

# CHEROKEE COMMUNITY SCHOOL DISTRICT

Jazz and Blues Festival  
January 19th & 20th



*Regular Board Meeting  
January 15, 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**

**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, January 15, 2018 @ 5:30 p.m.**

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.

<ul style="list-style-type: none"> <li>1. Call the meeting to order</li> <li>2. Approve the agenda</li> <li>3. Roll call of members in attendance</li> <li>4. Action to excuse board members not in attendance</li> <li>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.</li> <li>6. Consent agenda <ul style="list-style-type: none"> <li>A. Approve the minutes of the regular meeting [12-18-17]</li> <li>B. Approve financial statements</li> <li>C. Approve monthly bills</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>7. Communication and Reports <ul style="list-style-type: none"> <li>A. Principals' Building Reports/ Instructional Coaches' Reports</li> <li>B. PTA Report</li> <li>C. Directors'/ Superintendent's Report</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>8. Policy Change(s): Clerical Change(s): 706.2 Payroll Deductions; 708 Care, Maintenance, and Disposal of School District Records Affirm: 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 Regulation; 707.1 Secretary's Reports; 707.2 Treasurer's Annual Report; 707.3 Publication of Financial Reports; 707.4 Audit; 708 Care, Maintenance, and Disposal of School District Records; 709 Insurance Program</li> </ul>
<ul style="list-style-type: none"> <li>9. New Business <ul style="list-style-type: none"> <li>A. Discussion of/ information concerning negotiations – the Cherokee Education Association will present their proposal for negotiations to the Board of Education</li> <li>B. Discussion of/ action concerning the donation for special school projects from RJ Thomas in the amount of \$5,750</li> <li>C. Discussion of/ action concerning the resignation of Holly Baker as RES Paraprofessional</li> <li>D. Discussion of/ action concerning extending a contract to Lynn Jolly as WHS Volunteer Track Coach</li> <li>E. Discussion of/ action concerning extending a temporary part-time contract to Laura Flahive as English Language Learner (ELL) instructor</li> <li>F. Discussion of/ information concerning Board Policy 905.1E2 – Community Use of School District Facilities and Equipment Indemnity and Liability Insurance Agreement [First Reading]</li> <li>G. Discussion of/ information concerning the 2018-2019 school calendar</li> <li>H. Discussion of/ information concerning Superintendent Evaluation</li> <li>I. Discussion of/ information concerning steps in a school bond election</li> <li>J. Exempt Session – the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>10. Board Committee Reports <ul style="list-style-type: none"> <li>A. Curriculum and Instruction – Fuhrman, Jones</li> <li>B. Policy – Dawson, Wulfsen</li> <li>C. Finance* – Dawson, Patterson</li> <li>D. Building, Grounds, Capital Projects – Fuhrman, Jones</li> <li>E. Transportation, Nutrition – Patterson, Wulfsen</li> </ul> </li> </ul>

**\* 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.**

- |   |
|---|
| <b>11. Items of Interest for the Next Meeting [February 19, 2018 @ 5:30 p.m.]</b><br><b>A. Discussion of/ action concerning the 2018-2019 school calendar</b><br><b>B. Discussion of/ information concerning CCSD's Health and Wellness Program</b> |
| <b>12. Adjournment</b>  |

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

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

**Projected Dates/Times for Management Team Meetings 2017-2018**

October 2 <sup>nd</sup> , 2017 @ 5:30 pm	November 6 <sup>th</sup> , 2017 @ 5:30 pm	February 5 <sup>th</sup> , 2018 @ 5:30 pm
March 5 <sup>th</sup> , 2018 @ 5:30 pm	April 2 <sup>nd</sup> , 2018 @ 5:30 pm	September 3 <sup>rd</sup> , 2018 @ 5:30 pm

**\* 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  
December 18, 2017**

The Cherokee Community School District Board of Education held a regular meeting on Monday, December 18, 2017 at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 West Bluff St., 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 Jones to approve the agenda. All Ayes

**3. Roll Call of Members in Attendance**

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

**4. Action to excuse board members not in attendance**

All members were present.

**5. Welcome Visitors**

Dawson welcomed all visitors present.

Others present: Kim Lingenfelter, Wade Riley, Scot Aden, Valery Fuhrman, Wendy Richardson, Natasha Timmerman, Lori Fordyce, Mari Bauer, Joyce Lundsgaard

**6. Consent Agenda**

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

- Minutes of the regular meeting 11/20/17 and public hearing 11/20/17
- Financial Statements
- Monthly Bills

**7. Communication & Reports**

Administrative reports were given.

**8. Policy: Affirm policies 700-704.5**

There were no recommended policy changes. Moved by Patterson, seconded by Fuhrman to approve policies 700, Purpose of Non-instructional and Business Services; 701.1, Depository of Funds; 701.2, Transfer of Funds; 701.4, Governmental Accounting Practices and Regulations; 703.1, Budget Planning; 703.2, Spending Plan; 704.1, Local-State-Federal-Miscellaneous Revenue; 704.2, Sale of Bonds; 704.2R1 Post-Issuance Compliance Regulation for Tax-exempt Obligations; 704.3, Investments; 704.4, Gifts-Grants-Bequests; 704.5, Student Activities Fund. All Ayes

**9. New Business**

**A. Discussion of/action concerning Spanish Club Trip**

Beth Ebert presented information to the board regarding a trip for Spanish Club. Moved by Patterson, seconded by Jones to approve the Spanish Club's trip to Costa Rica for July 2018. All Ayes

**B. Discussion of/action concerning publication of the Annual Progress Report**

Lingenfelter reviewed information regarding the Annual Progress Report. Moved by Jones, seconded by Fuhman to approve publication of the APR-Annual Progress Report. All Ayes

**C. Discussion of/action concerning Board Policy 501.11**

Moved by Fuhman, seconded by Patterson to delete Board Policy 501.11 – Student Release During School Hours. All Ayes

**D. Discussion of/action concerning Board Policy 705.1**

Moved by Wulfsen, seconded by Patterson to approve Board Policy 705.1, Purchasing-Bidding, changing the need for a competitive request for proposal (RFP) for goods and services to amounts exceeding \$50,000.

**E. Discussion of action concerning request to SBRC**

Moved by Patterson, seconded by Wulfsen to approve a request to the School Budget Review Committee for modified supplemental growth for At-Risk Dropout Prevention in the amount of \$163,426. All Ayes

**F. Discussion of/action concerning resignation of Jolleen Heater as NHS Sponsor**

Moved by Patterson, seconded by Jones to approve the resignation of Jolleen Heater from National Honor Society. All Ayes

**G. Discussion of/action concerning the resignation of Cassandra Rock**

Moved by Fuhman, seconded by Wulfsen to approve the resignation of Cassandra Rock as WHS Paraprofessional. All Ayes

**H. Discussion of/action concerning extending a contract for NHS Co-Sponsors**

Moved by Jones, seconded by Patterson to approve extending a contract to Natalie Barkley and Briana White as Braves Achievement Club and National Honor Society Co-Sponsors. All Ayes

**I. Discussion of/action concerning extending a contract to Alec Wynn**

Moved by Wulfsen, seconded by Fuhman to approve extending a contract to Alec Wynn as Industrial Technology Instructor, contingent upon BOEE approval. All Ayes

**J. Discussion of/action concerning appointment of FEH Design**

Moved by Patterson, seconded by Jones to approve the appointment of FEH Design to study educational specifications of the Cherokee Community School District. All Ayes

**K. Discussion of/action concerning directing FEH Design to do Facility Studies**

Moved by Wulfsen, seconded by Patterson to approve FEH Design to complete a Facility Condition Assessment, Program Compatibility Assessment and CCSD Master Planning for a total cost not to exceed \$10,000 contingent upon completion by April 15th. All Ayes

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

No discussion was held regarding steps in school bond election.

**M. Discussion of/action concerning the Iowa School Report Card**

The administration presented information regarding the Iowa School Report Card. Roosevelt Elementary received a ranking of commendable and Cherokee Middle School and Washington High School received a ranking of acceptable. All three buildings have realized gains in performance.

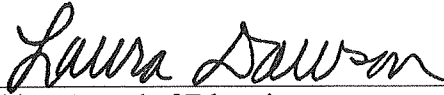
**N. Discussion of/information concerning Superintendent Evaluation**

The board was given information from IASB regarding the process for the superintendent evaluation.

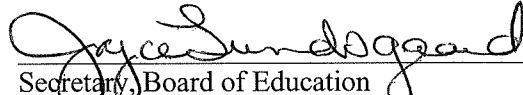
**10. Adjournment**

Moved by Patterson, seconded by Jones to adjourn the meeting at 6:41 P.M. All Ayes

Regular Board Meeting – January 15, 2018



\_\_\_\_\_  
President, Board of Education  
Cherokee Community School District



\_\_\_\_\_  
Secretary, Board of Education  
Cherokee Community School District

Financial Report - December 17

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,323,964.52	954,752.58	977,340.48	\$ 2,301,376.62
Management	542,650.60	10,854.19	23,148.59	530,356.20
Self-Insurance Fund	1,315,996.62	22,298.22	20,342.67	1,317,952.17
<b>Subtotal General Fund</b>	<b>4,182,611.74</b>	<b>987,904.99</b>	<b>1,020,831.74</b>	<b>4,149,684.99</b>
Activity	127,532.79	57,136.53	34,780.45	149,888.87
PPEL	203,909.55	8,538.13	15,939.86	196,507.82
Capital Projects (Sales Tax)	1,032,057.24	75,352.93	29,533.42	1,077,876.75
Debt Service	-	-	-	-
Hot Lunch	166,537.47	46,333.69	22,053.14	190,818.02
Trust and Agency	30,993.97	151.11	500.00	30,645.08
<b>Total - All Funds</b>	<b>\$ 5,743,642.76</b>	<b>\$1,175,417.38</b>	<b>\$ 1,123,638.61</b>	<b>\$ 5,795,421.53</b>

Published Budget Report  
 All Funds  
 12/31/2017

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	3,044,363.29	<b>3,044,363.29</b>	<b>8,160,000.00</b>	37%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	94,654.86			
Inst. Staff Support Svcs	(2200-2299)	95,187.08			
General Administration	(2300-2399)	147,638.77			
Building Administration	(2400-2499)	304,748.52			
Business Administration	(2500-2599)	290,644.70			
Plant Operation & Maint	(2600-2699)	515,811.77			
Student Transportation	(2700-2799)	155,352.65			
<b>TOTAL SUPPORT SERVICES</b>			<b>1,604,038.35</b>	<b>4,190,000.00</b>	38%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	240,093.84	<b>240,093.84</b>	<b>594,000.00</b>	40%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	634,180.39			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	451,298.00			
Transfer to Debt Service	(6240)(6900)	-			
<b>TOTAL OTHER EXPENDITURES</b>			<b>1,085,478.39</b>	<b>1,843,101.00</b>	59%
<b>TOTAL EXPENDITURES</b>			<b>5,973,973.87</b>	<b>14,787,101.00</b>	40%



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
WHS Ind Arts welder parts		
WHS Ind Arts welder parts		
WHS Ind Arts welder parts		
WHS Ind Arts welder parts		
13610	Airgas USA, LLC	369.88
Gas service-600 W Bluff-WHS		
Gas service-336 Gillette-Armory		
Gas service-929 N Roosevelt		
Gas service-320 Gillette-busbar		
Gas service-206 E Indian-CMS		
Gas service-600 W Bluff-WHS		
10094	Alliant Energy	8,173.26
ISP Technology-ipad cases		
Hy-Vee Donation-CMS library A/V system		
Hy-Vee Donation-CMS library A/V system		
Hy-Vee Donation-CMS library A/V system		
ISP Curriculum-Textbooks-Stoneking-Sprin		
ISP Technology-projectors		
Hy-Vee Donation-CMS library A/V system		
Hy-Vee Donation-CMS library A/V system		
PTA purchase-CMS		
PTA purchase-CMS		
WHS office supplies		
WHS office supplies		
PTA purchase-CMS		
PTA purchase-CMS		
Hy-Vee Donation-CMS library A/V system		
PTA purchase-CMS		
Copier cartridge		
PTA purchase-CMS		
ISP Curriculum-Textbooks-Stoneking-Sprin		
ISP Technology-ipad cases		
ISP Curriculum-Textbooks-Stoneking-Sprin		
ISP Curriculum-Textbooks-Stoneking-Sprin		
13771	Amazon Capital Services	3,856.68
Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	268.93
ISP technology supplies		
ISP Technology-chromebook parts		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
ISP Technology-chromebook parts		
12957	Asset Genie, Inc.	2,123.90
Lodging-SOCS training		
ISP Technology-Apple TV		
Wheelchairs for 3 buildings		
Conference meal/gas		
Lodging-Aden/Fuhrman/Riley		
Fuel - 19.072 gal		
Lodging-Honor Band director		
ISP Curriculum-Textbooks-Stoneking-Sprin		
Blade for pappercutter/mat		
SpEd materials		
Maint supplies-all buildings		
Maint supplies		
12882	ATIRACredit MasterCard	3,374.33
Water softener salt-CMS		
Water softener-Roosevelt		
Water-busbarn		
Water-CMS nurse office		
10079	Blaine's Culligan and Sundance Spas	174.40
Trans supplies		
Maint supplies		
Maint supplies		
Maint - saw		
Trans supplies		
Trans supplies		
Trans supplies		
ISP Technology		
Maint supplies		
Maint supplies		
ISP Technology		
Maint supplies		
Trans supplies		
Maint supplies		
Maint supplies		
Trans oil/grease		
Maint supplies		
Maint supplies		
Trans oil/grease		
Maint supplies		
Trans supplis		
10021	Bomgaars	436.31
WHS library books		
13052	Book Vine, The	306.20
Roosevelt library book refund		
13842	Busse, Damon and Jessica	4.00
Phone charges-WHS		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Phone charges-WHS	
	Phone charges-Roosevelt	
	Phone charges-busbarn	
	Phone charges-CMS	
	Phone charges-CO	
10113	Century Link	906.67
	Maint supplies	
11961	CHEROKEE AUTO PARTS	1.48
	Chamber dues	
11818	Cherokee Chamber of Commerce	488.14
	Staff CPR training	
11157	Cherokee Regional Medical Center	277.00
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-WHS	
	600 W Bluff-lawn	
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
10084	City of Cherokee	1,454.51
	Past fuel tickets	
	Past fuel tickets	
10361	Community Oil Fleet Program	2,268.41
	Ed Foundation-Lego League	
12371	Creative Services	259.35
	ISP Piano Tuning-WHS	
	ISP - Vocal piano humidifier	
11794	Dave's Piano Service	482.95
	Bus inspection	
11300	Department of Education	680.00
	At Risk-user licenses	
13320	Edgenuity Inc	7,000.00
	Lodging-All-State Music Festival	
10019	Gateway Hotel and Conference Center	967.68
	Nurse supplies for AED-batteries/pads	
13723	HeartSmart	1,087.00
	Fuel - 10.851 gal	
	Fuel - 16.675 gal	
	Fuel - 20.778 gal	
	Fuel - 8.821 gal	
	Fuel - 19.710 gal	
	Fuel - 8.604 gal	
	Fuel - 24.119 gal	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Fuel - 22.408 gal	
	Fuel - 12.350 gal	
	Fuel - 5.537 gal	
	Fuel - 13.109 gal	
	Fuel - 12.668 gal	
	Fuel - 11.739 gal	
	Fuel - 18.480 gal	
	Fuel - 19.873 gal	
	Fuel - 14.073 gal	
	Fuel - 20.127 gal	
	Fuel - 24.908 gal	
	Fuel - 20.752 gal	
	Fuel - 25.472 gal	
	Fuel - 18.521 gal	
	Fuel - 30.601 gal	
	Fuel - 17.335 gal	
	Fuel - 23.251 gal	
	Fuel - 17.680 gal	
	Fuel - 31.019 gal	
	Fuel - 21.343 gal	
	Fuel - 23.439 gal	
	Fuel - 31.923 gal	
	Fuel - 8.837 gal	
	Fuel - 18.334 gal	
	Fuel - 11.928 gal	
	Fuel - 18.960 gal	
	Fuel - 21.632 gal	
	Fuel - 4.036 gal	
	TAX OFF	
	WHS FCS groceries	
	Instructional materials-Anderson	
	UPS Shipping -James DeVos	
	UPS Shipping -James DeVos	
	UPS shipping	
	CMS FCS groceries	
	WHS FCS groceries	
	CMS FCS groceries	
	CMS FCS groceries	
	UPS Shipping-Roosevelt library	
	Fuel - 11.692 gal	
10274	Hy-Vee Food Stores, Inc	1,894.32
	Bus driver testing/participation fee	
10597	IDATP	731.00
	Board members registration	
10002	Iowa Association of School Boards	1,170.00
	Anderson-stools	
11184	Iowa Prison Industries	660.00
	JMC Message Center-17/18-WHS	
	JMC Message Center-17/18-	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
CMS		
JMC Message Center-17/18-Roosevelt		
11639	JMC Computer Service, Inc.	1,609.50
SpEd Cormany		
13782	Learning A-Z	169.95
Meal		
Meal		
13426	Leidahl, Nathan	13.23
Conference mileage		
13474	Lingenfelter, Kimberly	116.96
Conference mileage		
10628	Lundsgaard, Joyce	78.95
WHS Ind Arts resale		
11735	Marcus Lumber	528.89
Electricity-336 Gillette-Armory		
Electricity-334 Gillette-busbarn		
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	8,144.61
ISP WHS Band repair		
Credit		
ISP WHS Band repair		
ISP WHS Band repair		
ISP WHS Band repair-Cymbals		
ISP WHS Band repair		
WHS Band-books/mallets		
ISP CMS Band repair-Conn Trombone		
ISP CMS Band repair-Flute/French Horn		
ISP CMS Band repair-Flute/French Horn		
CMS band resale		
WHS Band bari sax neck strap		
CMS Band resale-books		
ISP CMS Band repair-Cowbell/Trumpet/Trom		
ISP CMS Band repair-Cowbell/Trumpet/Trom		
CMS Band resale-books		
10894	MidBell Music, Inc.	1,385.96

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
CMS Door locks		
13759	Midwest Alarm	180.00
PTA purchase- play		
18968	MORNINGSIDE COLLEGE	156.00
Maint supplies-synthetic grease		
Trans repair parts		
Maint supplies		
Trans repair parts		
10180	Motor Parts Sales	142.27
ISP Curriculum-Breyfogle		
13840	National Restaurant Association Solutions LLC	692.62
File cabinet keys		
10107	Nelson's Locksmith	20.00
ISP Technology-motherboards		
13616	PC Parts Plus, dba ChromebookParts.com	1,499.25
WHS - postage		
10830	Purchase Power	1,000.00
ISP Technology-WHS hall/commons tv		
10175	Rick's Computers	1,020.00
Garbage collection		
10217	Sanitary Services, Inc.	2,435.62
Trans repair parts		
Trans repair parts		
12768	School Bus Sales	77.32
Nurse-non latex gloves		
10870	School Nurse Supply Inc.	44.31
Instructional materials-Lucas		
Instructional materials-Sarchet		
11884	School Specialty, Inc.	130.31
SpEd tuition		
12692	Sioux City Comm School District	4,819.96
Meal		
18364	Sipes, William J.	9.19
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	470.36
Trans repair parts		
12233	Thomas Bus Sales of Iowa, Inc.	210.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Ag classroom materials		
11282	WARD'S	42.07
Meal		
11221	Waterbury, Richard	5.00
All-State music-vocal		
ISP Music-Tabke		
10603	West Music Company	1,969.94
Driver course		
10248	Western Iowa Tech Comm College	100.00
ISP Technology		
10423	ZONES	54.05

Fund Total: 66,542.72

**Checking 1 Fund: 71 SELF-INSURANCE FUND**

Administration fees		
13725	Mid-Amerian Benefits, Inc.	1,687.40

Fund Total: 1,687.40

Checking Account Total: 68,230.12

Checking 2  
**Checking 2 Fund: 33 Local Option Sales and Service Tax Fund**

Network switches-erate		
13849	PCM-G	8,787.00

Fund Total: 8,787.00

**Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT**

WHS Gym sound system		
WHS Gym sound system		
WHS Gym sound system		
WHS Gym sound system		
13771	Amazon Capital Services	358.78

Civil engineering-track improvements		
13841	Beck Engineering, Inc.	2,393.75

WHS Boiler		
20223	Control System Specialist	968.83

WHS tree trimming/removal		
13838	K and M Tree Service	2,503.80

Fund Total: 6,225.16

Checking Account Total: 15,012.16

Checking 3  
**Checking 3 Fund: 21 STUDENT ACTIVITY FUND**

Volleyball shirts		
Girls Basketball fundraiser-resale		
13763	360 Custom Designs	1,017.00

FTC - phones

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Booster Club-jersey frames	
	Booster Club-cart	
13771	Amazon Capital Services	811.20
	CMS Student Council-movie	
12581	American Theatre	1,540.00
	Officials - Varsity B/G Basketball - 1/1	
31442	Anderson, Jacob	110.00
	Wrestling stats program	
	Lodging-Honor Band students	
	FTC parts	
	FTC parts	
	FTC parts	
	Baseball fundraiser	
12882	ATIRACredit MasterCard	1,761.92
	Officials - Varsity B/G Basketball - 1/8	
13828	Baker, Keith	110.00
	Officials - Varsity B/G Basketball - 1/8	
30955	Basalyga, Russ	110.00
	Quiz Bowl entry fee	
13411	Boyden Hull High School	50.00
	Wrestling - 1/4	
	Officials - Wrestling - 1/11	
13332	Brand, Derek	230.00
	Jazz Clinicians	
13848	Cassidy, Dan	60.00
	Girls golf course fee	
11108	Cherokee Golf Course	3,000.00
	WHS FB concessions	
31168	Cherokee Locker, Inc.	709.10
	CMS Student Council- concessions	
	FB concessions	
	CMS Student Council- concessions	
	WHS concessions	
	WHS Concessions	
	WHS Concessions	
11224	Chesterman Co.	1,270.00
	Officials - Varsity B/G Basketball - 1/1	
13403	Cline, James	110.00



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
WHS Concessions		
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	439.22
Boys basketball fundraiser- basketballs		
10676	Decker Sporting Goods	71.00
WHS Concessions		
WHS Concessions		
WHS Concessions		
Hub groceries		
WHS Concessions		
10067	Fareway Stores, Inc.	43.81
Lodging-All-State Music Festival		
10019	Gateway Hotel and Conference Center	967.68
BB coccessions		
WHS Concessions		
11060	Godfather's Pizza	680.00
Additional order-boys basketball fundrai		
30028	Graphic Edge, The	27.49
Officials - JV Boys Basketball - 1/8		
30936	HARRIMAN, WADE	75.00
X-Country fundraiser- uniforms		
31069	Hauff Mid-America Sports, Inc.	825.00
Basketball concessions		
Hub groceries		
Hub groceries		
10274	Hy-Vee Food Stores, Inc	81.82
FFA membership/dues		
13843	Iowa FFA Association	681.50
Vocal registration		
Marching band registration		
13329	IOWA HIGH SCHOOL MUSIC ASSOCIA	242.00
Speech contest fees		
30733	Iowa High School Speech Association	382.00
Officials - JV Girls Basketball - 1/12		
12713	Lamp, Scott	75.00
Wrestling tournament		
13811	Landhuis, Josh	4.46
Jazz Clinicians		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13846	Lawson, Steve	250.00
Jazz Clinicians		
13845	Linder, Kevin	150.00
Jazz Clinicians		
13847	Meyer, Ryan	150.00
Music Boosters-Marching Band drumsticks		
10894	MidBell Music, Inc.	159.60
JV wrestling tournament entry fee		
30321	MOC/FV High School	45.00
FFA materials		
30928	NATIONAL FFA ORGANIZATION	96.76
Officials - JV Girls Basketball - 1/8		
31293	Oswald, Kyle	75.00
Speech performance rights		
12724	Pappan, Julene	30.00
Officials - JV Boys Basketball - 1/12		
13623	Pitts, Matthew	75.00
Officials - JV Girls Basketball - 1/8		
31418	Rolfes, Mark	75.00
Officials - Wrestling - 1/11		
13817	Ryan, Dan	115.00
Tickets		
11884	School Specialty, Inc.	13.24
Officials - Varsity B/G Basketball - 1/1		
31639	Schuttler, Mark	110.00
Officials - JV Boys Basketball - 1/8		
Officials - JV Boys Basketball - 1/12		
13525	Sherkenbach, Bret	150.00
JV Volleyball tournament Varsity Volleyball tournament		
31049	Spencer High School	155.00
Wrestling - 1/4		
12810	Spier, Ray	115.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Officials - Varsity B/G Basketball - 1/8		
30853	Stowers, Ronald	110.00
Officials - JV Girls Basketball - 1/12		
13400	Uhal, John	75.00
Official - JV Boys Basketball - 12/12		
31251	Van Beek, Alan	75.00
Cheerleading uniforms		
30862	VARSITY SPIRIT FASHIONS	669.85

**Fund Total: 18,179.65**

**Checking Account Total: 18,179.65**

<u>Checking</u>	<u>Fund</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
4	4		
Food items			
11224			Chesterman Co. 121.00

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		1,759.00

Food items			
Food items			
Food items			
40032	Earthgrains		458.88

Supply items			
10067	Fareway Stores, Inc.		39.15

Freezer door repair			
40074	Hobart Sales and Service		537.24

Supply items			
Food item credit			
Food items - ala carte			
Supply items			
Food service-credit			
Food items - ala carte			
18253	MARTIN BROS. DISTRIBUTING CO., INC.		6,252.06

**Fund Total: 9,167.33**

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	
			<b>Checking Account Total: 9,167.33</b>
<u>Checking</u>		6	
<b>Checking</b>	<b>6</b>	<b>Fund: 81</b>	<b>NON-EXPENDABLE TRUST FUNDS</b>
KCHE scholarship			
13742	University of South Dakota and Olivia Dagel	500.00	
			<b>Fund Total: 500.00</b>
			<b>Checking Account Total: 500.00</b>

<u>Vendor Name</u>	<u>Amount</u>
Checking	1
Checking	1 Fund: 10 GENERAL FUND
Maint supplies	
10004 Air Filter Sales and Service	636.28
WHS Ind Arts	
13610 Airgas USA, LLC	89.32
Counselor supplies- headphones	
Ed Foundation-Speech	
ISP Technology-bulbs	
Ed Foundation-Speech	
ISP Technology-chargers	
ISP Curriculum-Welding books	
13771 Amazon Capital Services	938.32
PTA purchase-2-3-4 movie	
12581 American Theatre	600.00
Maint mop service	
Maint-mop service	
Maint mop service	
Maint mop service	
Maint-mop service	
10183 Aramark Uniform Services AUCA Chicago Lockbox	1,216.27
Maint supplies	
Maint supplies	
Trans supplies	
Maint supplies	
Maint supplies	
ISP Technology	
Maint supplies	
Maint supplies	
Maint supplies	
Trans supplies	
Trans supplies	
Maint supplies	
10021 Bomgaars	164.55
Instructional materials - Anderson	
Instructional materials - Anderson	
10157 Carolina Biological Supply Co	41.69
Box Tops - pizza	
10610 Casey's General Store	240.00
Board meeting	
18221 Chronicle Times, The	203.48
Sewer-929 N Roosevelt	
10084 City of Cherokee	689.44

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
20223	Roosevelt HVAC computer Control System Specialist	98.16
Legal services		
10305	Cornwall, Avery, Bjornstad, Scott and Davis	100.00
Art Equipment repair		
10776	WHS Art - clay Dakota Potters Supply	549.00
Scoreboard repair		
10223	Basketball scoreboard repair Daktronics	786.00
Maint-Roosevelt door lock		
12268	Doors, Inc.	396.36
Equipment repair-detention room camera		
20002	Electric Innovations	400.00
Bus radio repairs		
10522	Electronic Specialties, Inc.	302.50
Extermination service		
10979	Guardian Pest Solutions	150.00
WHS FCS groceries		
10274	WHS FCS groceries Hy-Vee Food Stores, Inc	30.90
SpEd Tuition		
13853	IKM-Manning Community School District	2,496.49
Medicaid		
12846	Iowa Department of Human Services	2,625.15
Background check		
11789	Iowa School Finance Information Service	42.00
WHS Band music-approval		
CMS music		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
WHS Band music-approval		
CMS Band music		
WHS Band music		
12200	J.W. Pepper and Son, Inc.	375.90

01/10/2018 1:54 PM

User ID: LDG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
busbarn doors adjustments		
12318	JR's Sales and Service	45.00
Ag class materials		
13778	LaMotte Company	62.61
WHS lights		
WHS lights		
10339	LESSMAN ELECTRIC SUPPLY CO.	3,907.60
Open enrollment TLC-1st semester		
11366	M-M-C Community Schools	2,073.22
ISP CMS Band repair-Bass Clarinet		
CMS Band resale-reeds		
CMS Band supplies		
10894	MidBell Music, Inc.	97.53
Lift repair		
13512	Midwest Construction Rentals	119.55
Roosevelt repair		
11495	Modern Heating and Cooling, Inc.	946.96
Trans repair parts		
Maint supplies-HVAC belts		
Thomas Funds - 2 welders		
10180	Motor Parts Sales	8,093.37
CMS lights/WHS gym		
CMS lights/WHS gym		
12338	Nelson Electric	151.86
Honor Band director registration		
12716	Northern Festival of Bands	30.00
TLC materials		
10852	One Office Solution	31.99
Booster Club-Wrestling State Wall		
Hy-Vee Funds-Commons/Gym-Braves Pride		
10188	Pilot Rock Signs	3,588.76
W2 forms/envelopes		
W2 forms/envelopes		
W2 forms/envelopes		
10517	Quill Corporation	81.46
Trans repairs		
10946	Rasmussen's	105.60

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Roosevelt carpet		
10537	Robinson's Furniture and Floors	355.25
Garbage collection		
10217	Sanitary Services, Inc.	20.00
Snow removal CMS-12-1/1-2		
Snow removal Roosevelt-12-1/1-2		
Snow removal WHS-12-1/1/2		
13615	SCE	2,255.00
Trans repair parts		
12768	School Bus Sales	100.34
CMS microscope service/repair		
22578	Scientific Specialties	975.00
Misc supplies		
Misc supplies		
13294	SUPPLYWORKS	471.18
Medicaid		
12838	Timberline Billing Service LLC	295.81
Roose repairs-tech room/maint		
Roose repairs-tech room/maint		
11624	Valley Glass Co	425.00
Cell phone-WHS principal		
18319	Verizon Wireless	418.94

Fund Total: 37,823.84

Checking Account Total: 37,823.84

Checking 2  
**Checking** 2 **Fund: 36** **PHYSICAL PLANT & EQUIPMENT**

CMS gym heat		
20223	Control System Specialist	2,106.58
WHS water softeners		
11495	Modern Heating and Cooling, Inc.	8,460.80

Fund Total: 10,567.38

Checking Account Total: 10,567.38

Checking 3  
**Checking** 3 **Fund: 21** **STUDENT ACTIVITY FUND**

Music fundraiser		
Music fundraiser		
13402	4 Seasons Fundraising	14,415.26
Athletics-biofreeze		
13771	Amazon Capital Services	53.70

Officials - Varsity B/G



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Basketball - 1/1		
30749	BARRINGER, DALE	110.00
Officials - Varsity B/G Basketball - 1/1		
30258	Bohnenkamp, Tom	110.00
Hoops Festival- gate/concessions		
13234	Cash and Joyce Lundsgaard	1,500.00
WHS concessions		
11224	Chesterman Co.	1,234.00
Officials - JV Boys Basketball - 1/19		
12934	Cole, Brian	75.00
CMS Student Council concessions		
WHS Concessions		
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	578.93
Officials - Varsity B/G Basketball - 1/1		
13815	Ehlers, Chris	110.00
WHS concessions		
Wrestling concessions		
10067	Fareway Stores, Inc.	49.06
Officials - JV Girls Basketball - 1/16		
Officials - Freshman Boys Basketball -		
Officials - Freshman Boys Basketball - 1		
Officials - 7th Girls Basketball - 1/22		
13602	Goettsch, Eric	295.00
Official-CMS Wrestling-1/25		
30870	HALVERSON, TYLER	150.00
Officials - Varsity B/G Basketball - 1/1		
Officials - Freshman Boys Basketball -		
Officials - Freshman Boys Basketball - 1		
30936	HARRIMAN, WADE	260.00
Official - Wrestling-1/4		
13852	Hildreth, Ryan	115.00
Jazz band registration		
31012	Hoover Jazz Festival	145.00
Baseball fundraiser		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13387	Kirkeby, Jared	127.96
Officials - JV Girls Basketball - 1/19		
Officials - JV Boys Basketball - 1/16		
12713	Lamp, Scott	150.00
Official		
13850	Nelson, Heath	115.00
Honor Band registration		
12716	Northern Festival of Bands	350.00
Baseball fundraiser		
13854	Oates Specialties LLC	220.10
Officials - 8th Girls Basketball - 1/18		
31293	Oswald, Kyle	70.00
Basketball fundraiser Wrestling tournament brackets		
Wrestling cheerleaders - resale		
Athletic Booster Club reimbursement		
10188	Pilot Rock Signs	2,738.40
Officials - JV Boys Basketball - 1/16		
Officials - 7th Girls Basketball - 1/22		
13623	Pitts, Matthew	145.00
CMS Student Council		
10428	Pizza Hut	374.00
Officials - Varsity B/G Basketball - 1/1		
30204	Ploeger, Lance	110.00
Assign SB Officials-2018		
30160	RICHARZ, DEB	200.00
Officials - JV Boys Basketball - 1/19		
31418	Rolfes, Mark	75.00
Official-CMS Wrestling-1/25		
13817	Ryan, Dan	150.00
Officials - Varsity B/G Basketball - 1/1		
13816	Sadler, Todd	110.00
Basketball		
12719	SAF Enterprises, LLC	62.32

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Officials - 8th Girls Basketball - 1/18		
13525	Sherkenbach, Bret	70.00
Scrimmage officials		
30666	Slaughter, Brandon	50.00
Iron man/women plaques		
30903	Trophies Plus	40.35
Officials - JV Girls Basketball - 1/19		
13400	Uhal, John	75.00
Officials - JV Girls Basketball - 1/16		
31251	Van Beek, Alan	75.00
Official-JV Boys Basketball - 1/8		
30528	Wagner, James	75.00
2018 Yearbook- First Deposit		
13776	Walsworth	3,325.00

**Fund Total: 27,909.08**  
**Checking Account Total: 27,909.08**

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Phone			
19014	Cherokee Comm School District		86,390.54
Food items			
11224	Chesterman Co.		282.00
Food service			
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company		7.00
WHS milk credit			
Roosevelt milk			
WHS milk			
Roosevelt milk			
40114	Dean Foods North Central		390.31
Food items			
40032	Earthgrains		272.00
Food items			
10067	Fareway Stores, Inc.		41.80
Kitchen hood inspection			
11198	Fire Proof Plus, Inc.		167.50
Steam cooker repair			
11495	Modern Heating and Cooling, Inc.		84.75

Vendor Name

Amount

Fund Total: 87,635.90

Checking Account Total: 87,635.90

Checking

6

Checking 6 Fund: 81 NON-EXPENDABLE TRUST FUNDS

KCHE Scholarship

13844 Buena Vista University and Trey Valentine 500.00

Fund Total: 500.00

Checking Account Total: 500.00

# January 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.

- 3rd and 4th grade students will be using their Chromebooks in their classrooms to take part of the required FAST testing in the next couple of weeks. They have done this a couple times already and it seems to work well to get the testing done at a convenient classroom time.
- RES continues to struggle with reliable connectivity in some areas of the building. I know that Bill is working on investigating the issues and trying to resolve it.

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)**.

- Our model teachers, instructional coach, and principal attended a 2-Day Intervention System Training in Sioux Center facilitated by the AEA. Its purpose was to engage participants in content learning, skill development, and action planning to further develop an effective Multi-Tiered System of Supports (MTSS) to benefit all learners. We utilized the Intervention System Protocol and Facilitation Guide resources to examine our school's instructional responses and interventions from a system level and learner perspective. We also evaluated intervention effectiveness and the alignment of interventions to our students. This will be work that continues forward with continuous data work to monitor students.
  - RES teachers completed a Knowledge of Literacy Practices Survey (from these trainings) to provide information that will be used in planning future PD.
- PD focus on Dec 6 was Diverse Learners. We explored the characteristics and traits of visual, auditory, kinesthetic, reading & writing, and environmental learners. We determined how to adapt our instruction to meet the needs of all learner.
- PD focus on Dec 13 was Instructional Strategies. A curriculum trainer from My Math worked individually and as a group with our math instructors. She addressed questions & concerns, explored the many online components of My Math, and explained how to use the curriculum & supplemental materials to meet the needs of all learners.
- Curriculum groups worked together on 1/3/18 PD to complete and study curriculum maps for alignment. RES teachers spent afternoon time together to review the maps as a grade level team.

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

- Facebook continues to be a great way to share school events and information. We have had a great response with our Partners in Excellence businesses posting on their Facebook pages when they visit.
- To improve communication within the building and promote a greater awareness & appreciation among certified staff, our teachers participated in a Teacher Walk. Model Teachers stepped into classrooms to give instructors an opportunity to visit other rooms. A follow-up discussion took place, and the staff decided they would like to do this again second semester.

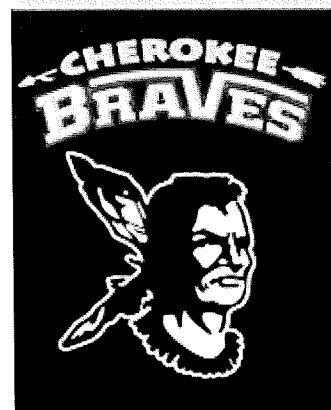
## Other Notes:

- Many of RES's staff have signed up for the school's spring Wellness initiative. We have an afternoon hallway walking group.

# CMS Principally Speaking

## January 2018

Cherokee Community School District



### District Mission

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

- January 5th, Mrs. Haack, Ms. Hammen, Officer James, and Mr. Aden visited Spencer Middle School to take a look at their "Tiger Mentoring Program." We were very impressed and hope to have this implemented by the start of the 2018-19 school year. This will be a school based mentoring program. We will recruit adults from our community to commit to 1 hour a week to spend with a middle school student. We are looking at transforming the current computer lab room into our "Brave Mentoring Room." Mentors would have to pass a background check and have a two hour training about the program. Students and parents would have to fill out an application in order to get into the program. Spencer has ran theirs for the past 7 years and have had great success. They are apart of the Iowa Mentoring Program which CMS would also join this group.

### District Goals

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

- We are currently installing the new projector in the gymnasium and having it hooked up into the current sound system. We hope to have this project completed in the next couple of weeks. We are also installing a new projector, screen, and speakers in the library to help make meetings user friendly.

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

- CMS will be taking their next round of MAP Testing between January 15 and January 26th. Iowa Assessments will be taken February 13,14, and 15th. Students will be taking them during their specific math, reading, and science classes during these three days.

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.



# WHS Building Report

## January 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.**

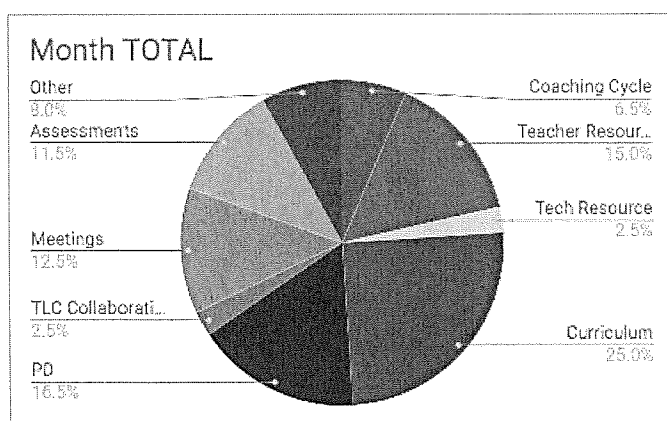
- WHS has our own google classroom page to communicate with staff regarding professional development, forms, and other pertinent information.
- Digital Signage (Novo DS) will be up and running in January for our WHS Students to get the announcements and other important information displayed to students 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.
- Chris Andersen has been a tremendous help to us in revamping and fixing sound systems throughout the building.
- 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.

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

- Teachers have started outlining their curriculum with our district Curriculum outline templates. We got a lot of work done with our Curriculum Outlines on our January 3rd PD.
- We have scheduled monthly meetings with our curriculum chairs (Lead Teachers) to keep a pulse on the curriculum needs of each department.
- We are taking time during professional development to focus on APL strategies to make our classroom instruction more effective across the board. We have created a shared team google drive for sharing ideas.
- 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.
- 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.
- We are looking into different seating options for our classrooms next year. Standing desks, collaborative whiteboard tables, wobble chairs, etc.

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

- We are excited to have time reserved each Wednesday for collaboration with our gen ed and SPED teachers after professional development each week.
- Our Model Teachers are currently looking into PR opportunities revolving around a mascot for our school district.
- Our character development class has been active in the community this semester. We are working on making some great auction items for the Education Foundation event in February. They are continuing to build relationships with the residents at The Gardens twice each month.
- Natalie's breakdown of time for the month of December is below.



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



# Notes for the Board from the Superintendent – January 2018

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

January Standard: Operate as a visionary governance team in partnership with the superintendent by developing a shared vision and plans for student achievement that reflect common values and core beliefs of the school community, by using productive practices for its own operations and development, by ensuring board decisions are based on data and deliberation, and by cultivating a strong relationship and partnership with the superintendent based on clear expectations and accountability.

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
  - We are pleased to announce the first semester went very well with less than ½ of the Chromebook repairs as compared to the same timeframe last year.
  - We continue to wait on E-Rate for an answer to the appeal submitted on the denial of funds for the projects proposed to be completed last summer. I have started the E-Rate process for the 2018-19 school year. I am working on getting RFP's on the E-Rate website for vendor bidding, which should be complete by January 17th. After 28 days, I can place the selected vendor and prices for approval of funds. If the appeal reverses the denial and we get funding, I will then be able to cancel all E-Rate RFP's for the same projects being appealed.

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

- Building Reports – Principals – on the agenda
- Friday, February 16<sup>th</sup> – Professional development opportunity with South O'Brien and HMS (collaboration in the morning and differentiated professional development in the afternoon)
- Iowa Department of Education Public Reporting Site: [reports.educateiowa.gov](http://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
- Monday, February 5<sup>th</sup> – Management Team Meeting – SIAC invited
- Education Foundation Fundraising Event – Saturday, February 24<sup>th</sup>
- 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

October 2 <sup>nd</sup> , 2017 @ 5:30 Board Policy Grievances	November 6 <sup>th</sup> , 2017 @ 5:30 Student Achievement Data – APR SIAC Members Invited	February 5 <sup>th</sup> , 2018 @ 5:30 Transportation & Nutrition Wellness Policy Review
March 5 <sup>th</sup> , 2018 @ 5:30 Curriculum & Instruction Foreign Language, Health, PE, ELL	April 2 <sup>nd</sup> , 2018 @ 5:30 Finance – Budget Hearing – 5 Year SIAC Members Invited	September 3 <sup>rd</sup> , 2018 @ 5:30 Building, Grounds & Capital Projects Facility Tour

### Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson
  - Everything is running well in the kitchen
  - Happy with the new water softener to keep everything running smoothly without buildup on dishes
  - Numbers are about the same for participation, but looking for different recipes/products to increase
  - I will be on the radio on the 22nd of January to talk about our wellness policy, the Education Foundation Fundraiser and the National School Lunch Program

### 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.

- News from Transportation Director, Mike Wiederholt
  - Things are about the same, except for repair work I wasn't able to complete over Christmas break due to illness
  - Plan to attend the board meeting

**Strategic Planning – Finance Update**

- Financials included in board packet
- Secretary/Treasurer's Report – on the agenda
- Superintendent Evaluation – on the agenda
- Cherokee Education Association's proposal for negotiations – on the agenda
- Monday, February 5<sup>th</sup> – Management Team Meeting

**Building, Grounds, and Capital Projects Update**

- Steps in a School Bond Election – on the agenda
- FEH Draft Schedule for Facility Assessment and Master Planning – included in your packet
- Wednesday, January 31<sup>st</sup> @ 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, and Julie Schubert. Next meeting date has not been set.
- News from Jeff Miller, Building and Grounds Director
  - RES – cold weather is causing problems with the boiler
  - WHS – power outage froze the steam coil in the Auditorium heat and hoping it will be fixed soon
  - FEH engineers have completed some of their walkthroughs – but weather is holding them up too

**IASB Update & Other**

- Day on the Hill – Botanical Center and the Iowa State Capitol – January 30, 2018
- School Law Conference – Altoona – February 13, 2018
- 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](mailto:lgvist@ia-sb.org) or (515) 247-7064

**Policy/Legislative Update [IASB/SAI/RSIA/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
- Legislative Priority from Governor Reynolds: 1.5% Supplemental State Aid [SSA]
- Legislative News/Updates/Priorities from our Partners in Education:

<a href="http://www.sai-iowa.org/sai-legislative-priorities.cfm">http://www.sai-iowa.org/sai-legislative-priorities.cfm</a>	<a href="https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&amp;utm_source=govdelivery">https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&amp;utm_source=govdelivery</a>	<a href="http://www.rsaia.org/legislative.html">http://www.rsaia.org/legislative.html</a>
<a href="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">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</a>		

**Cherokee Community School District**  
**DRAFT Schedule and Outline Agendas**

**Facility Assessments & Master Planning**  
**1/4/18**

**Week of January 8 – Information Gathering**

- Facility Condition Questionnaire distributed to Operations Director and Building Administrators
- Existing floor plans distributed to Building Administrators for verification of spaces
- Operations Director to gather and forward maintenance records, fire marshal reports, etc. for each building to Design Team
  - Complete and return these items by January 11.
- Growth Projection worksheet distributed to Administration
- Items to Consider worksheet distributed to Administration
  - Complete and return these items by January 19

**January 11 – Design Team visit to each building for documentation of existing conditions (Design Team)**

**January 31 – Kick-Off Meeting for FCA and PCA (Committee)**

- Introduction to FCA/PCA and Master Planning Process (Design Team)
- Initial report on condition of facilities (Design Team)
- Review of PCA goals (Design Team)
- Review of financial information (Admin)
- Initial discussion on program needs (Committee)
- Initial discussion on possible facility options (Committee)
- Assign committee work – if required (Design Team)
- Set date/time for next meeting (Committee)

**Week of February 12 – FCA/PCA (Committee)**

- Review draft of FCA report (Design Team)
- Review PCA information from District (Committee)
  - Growth projections/class sizes
  - Items to Consider
  - Utilization of existing facilities
- Discussion on educational programs for each facility
- Discussion on issues/options
- Initial discussion on possible sites for new or expanded facilities
- Set date/time for next meeting (Committee)

**Week of Feb 26 – PCA (Facility Committee)**

- Review and accept final draft of FCA report (Design Team)
- Committee acceptance of FCA report (Committee)
- Finalize educational programs (Committee)
- Finalize Items to Consider (Committee)
- Finalize issues/options (Committee)
- Finalize site information (Committee)
- Set date/time for next meeting (Committee)

**Week of March 12 – PCA and Master Planning (Committee)**

- Review and accept final draft of PCA report (Design Team)
- Begin master planning process (Design Team)
- Discussion on issues surrounding each option to be considered (Committee)
- Set date/time for next meeting (Committee)

**March 19 – Board Meeting – Update**

- Present FCA for Board acceptance (Design Team/Committee)
- Present PCA for Board review (Design Team/Committee)
- Board input on PCA, additional issues discussion (Design Team/Committee)

**Week of March 26 – Master Planning (Committee)**

- Review progress on master planning options (Design Team)
- Feedback on draft master planning (Committee)
- Initial discussion on cost opinions for each option (Design Team)
- Set date/time for next meeting (Committee)

**Week of April 9 – Master Planning (Committee)**

- Review final draft of Master Planning report (Committee)
- Final discussions on presentation to the Board (Committee)

**April 16 – Board Meeting**

- Present final PCA report for Board acceptance (Design Team/Committee)
- Present final Master Planning report for Board acceptance (Design Team/Committee)
- Discussion on Bond Planning Services (Design Team)



PURCHASING ON BEHALF OF EMPLOYEES

Generally, the school district will not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It is within the discretion of the board to determine when unique and unusual circumstances exist.

No purchase is made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 703 Budget

Approved \_\_\_\_\_

Reviewed 7/20/15, 1/15/18

Revised \_\_\_\_\_

PAYMENT FOR GOODS AND SERVICES

The board authorizes the issuance payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

The board authorizes the board secretary, upon approval of the superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary will examine the claims and verify bills. The board will approve the bills at its next regular meeting.

The secretary will determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

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

Legal Reference:        Love v. City of Des Moines, 210 Iowa 90, 230 N.W. 373 (1930).  
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2007).  
281 I.A.C. 12.3(1).  
1980 Op. Att'y Gen. 102, 160, 720.  
1976 Op. Att'y Gen. 69.  
1972 Op. Att'y Gen. 130, 180, 392, 456, 651.  
1936 Op. Att'y Gen. 375.

Cross Reference:        705     Expenditures

Approved \_\_\_\_\_

Reviewed 7/20/15, 1/15/18

Revised \_\_\_\_\_

PAYROLL PERIODS

The payroll period for the school district is monthly. Employees are paid on the 20<sup>th</sup> day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

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

Legal Reference: Iowa Code §§ 20.9; 91A.2(4), .3 (2007).

Cross Reference: 706.2 Payroll Deductions

Approved \_\_\_\_\_

Reviewed 08/17/15, 1/15/18 Revised \_\_\_\_\_

PAYROLL DEDUCTIONS

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System (IPERS).

Employees may elect to have payments withheld for district-related and mutually agreed upon group insurance coverage, and/or tax sheltered annuity programs. Requests for these deductions will be made in writing to the superintendent. Requests for purchase or change of tax-sheltered annuities may be made anytime during the year.

It is the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

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

Legal Reference: Iowa Code §§ 91A.2(4), .3; 294.8-9, .15-.16 (2007).

Cross Reference: 406.6 Licensed Employee Tax Shelter Programs  
412.4 Classified Employee Tax Shelter Programs  
706.1 Payroll Periods

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_



PAY DEDUCTIONS

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted, or,
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

Legal Reference: 29 U.S.C. Sec. 2 13(a)  
29 C.F.R. Part 541

Cross References: 409.8 Licensed Employee Unpaid Leave  
414.8 Classified Employee Unpaid Leave

Approved \_\_\_\_\_

Received 8/17/15, 1/15/18 \_\_\_\_\_

Revised \_\_\_\_\_

PAY DEDUCTION REGULATION

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Superintendent. Within 15 days, the superintendent will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

SECRETARY'S REPORTS

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§ 279.8; 291.7 (2007).

Cross Reference: 206.3 Secretary [or 206.3, Secretary-Treasurer]  
210.1 Annual Meeting  
707 Fiscal Reports

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_

TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and schoolhouse funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

Legal Reference: Iowa Code §§ 279.31, .33 (2007).

Cross Reference: 206.4 Treasurer [*or 206.3, Secretary-Treasurer*]  
210.1 Annual Meeting  
707 Fiscal Reports

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_

PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

Legal Reference: Iowa Code §§ 279.35, .36; 618 (2007).  
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary [*or Secretary-Treasurer*]

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18 Revised \_\_\_\_\_

AUDIT

To review the funds and accounts of the school district, the board will employ an auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors.

Legal Reference: Iowa Code § 11.6 (2007).

Cross Reference: 701 Financial Accounting System  
707 Fiscal Reports

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary's financial records.....Permanently
- Treasurer's financial records.....Permanently
- Minutes of the Board of Directors.....Permanently
- Annual audit reports .....Permanently
- Annual budget .....Permanently
- Permanent record of individual pupil .....Permanently
- Records of payment of judgments against  
the school district.....20 years
- Bonds and bond coupons.....10 years
- Written contracts .....10 years
- Cancelled warrants, check stubs, bank  
statements, bills, invoices, and  
related records .....5 years
- Recordings of closed meetings .....1 year
- Program grants .....As determined by the  
grant
- Nonpayroll personnel records .....1 year
- Payroll records.....3 years

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the vault located at 400 North Roosevelt, Cherokee Iowa. These records will be maintained by the superintendent.

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

The superintendent may microfilm or microfiche school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

Legal Reference:     City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).  
                          City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980).  
                          Iowa Code §§ 22.3, .7; 91a.6; 279.8 (2007).  
                          281 I.A.C. 12.3(6).

Cross Reference:    206.3   Secretary [*or Secretary/Treasurer*]  
                          215     Board of Directors' Records  
                          401.5   Employee Records  
                          506     Student Records  
                          901     Public Examination of School District Records



## INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program is reviewed once every three years. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1000 unless such insurance is required by statute or contract.

The board may retain a private organization for fixed assets management services.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The superintendent is responsible for maintaining the fixed assets management system, processing claims and maintaining loss records.

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6); 296.7; 298A; 517A.1; 670.7 (2007).  
1974 Op. Att'y Gen. 171.  
1972 Op. Att'y Gen. 676.

Cross Reference: 205 Board Member Liability  
804 Safety Program

Approved \_\_\_\_\_

Reviewed 8/17/15, 1/15/18

Revised \_\_\_\_\_

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

The undersigned, hereafter referred to as "entity," states that it will hold the Cherokee School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Cherokee School District

By \_\_\_\_\_ By \_\_\_\_\_  
Superintendent

Title \_\_\_\_\_ By \_\_\_\_\_  
Secretary

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Reviewed 6/20/16 Revised \_\_\_\_\_

# 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.

CHEROKEE COMMUNITY SCHOOL DISTRICT  
2018-2019 CALENDAR

Option 1: No Spring Break

August, 2018					Days	Days	Days	By	
M	T	W	T	F		Qtr.	Sch.	Hours	
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
								42.5	August 29 - 2:00 Early Dismissal - Teacher Collaboration
September, 2018									
			0	0	0	7	7	0	September 3 Labor Day
4	5	6	7	8	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									
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 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 27 - 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									
7	8	9	10	11	2	40	85	13	January 1, Holiday
14	15	16	17	18	5	45	90	31	January 2 - No School
21	22	23	24	25	5	5	95	31	January 9 - 2:00 Dismissal - Teacher Collaboration
28	29	30	31		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									
4	5	6	7	8	1	15	105	6.5	February 6 - 2:00 Early Dismissal - Teacher Collaboration
11	12	13	14	15	5	20	110	31	February 13 - 2:00 Early Dismissal - Teacher Collaboration
18	19	20	21	22	4	24	114	24.5	February 15 - No School Professional Development (Snow Make-Up Day)
25	26	27	28		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									
4	5	6	7	8	1	33	123	6.5	March 6 - 2:00 Early Dismissal - Teacher Collaboration
11	12	13	14	15	5	38	128	31	March 11 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
18	19	20	21	22	5	43	133	29.5	March 13 - 2:00 Early Dismissal - Teacher Collaboration
25	26	27	28	29	5	45	138	31	March 14 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
					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									
6	7	8	9	10	3	30	165	18	May 1 - 2:00 Early Dismissal-Teacher Collaboration
13	14	15	16	17	5	35	170	31	May 8 - 2:00 Early Dismissal-Teacher Collaboration
20	21	22	23	24	5	40	175	31	May 15 - 2:00 Early Dismissal-Teacher Collaboration
27	28	29	30	31	5	45	180	29.5	May 19 - 2018 Graduation
					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	45	180	0	May 28-Professional Development
					0	45	180	0	May 29-Professional Development
								1108.5	

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

CHEROKEE COMMUNITY SCHOOL DISTRICT  
2018-2019 CALENDAR

Option 2: Yes Spring Break

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

August, 2018					Days	Days Qtr.	Days Sch.	By Hours
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	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
								42.5 August 29 - 2:00 Early Dismissal - Teacher Collaboration
September, 2018					Days	Days Qtr.	Days Sch.	By Hours
			0	0	0	7	7	0
3	4	5	6	7	4	11	11	24.5
10	11	12	13	14	5	16	16	31
17	18	19	20	21	5	21	21	31
24	25	26	27	28	5	26	26	31
								117.5 September 3 Labor Day
								September 4, ECLC Begins -
								September 5 - 2:00 Early Dismissal - Teacher Collaboration
								September 12 - 2:00 Early Dismissal- Teacher Collaboration
								September 19 - 2:00 Early Dismissal-Teacher Collaboration
								September 26 - 2:00 Early Dismissal - Teacher Collaboration
October, 2018					Days	Days Qtr.	Days Sch.	By Hours
1	2	3	4	5	4	26	26	24.5
8	9	10	11	12	5	30	30	31
15	16	17	18	19	5	35	35	31
22	23	24	25	26	5	40	40	29.5
29	30	31			3	45	45	18
								134.0 October 1 - No School, Professional Development
								October 3 - 2:00 Early Dismissal-Teacher Collaboration
								October 10 - 2:00 Dismissal - Teacher Collaboration
								October 17 - 2:00 Dismissal - Teacher Collaboration
								October 22 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
								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 27 - No School, P/T Comp - End of Quarter of 45 days
								October 31 - 2:00 Dismissal - Teacher Collaboration
November, 2018					Days	Days Qtr.	Days Sch.	By Hours
			1	2	2	5	50	13
5	6	7	8	9	5	10	55	31
12	13	14	15	16	5	15	60	31
19	20	21	22	23	2	17	62	13
26	27	28	29	30	5	22	67	31
								0 November 7 - 2:00 Dismissal - Teacher Collaboration
								November 14 - 2:00 Early Dismissal- Teacher Collaboration
								November 21, 22, 23 - Thanksgiving Holiday Vacation
								November 28 - 2:00 Early Dismissal-Teacher Collaboration
								119.0
December, 2018					Days	Days Qtr.	Days Sch.	By Hours
			0	1	1	23	68	6.5
3	4	5	6	7	5	28	73	31
10	11	12	13	14	5	33	78	31
17	18	19	20	21	5	38	83	29.5
24	25	26	27	28	0	38	83	0
31					0	38	83	0
								December 5 - 2:00 Dismissal-Teacher Collaboration
								December 12 - 2:00 Dismissal-Teacher Collaboration
								December 19 - 2:00 Dismissal-Teacher Collaboration
								December 21 - 2:00 Dismissal
								December 25 - Holiday
								98.0 December 21 - January 2 (Winter) Break
January, 2019					Days	Days Qtr.	Days Sch.	By Hours
			3	4	2	40	85	13
7	8	9	10	11	5	45	90	31
14	15	16	17	18	5	5	95	31
21	22	23	24	25	5	10	100	31
28	29	30	31		4	14	104	24.5
								130.5 January 1, Holiday
								January 2 - No School
								January 9 - 2:00 Dismissal - Teacher Collaboration
								January 11 - End of 2nd Quarter/1st Semester 45/90 days
								January 16 - 2:00 Early Dismissal-Teacher Collaboration
								January 23 - 2:00 Early Dismissal-Teacher Collaboration
								January 30 - 2:00 Early Dismissal-Teacher Collaboration
February, 2019					Days	Days Qtr.	Days Sch.	By Hours
				1	1	15	105	6.5
4	5	6	7	8	5	20	110	31
11	12	13	14	15	4	24	114	24.5
18	19	20	21	22	4	28	118	24.5
25	26	27	28		4	32	122	24.5
								111.0 February 6 - 2:00 Early Dismissal - Teacher Collaboration
								February 13 - 2:00 Early Dismissal - Teacher Collaboration
								February 15 - No School Professional Development (Snow Make-Up Day)
								February 18 - No School, President's Day
								February 20 - 2:00 Early Dismissal - Teacher Collaboration
								February 27 - 2:00 Early Dismissal - Teacher Collaboration
March, 2019					Days	Days Qtr.	Days Sch.	By Hours
				1	1	33	123	6.5
4	5	6	7	8	0	33	123	0
11	12	13	14	15	5	38	128	29.5
18	19	20	21	22	5	43	133	31
25	26	27	28	29	5	45	138	31
								98.0 March 4th-8th - Spring Break
								March 11 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
								March 13 - 2:00 Early Dismissal - Teacher Collaboration
								March 14 - 2:00-Student Dismiss/Teacher Planning/Parent Teacher Conferences 3:30-7:30
								March 15 - No School P/T Comp Day
								March 20 - 2:00 Early Dismissal - No PD - Teacher Work Time
								March 27 - 2:00 Early Dismissal - Teacher Collaboration
April, 2019					Days	Days Qtr.	Days Sch.	By Hours
1	2	3	4	5	4	7	142	24.5
8	9	10	11	12	5	12	147	31
15	16	17	18	19	4	16	151	24.5
22	23	24	25	26	5	21	156	31
29	30				2	23	158	13
								158 April 1 - No School, Professional Development (Snow Make Up Day)
								April 3 - 2:00 Early Dismissal-Teacher Collaboration
								April 10 - 2:00 Early Dismissal-Teacher Collaboration
								April 17 - 2:00 Early Dismissal-Teacher Collaboration
								April 19th - No School
								124 April 24 - 2:00 Early Dismissal-Teacher Collaboration
May, 2019					Days	Days Qtr.	Days Sch.	By Hours
		1	2	3	3	26	158	18
6	7	8	9	10	5	31	161	31
13	14	15	16	17	5	36	171	31
20	21	22	23	24	5	41	176	29.5
27	28	29	30	31	4	45	180	24.5
								134 May 1 - 2:00 Early Dismissal-Teacher Collaboration
								May 8 - 2:00 Early Dismissal-Teacher Collaboration
								May 15 - 2:00 Early Dismissal-Teacher Collaboration
								May 19 - 2018 Graduation
								May 22 - 2:00 Early Dismissal-Teacher Collaboration
								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					Days	Days Qtr.	Days Sch.	By Hours
3	4	5	6	7	0	45	180	0
10	11	12	13	14	0	45	180	0
17	18	19	20	21				1108.5
24	25	26	27	28				June 3 - Professional Development
								June 4 - Professional Development

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

**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 \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

---

# **SUPERINTENDENT GOALS**

MONDAY, FEBRUARY 5, 2017

2015-2016

- **Iowa Standards for School Leaders**
    - **Vision of learning supported by school community**
    - **Sustaining a school culture and instructional program**
    - **Safe, efficient, effective learning environment**
    - **Collaborating with community**
    - **Acting with integrity, fairness, and in an ethical manner**
    - **Responding to the larger political, social, and cultural context**
  - **Board Approved Goals**
    - **Communication - Brave Pride**
    - **Iowa Core - Student Achievement**
    - **Technology - Integrate more into classrooms (1:1)**
  - **Superintendent's Plan of Entry - Reviewed with Board**
    - **Goal 1 – Board-Superintendent Relations - Establish the Board and superintendent as a unified team focused upon “what is best for the students of the Cherokee Community School District” while maintaining fiscal responsibility.**
    - **Goal 2 – Community-Superintendent Relations - Build relationships with students, parents, teachers, support staff, and community members.**
    - **Goal 3 – Climate - The leadership team through a systematic approach will engage all stakeholders to create transparency and create an open forum for discussion.**
-

- 
- **Goal 4: Student Achievement - Empower all students to reach their potential and make academic progress.**
  - **Goal 5: Budget/Finance - Create efficiency and transparency while providing fiscal responsibility and a quality education for all students.**

## 2016-2017

- **Continue strong communication, working with Admin Team, Brave Pride, community involvement, and inclusive environment (Special Education)**
- **Need Facilities Assessment and Secure Building Entrances**
- **Need Survey to Teachers - How are Administrators doing?**
- **Iowa Standards for School Leaders Focus**
  - **Vision of learning supported by school community**
  - **Sustaining a school culture and instructional program**

## 2017-2018

- **Make more connections with teachers - more time in RES, CMS, WHS**
- **More community involvement**
- **Provide Board with Iowa Core results and progress**
- **More administrative team input to the Board**

## 2018-2019

-



# FACILITIES COMMITTEE

1/31/2018

Meeting of the Facilities Study Committee

January 31, 2018 @ 5:30 p.m.

Library, Roosevelt Elementary School - 929 North Roosevelt

## Committee Members:

Susie Haselhoff

John Loughlin

Jina Wood

Jenn Nixon

Paul Fuhrman

Laura Jones

Jodi Schlicting

Leroy Schoon

Darla Struck

George Wittgraf

John Comstock

Stephanie Zarr

Joe Lundsgaard

Stephanie Thill

Shelly Owens

Levi George

Brian Cedar

Chris Tofteberg

Barb Pruet

Mark Hecox

Dale Springer

Julie Schubert

Gail Kremer

## TENTATIVE AGENDA

1. Review meeting minutes - 11/29/2017
2. Review board meeting minutes - 12/18/17
3. Website Link
  - a. Mission
  - b. Members
  - c. Agendas/Minutes
  - d. Video/Audio Tours
4. Video/Audio Tours
  - a. WHS
  - b. RES
5. Google Earth
6. FEH Design Team
  - a. Facilities Condition Assessment [FCA] - Initial Report
  - b. Program Compatibility Assessment [PCA]
    - i. Goals
    - ii. Needs
  - c. Master Planning Process
7. General Discussion
  - a. New Elementary School
  - b. New High School
  - c. Two Campuses: PK-6 (Addition and/or Renovations at CMS) and 7-12 (Addition and/or Renovations at WHS)
  - d. Financial Information
8. Informational - Steps in School Bond Election - Kim Lingenfelter
  - a. Step Three of a School Bond Election - Educational Specifications

# FACILITIES COMMITTEE

1/31/2018

The board must employ an architectural firm to study the specifications, determine the kinds of spaces needed, and help develop preliminary sketches of a building that will accommodate the specifications. Facilities Committee brings final report and recommendation to the board of education in public session.

- b. Step Four of a School Bond Election - The Bond Issue Petition
  - i. Board must project dollar figure total cost of the project from estimated square feet needed
  - ii. Board must employ legal consultant to draw up petition and be in charge of legal proceedings
  - iii. Arrange information meetings for all petition takers with necessary legal information, facts, and figures
  - iv. Circulate petitions (political block system)
  - v. 25% of legally qualified voters in last election of school officials (201) must sign the petition
  - vi. When enough signatures have been obtained, a legal voter of the district must file petition with the president of the board
9. Co-chairpersons appoint subcommittees and chairperson(s) for those subcommittees (all chairs act as steering committee for final report and recommendation to the board) and appoint committee members to specific subcommittees.
  - a. Subcommittees
    - i. Financial Subcommittee- Will develop a financial plan to facilitate both the proposals from the Elementary Replacement Subcommittee and the New High School Subcommittee. Will also develop a long-term financial proposal for the future replacement of CCSD facilities.
    - ii. Educational Needs/Site Subcommittee- Will determine the needs of the students, teachers, administration, and community and work with the Elementary Replacement Subcommittee and the New High School Subcommittee for implantation of their findings. Will also examine and present recommendation for a site for each of the two proposals.
    - iii. Public Relations and Advertising Subcommittee- Will develop a plan and direct a campaign for community outreach in support of the passing of a bond issuance and any other financial requirement recommended by the Financial Subcommittee.

# FACILITIES COMMITTEE

1/31/2018

10. Set date for next meeting (week of February 12)
11. Adjournment

## Next meeting:

- a. Review FCA Report
- b. Review PCA Information from District Committee
  - i. Growth Projections/Class Sizes
  - ii. Educational Program Considerations
  - iii. Utilization of Existing Facilities
- c. Expanded and/or New Facilities Sites

Final Report from Facilities Committee to Board of Education typically includes, but is not limited to: enrollment, how well current facility serves needs of students, planned changes in educational program, physical condition of current facility and possibility of remodeling, financial status and bonding capacity of district, space required for technology and new approaches to educational methodology, new site, expanded extracurriculars, additional course offerings, and any other special areas.