Affirm – on the agenda
- Board Policy 905.1E2 – Community Use of School District Facilities and Equipment Indemnity and Liability Insurance Agreement [First Reading] – on the agenda
- Supplemental State Aid [SSA] – House and Senate proposals are at 1%
- SAVE – proposed extension
- Legislative News/Updates/Priorities from our Partners in Education:

http://www.sai-iowa.org/sai-legislative-priorities.cfm	https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&utm_source=govdelivery	http://www.rsaia.org/legislative.html
http://www.ia-sb.org/Main/Advocacy_Center3/Advocacy_Agenda/Legislative-Priorities/Main/Advocacy_Center/IASB_s_Advocacy_Agenda/Legislative-Priorities.aspx?hkey=19e89bb6-0b58-4dca-9bb1-6e279051f829		

SCHOOL FOOD PROGRAM

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2004).
7 C.F.R. Pt. 210 *et seq.* (2004).
Iowa Code ch. 283A (2007).
281 I.A.C. 58.

Cross Reference: 710 School Food Services
905 Use of School District Facilities and Equipment

Approved _____

Reviewed 2/19/18

Revised _____

FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district, who are unable to afford the special milk program, the cost or a portion of the cost of the school lunch, breakfast and supplemental foods, will be provided the school food program services at no cost or at a reduced cost.

It is the responsibility of the building principal to determine if a student qualifies for free or reduced cost school food services. Students, whom the principal believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

Employees, students and others will be required to purchase tickets for meals consumed.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2004).
7 C.F.R. Pt. 210 *et seq.* (2004).
Iowa Code ch. 283A (2007).
281 I.A.C. 58.

Cross Reference: 710 School Food Services

Approved _____

Reviewed 2/19/18

Revised _____

VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines will reflect the guidelines in the Wellness policy 507.9.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.* (2004).
7 C.F.R. Pt. 210 *et seq.* (2004).
Iowa Code ch. 283A (2007).
281 I.A.C. 58.

Cross Reference: 504.5 Student Fund Raising
710 School Food Services

Approved _____

Reviewed 2/19/18 _____

Revised _____

MEAL CHARGES

In accordance with state and federal law, the Cherokee Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches a negative \$20.00, a student may charge no more to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments may be made thru electronic payment (pay schools, which is found on the school web page), at the POS at each school, and in the office at each school.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The meal that is provided at the Cherokee school for these situations is a Soy butter sandwich, an apple, and milk.

Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balances reach \$0.00. Families will be notified by email, letter, or a personal call. Negative balances of more than \$20.00, not paid prior to the end of the year, will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Legal Reference:

42U.S.C. §§ 1751 et seq.

7C.F.R. §§ 210 et seq.

U.S. Dep't of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

Collection of Delinquent Meal payments (2016)

U.S. Dep't of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&A (2016)

Iowa Code 283A.

281 I.A.C. 58.

Cross Reference:

710.1 School Food Program

710.2 Free or Reduced Cost Meals Eligibility

710.3 Vending Machines

Approved _____ Reviewed 2/19/18 Revised _____

STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Legal Reference: 20 U.S.C. §§ 1401, 1701 *et seq.* (2004).
34 C.F.R. Pt. 300 *et seq.* (2004).
Iowa Code §§ 256B.4; 285; 321 (2007).
281 I.A.C. 41.412.

Cross Reference: 501.16 Homeless Children and Youth
507.8 Student Special Health Services
603.3 Special Education
711 Transportation

Approved _____

Reviewed 9/21/2015 , 2/19/18

Revised _____

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2007).

Cross Reference: 503 Student Discipline
506 Student Records

Approved _____

Reviewed 9/21/15, 2/19/18

Revised _____

STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

Approved _____

Reviewed 9/21/15, 2/19/18

Revised _____

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321 (2007).
281 I.A.C. 41.412.

Cross Reference: 504 Student Activities
711 Transportation

Approved _____

Reviewed 9/21/15, 2/19/18

Revised _____

SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference: Iowa Code § 285.10 (2007).
281 I.A.C. 43.10, 412

Cross Reference: 603.2 Summer School Instruction
711 Transportation

Approved _____

Reviewed 9/21/15, 2/19/18 Revised _____

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-.2, .10, .16 (2007).

Cross Reference: 711 Transportation

Approved _____

Reviewed 9/21/15, 2/19/18

Revised _____

TRANSPORTATION OF NONSCHOOL GROUPS

Only in unusual circumstances will the board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities in the state.

In the event school district transportation vehicles are made available to local nonprofit entities, it is the responsibility of the superintendent to develop administrative regulations for application for, use of, and payment for using the school district transportation vehicles.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10) (2007).
281 I.A.C. 41.412; 43.10.

Cross Reference: 711 Transportation
900 Principles and Objectives for Community Relations

Approved _____

Reviewed 9/21/15, 2/19/18 _____ Revised _____

SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321 (2007).
281 I.A.C. 41.412; 43.40.

Cross Reference: 503 Student Discipline
507 Student Health and Well-Being
804.2 Warning Systems and Emergency Plans

Approved _____

Reviewed 9/21/15, 2/19/18

Revised _____

DISTRICT VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent, in conjunction with the Director of Transportation, to work on administrative regulations to implement this policy and reduce school vehicle idling time.

Legal References: Iowa Code §279.8 (2009).

Cross References: 403 Employee Health and Well-Being
507 Student Health and Well-Being
711 Transportation

Approved 7/17/2008

Revised 9/21/15, 2/19/18

Reviewed _____

CHEROKEE COMMUNITY SCHOOL DISTRICT
2018-2019 CALENDAR

Option 1: No Spring Break

No School
Pro Develop
2:00 Dismissal
P/T Conference

1st Quarter Days = 45
2nd Quarter Days = 45
3rd Quarter Days = 45
4th Quarter Days = 45
Total 180

Holidays 3
Classroom Days 178
Prof Develop/Wkdays 8
Parent Teacher Conf. 2
191

Snow Dates
January 2nd
February 15th
April 1st

Board Approved:
Approved Calendar

August, 2018					Days	Days	Days	By	Hours	
M	T	W	T	F		Qtr.	Sch.			
0	0	1	2	3	0	0	0			
6	7	8	9	10	0	0	0		August 7 & 8 - Registration	
13	14	15	16	17	0	0	0		August 20, 21, 22 Professional Development	
20	21	22	23	24	2	2	2	11.5	August 23, School Begins-Grades 5-12 & K-4 In-takes, 2:00 Dismissal	
27	28	29	30	31	5	7	7	31	August 24, School Begins-Grades K-4	
								7	42.5	August 29 - 2:00 Early Dismissal - Teacher Collaboration
September, 2018					7	7	7			
			0	0	0	7	7	0	September 3 Labor Day	
	4	5	6	7	4	11	11	24.5	September 4, ECLC Begins -	
10	11	12	13	14	5	16	16	31	September 5 - 2:00 Early Dismissal - Teacher Collaboration	
17	18	19	20	21	5	21	21	31	September 12 - 2:00 Early Dismissal- Teacher Collaboration	
24	25	26	27	28	5	26	26	31	September 19 - 2:00 Early Dismissal-Teacher Collaboration	
								117.5	September 26 - 2:00 Early Dismissal - Teacher Collaboration	
October, 2018					0	26	26			
1	2	3	4	5	4	30	30	24.5	October 1 - No School, Professional Development	
8	9	10	11	12	5	35	35	31	October 3 - 2:00 Early Dismissal-Teacher Collaboration	
15	16	17	18	19	5	40	40	31	October 10 - 2:00 Dismissal - Teacher Collaboration	
22	23	24	25	26	5	45	45	29.5	October 17 - 2:00 Dismissal - Teacher Collaboration	
29	30	31			3	3	48	18	October 22 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30	
								134.0	October 25 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30	
									October 26 - No School, P/T Comp - End of Quarter of 45 days	
									October 31 - 2:00 Dismissal - Teacher Collaboration	
November, 2018										
			1	2	2	5	50	13		
5	6	7	8	9	5	10	55	31	November 7 - 2:00 Dismissal - Teacher Collaboration	
12	13	14	15	16	5	15	60	31	November 14 - 2:00 Early Dismissal- Teacher Collaboration	
19	20	21	22	23	2	17	62	13	November 21, 22, 23 - Thanksgiving Holiday Vacation	
26	27	28	29	30	5	22	67	31	November 28 - 2:00 Early Dismissal-Teacher Collaboration	
					0	22	67	0		
								119.0		
December, 2018										
			0	1	1	23	68	6.5	December 5 - 2:00 Dismissal-Teacher Collaboration	
3	4	5	6	7	5	28	73	31	December 12 - 2:00 Dismissal-Teacher Collaboration	
10	11	12	13	14	5	33	78	31	December 19 - 2:00 Dismissal-Teacher Collaboration	
17	18	19	20	21	5	38	83	29.5	December 21 - 2:00 Dismissal	
24	25	26	27	28	0	38	83	0	December 25 - Holiday	
31					0			98.0	December 21 -January 2 (Winter) Break	
January, 2019										
	1	2	3	4	2	40	85	13	January 1, Holiday	
7	8	9	10	11	5	45	90	31	January 2 - No School	
14	15	16	17	18	5	5	95	31	January 9 - 2:00 Dismissal - Teacher Collaboration	
21	22	23	24	25	5	10	100	31	January 11 - End of 2nd Quarter/1st Semester 45/90 days	
28	29	30	31		4	14	104	24.5	January 16 - 2:00 Early Dismissal-Teacher Collaboration	
								130.5	January 23 - 2:00 Early Dismissal-Teacher Collaboration	
									January 30 - 2:00 Early Dismissal-Teacher Collaboration	
February, 2019										
			1		1	15	105	6.5	February 6 - 2:00 Early Dismissal - Teacher Collaboration	
4	5	6	7	8	5	20	110	31	February 13 - 2:00 Early Dismissal - Teacher Collaboration	
11	12	13	14	15	4	24	114	24.5	February 15 - No School Professional Development (Snow Make-Up Day)	
18	19	20	21	22	4	28	118	24.5	February 18 - No School, President's Day	
25	26	27	28		4	32	122	24.5	February 20 - 2:00 Early Dismissal - Teacher Collaboration	
								111.0	February 27 - 2:00 Early Dismissal - Teacher Collaboration	
March, 2019										
			1		1	33	123	6.5	March 6 - 2:00 Early Dismissal - Teacher Collaboration	
4	5	6	7	8	5	38	128	31	March 11 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30	
11	12	13	14	15	5	43	133	29.5	March 13 - 2:00 Early Dismissal - Teacher Collaboration	
18	19	20	21	22	5	45	138	31	March 14 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30	
25	26	27	28	29	5	8	143	31	March 15 - No School P/T Comp Day	
								129.0	March 19 - End 3rd Quarter of 45 days	
									March 20 - 2:00 Early Dismissal - No PD - Teacher Work Time	
									March 27 - 2:00 Early Dismissal - Teacher Collaboration	
April, 2019										
1	2	3	4	5	4	12	147	24.5	April 1 - No School, Professional Development (Snow Make Up Day)	
8	9	10	11	12	5	17	152	31	April 3 - 2:00 Early Dismissal-Teacher Collaboration	
15	16	17	18	19	4	21	156	24.5	April 10 - 2:00 Early Dismissal-Teacher Collaboration	
22	23	24	25	26	4	25	160	24.5	April 17 - 2:00 Early Dismissal-Teacher Collaboration	
29	30				2	27	162	13	April 19 - No School, Spring Break	
								117.5	April 22 - No School, Spring Break	
									April 24 - 2:00 Early Dismissal-Teacher Collaboration	
May, 2019										
		1	2	3	3	30	165	18	May 1 - 2:00 Early Dismissal-Teacher Collaboration	
6	7	8	9	10	5	35	170	31	May 8 - 2:00 Early Dismissal-Teacher Collaboration	
13	14	15	16	17	5	40	175	31	May 15 - 2:00 Early Dismissal-Teacher Collaboration	
20	21	22	23	24	5	45	180	29.5	May 19 - 2018 Graduation	
27	28	29	30	31	0	45	180	0	May 22 - 2:00 Early Dismissal-Teacher Collaboration	
								109.5	May 24 - 2:00 Out End Quarter of 45 days/End of 2nd Semester of 90 days	
									May 27 - Memorial Day	
								0	May 28-Professional Development	
								0	May 29-Professional Development	
								1108.5		

School calendar is 200 days to accommodate special school programs.

CHEROKEE COMMUNITY SCHOOL DISTRICT
2018-2019 CALENDAR

Option 2: Yes Spring Break

No School
Pro Develop
2:00 Dismissal
P/T Conference

1st Quarter Days = 45
2nd Quarter Days = 45
3rd Quarter Days = 45
4th Quarter Days = 45
Total 180

Holidays 3
Classroom Days 178
Prof Develop/Wkdays 8
Parent Teacher Conf. 2
191

Snow Dates
January 2nd
February 15th
April 1st

z
Board Approved:
Approved Calendar

Month	Days	Days Qtr.	Days Sch.	By Hours	Notes
August, 2018					
M T W T F	0 0 1 2 3	0	0	0	
	6 7 8 9 10	0	0	0	August 7 & 8 - Registration
	13 14 15 16 17	0	0	0	August 20, 21, 22 Professional Development
	20 21 22 23 24	2	2	11.5	August 23, School Begins-Grades 5-12 & K-4 In-takes, 2:00 Dismissal
	27 28 29 30 31	5	7	7	August 24, School Begins-Grades K-4
				7	August 29 - 2:00 Early Dismissal - Teacher Collaboration
				42.5	
September, 2018					
		7	7	7	
		0	0	0	September 3 Labor Day
		4	11	11	24.5 September 4, ECLC Begins -
		5	16	16	September 5 - 2:00 Early Dismissal - Teacher Collaboration
		5	21	21	September 12 - 2:00 Early Dismissal- Teacher Collaboration
		5	26	26	September 19 - 2:00 Early Dismissal-Teacher Collaboration
				117.5	September 26 - 2:00 Early Dismissal - Teacher Collaboration
October, 2018					
		0	26	26	
		4	30	30	24.5 October 1 - No School, Professional Development
		5	35	35	31 October 3 - 2:00 Early Dismissal-Teacher Collaboration
		5	40	40	31 October 10 - 2:00 Dismissal - Teacher Collaboration
		5	45	45	29.5 October 17 - 2:00 Dismissal - Teacher Collaboration
		3	3	48	18 October 22 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
				134.0	October 24 - 2:00 Dismissal - No PD - Teacher Work Time
					October 25 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
					October 26 - No School, P/T Comp - End of Quarter of 45 days
					October 31 - 2:00 Dismissal - Teacher Collaboration
November, 2018					
		2	5	50	13
		5	10	55	31 November 7 - 2:00 Dismissal - Teacher Collaboration
		5	15	60	31 November 14 - 2:00 Early Dismissal- Teacher Collaboration
		2	17	62	13 November 21, 22, 23 - Thanksgiving Holiday Vacation
		5	22	67	31 November 28 - 2:00 Early Dismissal-Teacher Collaboration
		0	22	67	0
				119.0	
December, 2018					
		1	23	68	6.5 December 5 - 2:00 Dismissal-Teacher Collaboration
		5	28	73	31 December 12 - 2:00 Dismissal-Teacher Collaboration
		5	33	78	31 December 19 - 2:00 Dismissal-Teacher Collaboration
		5	38	83	29.5 December 21 - 2:00 Dismissal
		0	38	83	0 December 25 - Holiday
		0			98.0 December 21 -January 2 (Winter) Break
January, 2019					
		2	40	85	13 January 1, Holiday
		5	45	90	31 January 2 - No School
		5	5	95	31 January 9 - 2:00 Dismissal - Teacher Collaboration
		5	10	100	31 January 11 - End of 2nd Quarter/1st Semester 45/90 days
		4	14	104	24.5 January 16 - 2:00 Early Dismissal-Teacher Collaboration
				130.5	January 23 - 2:00 Early Dismissal-Teacher Collaboration
					January 30 - 2:00 Early Dismissal-Teacher Collaboration
February, 2019					
		1	15	105	6.5 February 6 - 2:00 Early Dismissal - Teacher Collaboration
		5	20	110	31 February 13 - 2:00 Early Dismissal - Teacher Collaboration
		4	24	114	24.5 February 15 - No School Professional Development (Snow Make-Up Day)
		4	28	118	24.5 February 18 - No School, President's Day
		4	32	122	24.5 February 20 - 2:00 Early Dismissal - Teacher Collaboration
				111.0	February 27 - 2:00 Early Dismissal - Teacher Collaboration
March, 2019					
		1	33	123	6.5 March 4th-8th - Spring Break
		0	33	123	0 March 11 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
		5	38	128	29.5 March 13 - 2:00 Early Dismissal - Teacher Collaboration
		5	43	133	31 March 14 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
		5	45	138	31 March 15 - No School P/T Comp Day
				98.0	March 26 - End 3rd Quarter of 45 days
					March 20 - 2:00 Early Dismissal - No PD - Teacher Work Time
					March 27 - 2:00 Early Dismissal - Teacher Collaboration
April, 2019					
		4	7	142	24.5 April 1 - No School, Professional Development (Snow Make Up Day)
		5	12	147	31 April 3 - 2:00 Early Dismissal-Teacher Collaboration
		4	16	151	24.5 April 10 - 2:00 Early Dismissal-Teacher Collaboration
		5	21	156	31 April 17 - 2:00 Early Dismissal-Teacher Collaboration
		2	23	158	13 April 19th - No School
				158	124 April 24 - 2:00 Early Dismissal-Teacher Collaboration
May, 2019					
		3	26	158	18 May 1 - 2:00 Early Dismissal-Teacher Collaboration
		5	31	166	31 May 8 - 2:00 Early Dismissal-Teacher Collaboration
		5	36	171	31 May 15 - 2:00 Early Dismissal-Teacher Collaboration
		5	41	176	31 May 19 - 2018 Graduation
		4	45	180	29.5 May 22 - 2:00 Early Dismissal-Teacher Collaboration
				134	24.5 May 27 - Memorial Day
					May 29 - 2:00 Early Dismissal-Teacher Collaboration
					May 31 -2:00 Out End Quarter of 45 days/End of 2nd Semester of 90 days
June, 2019					
		0	45	180	0
		0	45	180	0
					1108.5 June 3 - Professional Development
					June 4 - Professional Development

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY AND LIABILITY INSURANCE AGREEMENT

Parties to this Agreement:

Cherokee Community School District (CCSD) and _____
herein known as _____.

Preamble:

Both parties acknowledge and agree that CCSD and _____ are entering into an agreement in which the CCSD will provide certain facilities, to included but not limited to: premises and buildings scheduled for use from _____ and concluding on _____ for no fee.

Mutual Indemnity Provisions:

_____ agrees and will to the fullest extent permitted by law; hold harmless, protect, save, defend and indemnify CCSD, et al; their employees, agents, volunteers, representatives and students from all loss, all claims, all demands, all injury, all costs, all attorney fees, inclusive of all causes of action and liabilities of every kind, whatsoever, arising out of or in the course of the agreed facilities or services use except for the sole negligence of the CCSD.

CCSD agrees and will to the fullest extent permitted by law; hold harmless, protect, save, defend and indemnify _____, et al; their employees, agents, representatives and volutneers from all loss, all claims, all demands, all injury, all costs, all attorney fees, inclusive of all causes of action and liabilities of every kind, whatsoever, arising out of or in the course of the agreed facilities or services use except for the sole negligence of _____.

This protection, defense and indemnity shall extend to claims occurring after this agreement is terminated and facilities or services use has been completed as well as while it is in force for those operations, acts, omissions and actions subject to this agreement. The protection, defense and indemnity shall apply regardless of any active and/or passive negligent act or omission of either CCSD or _____, their employees, agents, volunteers and/or representatives. The protection, defense and indemnity set forth in these provisions shall not be limited by any contractual insurance requirement, provision or definition or by any other provision of this agreement unless so noted.

First Aid Assistance and Emergency Medical Care

_____ releases CCSD from liability which may arise as a result of any first aid treatment, first aid service, first aid assistance or any emergency medical care provided by _____ in connection with use of the CCSD's facilities or services.

Facilities Agreement Continued:

It is further mutually agreed:

- 1. CCSD & _____ shall not violate any city, county, state or federal law and/or regulations in or about the CCSD premises;
- 2. _____ accepts the responsibility of providing a safe environment inclusive of safe equipment and activities in the use of all facilities and all activities;
- 3. CCSD & _____ shall not assign this agreement without the written consent of both parties;
- 4. _____ shall provide evidence of insurance coverage to include:
 - Standard Acord Certificate;
 - Commercial General Liability with limits not less than \$1,000,000;
 - Premises Medical with limits not less than \$5,000;
 - Automobile Liability with limits not less than \$1,000,000;
 - Workers' Compensation with coverage "B" limits not less than \$500,000;
 - Molestation (sexual or otherwise) with limits not less than \$1,000,000.
- 5. Photography, video or any media that reproduces an image of minors is expressly prohibited without the express written consent of CCSD;
- 6. This agreement may be terminated at any time by either party by giving the other party 30-days prior written notice;
- 7. The agreement is the product of joint negotiation and drafting. No provision herein will be construed against either party on the basis that either party drafted the language for their exclusive benefit.

Cherokee Community School District

Date: _____

Date: _____

Approved 2/19/18

Reviewed 2/19/18

Revised _____

Facility Committee Meeting Minutes

1/31/18

1. Call to order at 5:30 by John Loughlin
2. Members present: Susie Haselhoff, Darla Struck, Brian Cedar, John Loughlin, John Comstock, Barb Pruetz, Stephanie Zarr, Mark Hecox, Paul Fuhrman, Joe Lundsgaard, Dale Springer, Laura Jones, Stephanie Thill, Julie Schubert, Jodi Schlicting, Gail Kremer, and Levi George
3. Others present: Kimberly Lingenfelter, Wade Riley, Scot Aden, Valery Fuhrman, Connie Ruble, Paul Struck, Lori Bruder, Dawn Jenness, and Jim Haselhoff
4. Agenda approved.
5. Approved minutes.
6. Review FEH Draft Schedule/Outline Agendas- shared via email and in handout: facility condition assessment, program compatibility assessment, and master planning- graphic design options to use for the bond referendum; schedule is aggressive to meet the Board's request for a mid April deadline; motion to accept the draft; FEH would recommend smaller committee for easier decision making and keeping the smaller group on the same page together; recommend that admin is part of the committee as decision makers/information people, board member representatives, +7-8 others for a total committee of around 15
 - a. Subcommittee would address physical facility and educational programming; would ultimately study and then recommend to the final recommendation to the board; would meet approximately every two weeks and follow the proposed FEH schedule and outline
 - b. Committee: Levi, Steph Z., Mark Hecox, George W, Gail K., John C., Darla S., Jodi S., Brian C., Paul F., Laura K., Valery F., Wade R., Scot A., Kim L., and Jeff Miller (buildings and grounds director)
7. Reviewed board meeting minutes
8. Website: Mrs. Lingenfelter gave a tour of the website> Board Links > Facilities Planning Committee for information> watched the virtual tours
9. FEH Design Team info
 - a. Facility Condition Assessment - looks at physical deficiencies but also Code and ADA compliance issues;- shared as an initial report- will have a more complete report for the subcommittee in 2 weeks-- identifies what kind of spaces we have
 - b. Program Compatibility Study: is "phase 2"; address the function of the space- what curriculum, activities, functions are the spaces designed for-- identifies what kind of spaces we need; will take about 2 months to complete
 - c. Master Planning- put together the space needs and considering what options might there be; will include drawings
10. Discussion: consideration of the new HS plan seems to be prohibitive due to financial information presented at the last meeting; there may be some option to study about placing a new HS on the current site but unsure of financial feasibility; need to do something for rebuilding for the Elem in order to take advantage of the hospital's offer; wondering if there is a way to "touch" each building with the work; tax evaluations went down therefore amount to bond went down; --- very early in the process- time will allow the study to move forward to get more information which will lead to decision making; committee wants to be sure to plan long term to address all issues;
11. Evaluations went down, can't bond for as much as we had hoped
12. Subcommittee
 - a. Financial Subcommittee CO-CHAIRS: TBD. COMMITTEE: Chris Tofteberg, John L., Steph T., Joyce, Logan, and Travis from Piper Jaffray..

- b. Educational needs/site subcommittee-- transition to the "Facility Subcommittee"-
co-chairs: Mrs. Lingenfelter and Mark Hecox; Committee: Levi, Steph Z., Mark Hecox,
George W, Gail K., John C., Darla S., Jodi S., Brian C., Paul F., Laura K., Valery F., Wade
R., Scot A., Kim L., and Jeff Miller (buildings and grounds director)
- c. Public Relations/Advertising; CO-CHAIRS: Step Z and Julie S. ; COMMITTEE: Steph Z.,
Julie S., John L., Susie H., Joe L., Lori B., and Barb P.

13. Set next meeting:

- a. 2/13/18: Facility Subcommittee
- b. 2/28/18: Full Committee- can do a brief update at the beginning, then the Facility
Committee will continue study/discussion

LICENSED EMPLOYEE SALARY SCHEDULE

The board will establish salary schedules for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the salary schedule. The salary schedule is subject to review and modification through the collective bargaining process.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding wages and salaries of such employees will be followed.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2009).

Cross Reference: 405 Licensed Employees - General
406.2 Licensed Employee Salary Schedule Advancement

Approved 8/16/04 Reviewed 10/21/13, 9/19/16 Revised _____

LICENSED EMPLOYEE COMPENSATION

The board will establish compensation for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding licensed employee compensation. The base wages of licensed employees are subject to review and modification through the collective bargaining process.

Note: Districts may choose to maintain a salary schedule but are only required to negotiate base wages as part of the collective bargaining process.

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8.

Cross Reference: 405 Licensed Employees - General
406.2 Licensed Employee Compensation Advancement

Approved _____

Reviewed _____

Revised _____

LICENSED EMPLOYEE SALARY SCHEDULE ADVANCEMENT

The board will determine which licensed employees will advance on the salary schedule for the licensed employees' positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of licensed employees on the salary schedule.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding salary schedule advancement of such employees will be followed.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2009).

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 8/16/04 Reviewed 10/21/13, 9/19/16 Revised _____

LICENSED EMPLOYEE COMPENSATION ADVANCEMENT

The board will determine if licensed employees will advance in compensation for their licensed employees' positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of licensed employees.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8.

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved _____

Reviewed _____

Revised _____

LICENSED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of licensed employees may entitle them to advancement on the salary schedule. Licensed employees who have completed additional hours will be considered for advancement on the salary schedule. The board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify their supervisor by September 1st of the school year proceeding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee on the salary schedule.

The requirements stated in the Master Contract between licensed employees in the certified collective bargaining unit and the board regarding continued education credit of such employees will be followed.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2009).

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 8/16/04 Reviewed 10/21/13, 9/19/16 Revised _____

LICENSED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of licensed employees may entitle them to advancement in compensation. Licensed employees who have completed additional hours may be considered for advancement. The board may determine which licensed employees will advance in compensation for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement must notify their supervisor by _____ of the school year preceding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee.

Note: The law no longer requires a district to provide advancement for continued education credit. Districts may choose to maintain advancement for continued education credit but are only required to negotiate base wages as part of the collective bargaining process.

NOTE: If the Master Contract is silent, school districts need to insert a deadline in this policy. It is recommended the deadline be before budget certification so school districts can budget for the increase. If the Master Contract contains a date, that date can be inserted in this policy.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8.

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved _____

Reviewed _____

Revised _____

LICENSED EMPLOYEE COMPENSATION FOR EXTRA DUTY

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board will establish a salary schedule for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which licensed employees will have the extra duty, and the salary schedule for extra duty, for the board's review.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the compensation for extra duties of such employees will be followed.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8, .13-.15, .19A-B (2009).

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved 8/16/04 Reviewed 10/21/13, 9/19/16 Revised _____

LICENSED EMPLOYEE COMPENSATION FOR EXTRA DUTY

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board may, in its sole discretion, establish compensation for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which licensed employees will have the extra duty, and the compensation for extra duty, for the board's review.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Legal Reference: Iowa Code §§ 279.8, .13-.15, .19A-B.

Cross Reference: 405 Licensed Employees - General
406 Licensed Employee Compensation and Benefits

Approved _____

Reviewed _____

Revised _____

LICENSED EMPLOYEE TAX SHELTER PROGRAMS

The board authorizes the administration to make a payroll deduction for licensed employees' tax sheltered annuity premiums purchased from a company or program chosen by the board and collective bargaining units.

Licensed employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the tax sheltered annuities of such employees will be followed.

Legal Reference: Small Business Job Protection Act of 1996, Section 1450(a), repealing portions of IRS REG § 1.403(b)-1(b)(3).
Iowa Code §§ 20.9; 260C; 273; 294.16 (2009).
1988 Op. Att'y Gen. 38.
1976 Op. Att'y Gen. 462, 602.
1966 Op. Att'y Gen. 211, 220.

Cross Reference: 706 Payroll Procedures

Approved _____

Reviewed 10/21/13, 9/19/16

Revised 10/19/09

LICENSED EMPLOYEE TAX SHELTER PROGRAMS

Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for licensed employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.

Licensed employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent. *[Requests for purchase or change of tax-sheltered annuities may be made _____].*

Note: The school district time frame for adding or changing tax-sheltered annuities should be reflected in this policy, if the school district uses one. The time frame should be inserted in the blank in the second paragraph.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Legal Reference: Iowa Code §§ 260C; 273; 294.16.
1988 Op. Att'y Gen. 38.
1976 Op. Att'y Gen. 462, 602.
1966 Op. Att'y Gen. 211, 220.

Cross Reference: 706 Payroll Procedures

Approved _____

Reviewed _____

Revised _____

BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the second Tuesday in September of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5 member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2009).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved 3/18/1996

Reviewed 2/15/2016

Revised 10/19/2009

BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a [5 or 7] member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee in accordance with the timelines established by law.

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the county commissioner of elections to conduct school elections.

NOTE: This policy states the legal requirements for school board elections and the filling of vacancies.

Legal Reference: Iowa Code §§ 39; 45; 63; 69; 274.7; 277; 278.1; 279.7.

Cross Reference: 202 Board of Directors Members
202.3 Term of Office
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved _____

Reviewed _____

Revised _____

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2009).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved 3/18/1996 Reviewed 10/15/2012 Revised 10/19/2009

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in November, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6; 279.7

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members
202.4 Vacancies

Approved _____

Reviewed _____

Revised _____