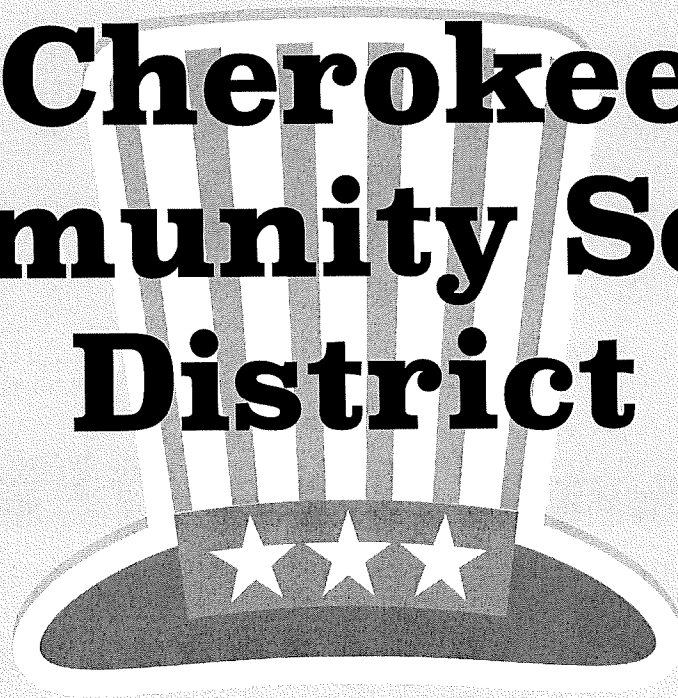


# **Cherokee Community School District**



## **PRESIDENTS DAY**



**Regular Board Meeting**

**February 18, 2019**

**5:30 p.m.**

**WHS Conference Room**

### **Board Members:**

**Ms. Laura Dawson- President**

**Mr. Logan Patterson - Vice President**

**Mr. Paul Fuhrman**

**Mr. Charles Wulfsen**

**Mrs. Laura Jones**

**Mrs. Joyce Lundsgaard, Business Manager/Board Secretary**

**Mrs. Kimberly Lingenfelter, Superintendent**

**Public Hearing – School Calendar 2019-2020  
Cherokee Community School District, 600 West Bluff Street  
Monday, February 18, 2019 @ 5:30 PM**

Cherokee Community School District 2019-2020 School Calendar is available on the front page of the district website: [www.ccsd.k12.ia.us](http://www.ccsd.k12.ia.us) and is also available in hardcopy at central office. If you have comments that you wish to be considered before the 2019-2020 school calendar is board approved and are not able to attend the public hearing, please submit those comments to: Kimberly Lingenfelter, Superintendent by February 18, 2019 by 2:00 PM

- |                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Call the hearing to order</li> <li>2. Approve the agenda</li> <li>3. Public hearing on the 2019-2020 School Calendar</li> <li>4. Any person interested may appear and file objections to the proposed 2019-2020 School Calendar</li> <li>5. Close the public hearing</li> <li>6. Adjournment</li> </ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Regular Board of Education Meeting  
Cherokee Community School District  
600 West Bluff Street  
Agenda for Monday, February 18, 2019 @ following Public Hearing**

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol 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<br/>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             <ol style="list-style-type: none"> <li>A. Approve the minutes of the regular meeting [1-21-19] and management team meeting [1-28-19]</li> <li>B. Approve financial statements</li> <li>C. Approve monthly bills</li> </ol> </li> </ol> |
| <ol style="list-style-type: none"> <li>7. Communication and Reports             <ol 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> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"> <li>8. Policy<br/>Clerical Change(s): 401.1 Equal Employment Opportunity - updated address; 401.5R1 Employee Records Regulation - required paragraph for public personnel records available for inspection<br/>Affirm: 400 Role of and Guiding Principles for Employees; 401.1 Equal Employment Opportunity; 401.2 Employee Conflict of Interest; 401.3 Nepotism; 401.4 Employee Complaints; 401.5 Employee Records; 401.5R1 Employee Records Regulation; 401.7 Employee Travel Compensation; 401.8 Recognition for Service of Employees; 401.9 Employee Political Activity; 401.10 Credit Cards</li> </ol>  |
| <ol style="list-style-type: none"> <li>9. New Business             <ol style="list-style-type: none"> <li>A. Discussion of/ action concerning the 2019-2020 School Calendar</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**\* 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. Discussion of/ action concerning bidding two alternate classrooms on the PK-4 addition
- C. Discussion of/ action concerning a resolution directing the advertisement for sale, approving electronic bidding and the official statement not to exceed \$2,600,000 General Obligation School Bonds, Series 2019
- D. Discussion of/ action concerning the FY18 audit
- E. Discussion of/ action concerning early retirement incentives for applicants in the order they were received:
  - 1. Lori Fordyce
- F. Discussion of/ action concerning the resignation of Sara Groepper as CMS Lego League Coach
- G. Discussion of/ action concerning the resignation of Adam Rapp as WHS Assistant Football Coach
- H. Discussion of/ action concerning extending a contract to Lisa Hare as CMS Language Arts Instructor
- I. Discussion of/ action concerning extending a contract to Tony Gunter as RES 4th Grade Instructor
- J. Discussion of/ action concerning extending a contract to Tyus Adkins as WHS Physical Education Instructor
- K. Discussion of/ action concerning extending a contract to Cindy Husman as CMS 5th/6th Social Studies Instructor
- L. Discussion of/ action concerning extending a contract to Pamela Frederickson as CMS Volleyball Coach
- M. Discussion of/ action concerning extending a contract to Julie Hummel as CMS Volleyball Coach
- N. Discussion of/ action concerning extending a contract to Ami Burch as CMS 7th/8th Special Education Instructor
- O. Discussion of/ information concerning a date for budget hearing - Monday, April 1, 2019 @ 5:30 PM
- P. Discussion of/ information concerning CCSD's Health and Wellness Program
- Q. Discussion of/ information concerning the Food Services Department - annual review
- R. Discussion of/ information concerning the Nursing Department - annual review
- S. Discussion of/ information concerning naming the PK-4 addition
- T. Discussion of/ information concerning steps in a school bond election
- U. Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues

**10. Board Committee Reports**

- A. Curriculum and Instruction – Fuhrman, Jones
- B. Policy – Dawson, Wulfesen
- C. Finance\* – Dawson, Patterson
- D. Building, Grounds, Capital Projects – Fuhrman, Jones
- E. Transportation, Nutrition – Patterson, Wulfesen

**11. Items of Interest for the Next Meeting [March 18, 2019 @ 5:30 PM]**

- A. Discussion of/ action concerning the sale of \$2,600,000 General Obligation Bonds, Series 2019
- B. Discussion of/ information concerning the 2019-2020 budget

**12. Adjournment**

**Projected Dates/Times for Regular Board of Education Meetings 2018-2019**

December 17 <sup>th</sup> , 2018 @ 5:30 pm	January 21 <sup>st</sup> , 2019 @ 5:30 pm	February 18 <sup>th</sup> , 2019 @ 5:30 pm	March 18 <sup>th</sup> , 2019 @ 5:30 pm
April 15 <sup>th</sup> , 2019 @ 5:30 pm	May 20 <sup>th</sup> , 2019 @ 5:30 pm	June 17 <sup>th</sup> , 2019 @ 5:30 pm	July 15 <sup>th</sup> , 2019 @ 5:30 pm
August 19 <sup>th</sup> , 2019 @ 5:30 pm	September 16 <sup>th</sup> , 2019 @ 5:30 pm	October 21 <sup>st</sup> , 2019 @ 5:30 pm	November 18 <sup>th</sup> , 2019 @ 5:30 pm

**Projected Dates/Times for Management Team Meetings 2018-2019**

January 28 <sup>th</sup> , 2019 @ 5:30 pm	March 4 <sup>th</sup> , 2019 @ 5:30 pm	April 1 <sup>st</sup> , 2019 @ 5:30 pm
October 7 <sup>th</sup> , 2019 @ 5:30 pm	November 4 <sup>th</sup> , 2019 @ 5:30 pm	December 2 <sup>nd</sup> , 2019 @ 5:30 p.m.

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

**Cherokee Community School District  
Regular Meeting  
January 21, 2019**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, January 21, 2019 beginning at 5:30 P.M. The meeting was held in the WHS conference room 600 West Bluff St., Cherokee, IA.

**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 Wulfsen to approve the agenda. All Ayes

**3. Roll call of members in attendance**

Roll Call was taken. Present were Laura Jones, Paul Fuhrman, Chuck Wulfsen, Logan Patterson, Laura Dawson

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

All board members were present.

**5. Welcome Visitors**

Visitors were welcomed. Others present: Kimberly Lingenfelter, Wade Riley, Tim Stoneking, James DeVos, Mari Bauer, Joyce Lundsgaard

**6. Consent Agenda**

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

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

**7. Communication and reports**

Administrative reports were given.

**8. Policy**

There were no recommended policy changes. Moved by Patterson, seconded by Wulfsen to approve policies 303.1 Administrative Positions; 303.2 Administrator Qualifications, Recruitment, Appointment; 303.3 Administrator Contract and Contract Nonrenewal; 303.4 Administrator Salary and Other Compensation; 303.5 Administrator Duties; 303.6 Administrator Evaluation; 303.7 Administrator Professional Development; 303.8 Administrator Civic Activities; 303.9 Administrator consulting Outside Employment; 304.1 Development and Enforcement of Administrative Regulations; 304.2 Monitoring of Administrative Regulations; 305 Administrator Code of Ethics; 306 Succession of Authority to the Superintendent; 307 Communication Channels. All Ayes

**9. New Business**

**A. Discussion of/information concerning negotiations**

The Cherokee Education Association presented their initial proposal for the 2019-20 school year. The proposal included a base wage increase of \$1,000. The association proposed certified staff handbook changes of an additional personal day for all employees who have 145 sick days at the end of the school year and an increase of 3% on schedule B for Varsity Cross Country, Golf and Tennis coaches and

Assistant Cross Country and Tennis. The board will present their initial proposal to the association on January 28<sup>th</sup>.

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

Moved by Wulfsen, seconded by Jones to approve the donation from RJ Thomas for special school projects in the amount of \$6,730 with appreciation for their donation. All Ayes

**C. Discussion of/action concerning a timeline for the PK-4 construction project**

Moved by Wulfsen, seconded by Jones to approve beginning the PK-4 construction project as soon as possible. Construction is set to begin in early May. All Ayes

**D. Discussion of/action concerning SBO Joyce Lundsgaard assisting River Valley**

Moved by Patterson, seconded by Wulfsen to approve a contract allowing SBO Joyce Lundsgaard to assist the River Valley Community School District as the licensed School Business Official for the remainder of the 2018-19 school year. River Valley will reimburse the district \$5,000 for SBO assistance one day a month.

**E. Discussion of /action concerning out of state travel - NASA**

Moved by Fuhrman, seconded by Patterson to approve out of state travel for the NASA trip in March. All Ayes

**F. Discussion of/action concerning the resignation of Pam Morrow**

Moved by Wulfsen, seconded by Jones to approve the resignation of Pam Morrow as WHS attendance secretary with appreciation for her service to the district. All Ayes

**G. Discussion of/action concerning the resignation of Tim Stoneking – CMS Volleyball**

Moved by Wulfsen, seconded by Jones to approve the resignation of Tim Stoneking as CMS Volleyball Coach. All Ayes

**H. Discussion of/action concerning the resignation of Cara Lubeck – CMS Volleyball**

Moved by Patterson, seconded by Wulfsen to approve the resignation of Cara Lubeck as CMS Volleyball Coach. All Ayes

**I. Discussion of/action concerning extending a contract to Stephanie Maass**

Moved by Patterson, seconded by Wulfsen to approve extending a contract to Stephanie Maass as CMS Math Instructor. All Ayes

**J. Discussion of/action concerning extending a contract to Tony Gunter**

Moved by Patterson, seconded by Jones to approve extending a contract to Tony Gunter as WHS Head Football Coach. All Ayes

**K. Discussion of/action concerning extending a contract to Karl Larson**

Moved by Fuhrman, seconded by Wulfsen to approve extending a contract to Karl Larson as Custodian. All Ayes

**L. Discussion of/information concerning the 2019-20 school calendar**

Two calendar options were presented to the board for the 2019-20 school year. Both calendars have a start date of August 23<sup>rd</sup> and an end date of May 27<sup>th</sup>. One calendar contains 180 instructional days and the other has 177. The board will select a calendar at the February board meeting.

**M. Discussion of/information concerning Management Team Meeting**

Management Team Meeting will be held on Monday, January 28<sup>th</sup> at 5:30 P.M.

**N. Exempt Session**

The board entered into exempt session at 6:15 P.M. to discuss collective bargaining strategies and issues.

The board resumed in open session at 6:52 P.M.

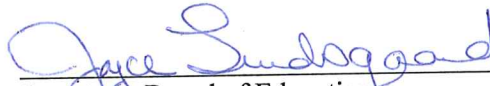
**O. Adjournment**

Moved by Wulfsen, seconded by Jones to adjourn the meeting at 6:52 P.M. All Ayes

Management Team Meeting – Monday, January 28, 2019, 5:30 P.M.



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



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



**Cherokee Community School District  
Management Team Meeting  
January 28, 2019**

The Cherokee Community School District Board of Education held a management team meeting on Monday, January 28, 2019 beginning at 5:30 P.M. The meeting was held in the WHS conference room, 600 West Bluff St., Cherokee, IA.

**1. Call the meeting to order**

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

Board members present: Logan Patterson, Chuck Wulfsen, Paul Fuhrman, Laura Dawson and Laura Jones

**2. Approve the Agenda**

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

**3. Management Team Information**

**A. Discussion of/information concerning negotiations**

The board presented their initial proposal to the Cherokee Education Association. The board proposed a base wage increase of \$275. Negotiations will continue after insurance rates have been received.

**B. Discussion of/action concerning extending a contract to Rebecca Hopkins**

Moved by Patterson, seconded by Wulfsen to extend a contract to Rebecca Hopkins as CMS 7<sup>th</sup> & 8<sup>th</sup> Grade Social Studies Teacher. All Ayes

**C. Discussion of/action concerning early retirement incentives**

Moved by Patterson, seconded by Jones to approve the early retirement incentive for Dianne Klinker with appreciation for her years of service to the district. All Ayes

**D. Discussion of/information concerning the 2019-20 school calendar**

The board will hold a public hearing regarding the school calendar in February.

**E. Discussion of/information concerning ISFIS Building Blocks – Basic School Finance**

The board watched a basic school finance video provided by ISFIS, Iowa School Finance Information Services, and reviewed a financial analysis of the Cherokee School District.

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


The board entered into closed session at 6:15 P.M. as provided in section 21.5(1)(i) to evaluate the superintendent. The board evaluated standard 4 – Collaborating with families and community members.

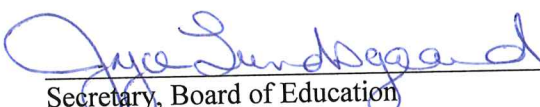
The board resumed in open session at 6:39 P.M.

**G. Adjournment**

Moved by Patterson, seconded by Wulfsen to adjourn the meeting at 6:39 P.M. All Ayes

Regular Meeting – February 18, 5:30 P.M.

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

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

Financial Report - January 19

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,386,606.55	809,482.56	926,142.24	\$ 2,269,946.87
Management	688,846.65	12,216.27	328.78	700,734.14
Self-Insurance Fund	1,301,509.88	11,581.37	17,718.34	1,295,372.91
<b>Subtotal General Fund</b>	<b>4,376,963.08</b>	<b>833,280.20</b>	<b>944,189.36</b>	<b>4,266,053.92</b>
Activity	150,485.88	35,181.38	31,823.58	153,843.68
PPEL	409,474.86	25,920.96	11,411.38	423,984.44
Capital Projects (Sales Tax)	1,873,791.10	81,461.46	-	1,955,252.56
Bond Proceeds	9,923,685.77	23,823.29	148,366.17	9,799,142.89
Hot Lunch	244,303.81	53,995.41	108,218.05	190,081.17
Trust and Agency	30,535.76	179.09	350.00	30,364.85
<b>Total - All Funds</b>	<b>\$ 17,009,240.26</b>	<b>\$ 1,053,841.79</b>	<b>\$ 1,244,358.54</b>	<b>\$ 16,818,723.51</b>



Published Budget Report  
 All Funds  
 1/31/2019

Category	Function #s	Sub Total Exp.	Expenditures	Amnt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	3,648,431.66	<b>3,648,431.66</b>	<b>8,550,000.00</b>	43%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	96,533.82			
Inst. Staff Support Svcs	(2200-2299)	293,128.94			
General Administration	(2300-2399)	171,145.23			
Building Administration	(2400-2499)	345,585.05			
Business Administration	(2500-2599)	258,044.27			
Plant Operation & Maint	(2600-2699)	601,842.88			
Student Transportation	(2700-2799)	274,227.38			
<b>TOTAL SUPPORT SERVICES</b>			<b>2,040,507.57</b>	<b>4,250,000.00</b>	48%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	277,667.52	<b>277,667.52</b>	<b>600,000.00</b>	46%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	677,401.12			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	426,077.00			
Transfer to Debt Service	(6240)(6900)	-			
<b>TOTAL OTHER EXPENDITURES</b>			<b>1,103,478.12</b>	<b>1,811,360.00</b>	61%
<b>TOTAL EXPENDITURES</b>			<b>7,070,084.87</b>	<b>15,211,360.00</b>	46%

Board Report

Cherokee Community School  
02/12/2019 12:40 PM

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	Fund: 10 GENERAL FUND	
Welding class materials		
13610	Airgas USA, LLC	139.50
Nurse supplies-Defib electrode pads		
11636	ALLIED 100	153.00
WHS Ind Arts materials		
ISP Curriculum-Math concepts-each buildi		
ISP Curriculum-TV Wall mount		
PTA purchase-Art show materials		
13771	Amazon Capital Services	915.21
Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	284.30
ISP Technology-Chromebook parts		
12957	Asset Genie, Inc.	809.30
Roosevelt water softener		
WHS nurse office		
CMS nurse office		
10079	Blaine's Culligan and Sundance Spas	66.00
Trans supplies		
Trans supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
10021	Bomgaars	125.72
Maint supplies		
10396	Builder's Sharpening and Service	32.30
Students need-coats		
14071	Care and Share Shop @ St. Paul's United Methodist Church	24.00
CMS Book Fair cash		
Roosevelt book fair cash		
13234	Cash and Joyce Lundsgaard	200.00
ISP Curriculum-textbooks-Fowler		
ISP Curriculum-Algebra 2-		
10221	Cengage Learning	462.00
Sewer-929 N Roosevelt		
10084	City of Cherokee	533.18

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
CMS Office wreath		
14068	Coronas by Cruz, LLC	65.00
Bleacher inspection		
14073	Corvus Industries, Ltd. dba BR Bleachers	390.00
Volleyball equipment- Parks/Rec		
10676	Decker Sporting Goods	1,200.00
WHS Art materials		
WHS Art materials		
WHS Art materials		
11466	Dick Blick Art Materials	118.85
ISP Curriculum-Math concepts-each buildi		
14062	Didax	860.91
Bus driver meal		
31620	EATON, RANDY	6.94
At Risk-Licenses		
13951	Edmentnum,, Inc.	316.25
Heater motors		
12756	Energy Control Technologies, Inc.	576.18
TAG materials		
18309	Haack, Brenda	11.12
Reimbursement		
10850	Henke, Dawn	8.98
Ed Foundation-Hoskinson		
30041	Hoskinson, Matt	97.91
Lab supplies-Barnes		
PTA purchase-1st grade		
WHS Groceries		
Lab materials - C.Anderson		
10274	Hy-Vee Food Stores, Inc	129.92
Spring Conference- Lundsgaard		
12821	IASBO	178.00
CMS Basketball backboards		
13919	Iowa Direct Equipment	480.00
Locate call service		
12325	Iowa One Call	3.60
Background checks		
11789	Iowa School Finance Information Service	114.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Jazz/Concert Band music	
	Jazz/Concert Band music	
	Jazz Band music	
	Solo/ensemble band music	
	WHS Band music	
	Solo/ensemble band music	
	WHS Band music	
	WHS band music	
	CMS band music	
	JAZZ band parts	
	Solo/ensemble band music	
	Jazz band music	
	WHS Band music	
	WHS band music	
	Solo/ensemble band music	
	WHS Band music	
	WHS Band music-returned	
	Jazz/Concert Band music	
	Jazz Band music	
	Jazz band music	
12200	J.W. Pepper and Son, Inc.	146.56
	Diplomas/covers	
11073	Jostens, Inc.	340.94
	PTA purchase-Sensory Floor Decal set	
14069	Jump2Math	267.00
	Bus driver meal	
	Bus driver meal	
13426	Leidahl, Nathan	21.36
	Mileage-NW AEA Superintendent-Legislativ	
13474	Lingenfelter, Kimberly	124.10
	CMS Ind Arts-lumber Ed Foundation-Wynn	
11735	Marcus Lumber	230.98
	Thomas Funds-C.Henke	
13717	MaryRuth Books	390.50
	Electricity-600 W Bluff-WHS Electricity-600 W Bluff- concession	
	Electricity-Doupe Ballfields	
	Electricity-334 Gillette- busbarn	
	Electricity-336 Gillette- Armory	
12363	MidAmerican Energy Company	3,681.97
	ISP Band repairs-vandalism- Flute/Tuba	
	ISP WHS Band repairs-	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Clarinet	
	ISP WHS Band repairs-Bach trumpet	
	ISP WHS Band repairs	
	WHS Band resale-reeds	
	ISP WHS Band repairs-Beffet Clarinet	
	ISP WHS Band repairs-Yamaha Bass Clarine	
	WHS Band resale credit	
	ISP WHS Band repairs-Marching percussion	
	ISP WHS Band repairs-Drum	
	ISP WHS Band repairs-Vito clarinet	
	ISP WHS Band repairs-symphonic snare dru	
	CMS band rent	
	CMS band rent	
	CMS Band resale	
	CMS Band resale-reeds/flute book	
	CMS Band resale-reeds/flute book	
10894	MidBell Music, Inc.	1,364.13
	Lift rental	
13512	Midwest Construction Rentals	240.00
	Trans repair parts	
10180	Motor Parts Sales	15.05
	Busbarn air compressor wiring	
	Busbarn air compressor wiring	
12338	Nelson Electric	222.04
	Door numbers	
	Conference room poster	
10125	Northwest AEA	82.63
	Trans repair parts	
11226	O'Halloran International	127.16
	Postage machine	
18326	Pitney Bowes	464.31
	Bus driver meal	
12993	PITTS, KELLY	7.48
	Lodging-Lingenfelter	
13594	Prairie Meadows	119.84
	PSAT Testing fees	
11458	PSAT/NMSQT	272.00
	WHS hand rails	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10173	Reinert Machine Shop	150.00
Snow removal-CMS		
Snow removal-Roosevelt		
Snow removal		
13615	SCE	2,165.00
Roosevelt library books		
11114	Scholastic, Inc.	124.00
Trans repair parts		
12768	School Bus Sales	82.77
REA fund-Stickers		
14060	School Life, a division of ImageStuff	117.20
CO supplies		
11884	School Specialty, Inc.	51.38
Reg Ed Tuition		
12692	Sioux City Comm School District	336.78
Bus driver meal		
13439	Sizeland, Cynthia	8.44
Bus driver meal		
13440	Sizeland, Harry	11.50
Software on line		
10293	Software Unlimited, Inc.	972.00
Donation-REA fund-Roosevelt Art		
13658	Store Supply Warehouse	388.00
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	2,846.42
Maint-bushes for skid loader		
13415	United Rotary Brush	350.44
Fuel - 52.202 gal		
13564	Vannatta, Joe	86.15
Cell phone charges-WHS Principal		
18319	Verizon Wireless	451.72
Donation-Choir folio cabinet		
10942	WENGER CORP	1,476.00
College Now 1st Semester		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10248	Western Iowa Tech Comm College	42,129.11

- Fuel - 11.383 gal
- Fuel - 13.044 gal
- Fuel - 14.639 gal
- Fuel - 25.952 gal
- Fuel - 59.524 gal
- Fuel - 45.004 gal
- Fuel - 45.993 gal
- Fuel - 64.097Ga;
- Fuel - 25.362 gal
- Fuel - 65.473 gal
- Fuel - 17.571 gal
- Fuel - 50.4350 gal
- Fuel - 29.407 gal
- Fuel - 42.649 gal
- Fuel - 45.534 gal
- Fuel - 11.510 gal
- Fuel - 20.009 gal
- Fuel - 24.351 gal
- Fuel - 25.171 gal
- Fuel - 40.501 gal
- Fuel - 19.979 gal
- Fuel - 54.072 gal
- Fuel - 37.224 gal
- Fuel - 23.728 gal
- Fuel - 34.074 gal
- Fuel - 14.200 gal
- Fuel - 70.014 gal
- Fuel - 11.666 gal
- Fuel - 33.388 gal
- Fuel - 15.42 gal
- Fuel - 29.81 gal
- Fuel - 26.843 gal
- Fuel - 36.310 gal
- Fuel - 20.009 gal
- Fuel - 31.139 gal
- Fuel - 27.214 gal
- Fuel - 18.615 gal
- Fuel - 14.301 gal
- Fuel - 28.074 gal
- Fuel - 5.212 gal
- Fuel - 18.665 gal
- Fuel - 21.532 gal
- Fuel - 18.856 gal
- Fuel - 12.093 gal
- Fuel - 11.410 gal
- Fuel - 46.920 gal
- Fuel - 34.018 gal
- Fuel - 25.787 gal
- Fuel - 40.800 gal
- Fuel - 30.628 gal
- Fuel - 8.224 gal
- Fuel - 41.011 gal
- Fuel - 20.009 gal
- Fuel - 35.009 gal



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Fuel - 26.981 gal	
	Fuel - 13.677 gal	
	Fuel - 46.373 gal	
	Fuel - 57.594 gal	
	Fuel - 36.400 gal	
	Fuel - 39.759 gal	
	Fuel - 50.020 gal	
	Fuel - 27.51 gal	
	Fuel rebate	
10361	Your FleetCard Program	4,852.60

	Trans repairs credit	
	Trans repairs	
	Trans repairs	
11650	ZIEGLER INC	1,679.90

	Maint tools/supplies	
	Maint tools/supplies	
13883	Zoro Tools, Inc.	780.39

Fund Total: 75,480.02

Checking Account Total: 75,480.02

<u>Checking</u>	<u>2</u>	<u>Fund: 32</u>	<u>CAPITAL PROJECTS</u>		
				Civil Engineering services- new school	
13841				Beck Engineering, Inc.	15,048.00

	New Elementary-locating wires on ballfie	
11939	WOODALL ELECTRIC	855.00

Fund Total: 15,903.00

<u>Checking</u>	<u>2</u>	<u>Fund: 36</u>	<u>PHYSICAL PLANT &amp; EQUIPMENT</u>		
				WHS HVAC	
20223				Control System Specialist	545.10

	Speed Queen washer	
10245	Ebert TV and Applicance	849.95

	WHS Basketball hoops	
13919	Iowa Direct Equipment	17,430.00

	CMS Thresholds	
13735	L and L Builders Co.	1,908.00

	WHS parking lot lights	
	WHS parking lot lights	
	WHS Gym backboards	
12338	Nelson Electric	3,380.04

	Wiring - WHS Gym flag	
	Wiring - WHS Gym flag/WHS shop table saw	
11939	WOODALL ELECTRIC	4,635.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	
			Fund Total: 28,748.09
			Checking Account Total: 44,651.09

<u>Checking</u>	3		
<b>Checking</b>	3	Fund: 21	STUDENT ACTIVITY FUND
Official - 7th Girls Basketball - 2/8			
13922	Allen, Larry		70.00
JV Boys Basketball Official - 1/31			
14051	Billings, Mason		75.00
Speech materials			
Speech materials			
11646	BROOKLYN PUBLISHERS LLC		37.00
Speech meal money			
State Wrestling meal money			
State wrestling meal money			
13234	Cash and Joyce Lundsgaard		825.00
Basketball concessions			
Concessions			
31168	Cherokee Locker, Inc.		568.00
CMS Student Council concessions			
CMS Student Council concessions			
Concessions			
11224	Chesterman Co.		412.90
WHS concessions			
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company		602.07
Volleyball equipment			
10676	Decker Sporting Goods		3,311.00
FFA subscription-record keeping			
14044	Ewell Educational Services		165.00
WHS concessions			
BB concessions			
Concessions			
10067	Fareway Stores, Inc.		36.14
Varsity B/G Basketball Official - 1/31			
30523	Fuhrman, Mark		110.00
CMS concessions			
CMS Wrestling concessions			
11060	Godfather's Pizza		100.00
Officials- 8th Girls Basketball - 2/19			
JV Girls Basketball			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13602	Officials - 1/31 Goettsch, Eric	145.00
30936	Officials - 8th Girls Basketball - 2/12 Officials - 8th Girls Basketball - 2/18 HARRIMAN, WADE	140.00
14005	Hudl playbook-football Hudl	199.00
13843	FFA Learship conference Iowa FFA Association	600.00
30733	Individual Speech District Contest Fees Individual Speech District Contest Fees Speech-All-State registration Iowa High School Speech Association	418.00
14072	Official-CMS Wrestling 2/4 Koedam, Brent	150.00
18253	Concessions Concessions CMS concessions Concessions MARTIN BROS. DISTRIBUTING CO., INC.	245.76
30321	JV Wrestling entry fee MOC/FV High School	27.00
13855	JV Girls Basketball - 1/31 Nelson, Kody	185.00
12578	Student Council winter formal decor Oriental Trading Co., Inc.	154.90
31293	Officials-7th Girls Basketball - 2/14 Oswald, Kyle	70.00
10188	CMS Wrestling Sweatshirts/sweatpants Jazz band shirts resale Pilot Rock Signs	872.50
13310	FTC parts Pitsco, Inc.	61.80
13623	Officials - 7th Girls Basketball - 2/14 Pitts, Matthew	70.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Official-CMS Wrestling 2/4		
13817	Ryan, Dan	150.00
7th G Basketball - 2/8		
Officials - 8th Girls Basketball - 2/12		
Officials - 8th Girls Basketball - 2/18		
13525	Sherkenbach, Bret	210.00
Varsity B/G Basketball		
Officials - 1/31		
14067	Taylor, Josh	110.00
All-State pictures-Reader's Theatre		
All-State pictures-Ensemble Acting		
All-State pictures-TV News		
All-State Pictures - TV Food Tube		
31086	VORLAND PHOTOGRAPHY	207.63
JV Boys Basketball Official - 1/31		
14066	Weaver, Andrew	75.00
Officials- 8th Girls Basketball - 2/19		
31125	ZAHNLEY, DOUG	70.00

Fund Total: 10,473.70  
Checking Account Total: 10,473.70

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Food items			
11224	Chesterman Co.		339.00
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		1,199.80
Food items			
Food items			
40032	Earthgrains		297.80
Extermination service			
10979	Guardian Pest Solutions		157.50

Vendor ID Vendor Name

Amount

Supply item credit

Food items - ala carte  
credit

Food items

Food items - ala carte

Food items

Food items - ala carte

Food items

Food items

Food items - ala carte

18253 MARTIN BROS. DISTRIBUTING CO.,  
INC.

5,015.66

Dishwasher belt

10180 Motor Parts Sales

6.62

Fund Total: 7,016.38

Checking Account Total: 7,016.38

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
	Ed Foundation-mentoring program	
13763	360 Custom Designs	608.72
	Welding class materials	
	Welding class materials	
	Welding	
13610	Airgas USA, LLC	592.52
	Gas service-600 W Bluff-WHS	
	Gas service-336 Gillette-Armory	
	Gas service-929 N Roosevelt	
	Gas service-320 Gillette-Busbarn	
	Gas service-600 W Bluff-WHS	
	Gas service-206 E Indian-CMS	
10094	Alliant Energy	12,847.81
	Open enrollment Non English-1st semester	
10958	Alta-Aurelia Community School District	35,669.39
	Heater-legal binder/protector sheets	
	CMS PE sanitizer	
	WHS Ind Arts	
	WHS library books	
	WHS Ind Arts	
	ISP Curriculum-WIT	
	Construction books	
	ISP Curriculum-White	
	WHS FCS book for interpersonal relations	
13771	Amazon Capital Services	2,359.62
	Maint mop service	
	Maint mop service	
10183	Aramark Uniform Services AUCA Chicago Lockbox	488.29
	Maint-mouse traps	
	Ed Foundation-WHS Ind Arts	
	WHS Ind arts resale	
	WHS Ind arts resale	
	Trans supplies	
	Trans air compressor	
	Maint supplies	
	Trans repair parts	
	Maint supplies	
	Ed Foundation-WHS Ind Arts	
	Maint supplies	
	Maintt supplies	
10021	Bomgaars	1,270.79
	Open enrollment TLC-1st	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
12856	CAM Community School Distrit	4,840.96
	Fuel - 17.746 gal	
	Fuel - 14.329 gal	
	Conference lodging- J.Vannatta	
12882	Cardmember Service	1,320.97
	Conference lodging-Kingdon	
12726	CDW Government, Inc.	1,480.00
	Ruckus smartzone license	
	Phone charges-CMS	
	Phone charges-WHS	
	Phone charges-WHS	
	Phone charges-Roosevelt	
	Phone charges-Food Service	
	Phone charges-busbarn	
	Phone charges-Central Office	
10113	Century Link	776.89
	PTA purchase-1st grade	
10865	Cherokee Comm School Food Service	31.50
	DOT physical-bus driver	
11157	Cherokee Regional Medical Center	110.00
	Vending machine	
11224	Chesterman Co.	9.50
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Sewer-600 B Bluff-WHS	
10084	City of Cherokee	1,525.58
	Open Enrollment TLC-1st semester	
13397	Clayton Ridge Community School District	10,480.91
	WHS Band piano tuning- reimbursed by IHSM	
	WHS Band piano tuning- reimbursed by IHSM	
	ISP Band-piano tuning	
	ISP Band-piano tuning	
11794	Dave's Piano Service	802.95
	Shredding	
11580	Document Depot and Destruction, Inc.	80.00
	Bus driver meals	
	Bus driver meal	
	Bus driver meal	



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
31620	EATON, RANDY	32.79
ISP Curriculum-Spanish		
14058	Fluency Matters	185.00
Conference lodging		
13508	Halder, William	308.66
Mentoring Program- reimbursed by DCAT		
UPS Shipping-scoreboard controller		
UPS Shipping-WHS Band music		
10274	Hy-Vee Food Stores, Inc	251.98
State Tournament wristbands-Asst coaches		
10115	Iowa High School Athletic Association	160.00
Security service-CMS		
13165	Johnson Controls Security Solutions	157.28
Diploma Cover		
12270	Jostens	16.61
Bus driver meal		
Bus driver meal		
Bus driver meal		
13426	Leidahl, Nathan	35.70
Conference mileage		
13474	Lingenfelter, Kimberly	116.89
Open enrollment TLC01st semester		
11366	M-M-C Community Schools	2,445.54
Nurse supplies		
10060	MacGill and Company	323.87
Vending machine		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	69.88
ISP Curriuclum-math workbooks-5th grade		
11317	McGraw-Hill School Education Holdings, LLC	166.22
Electricity-206 E Indian- CMS		
Electricity-929 N Roosevelt		
12363	MidAmerican Energy Company	5,387.53
CMS Band resale		
10894	MidBell Music, Inc.	27.30
Trans supplies		
10180	Motor Parts Sales	4.94

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	CMS/WHS outside lights	
	CMS/WHS outside lights	
12338	Nelson Electric	252.62
	Trans tires-repair/change Bus#2	
	Trans repair parts-battery	
	Trans tires-repair/change- Bus#3	
	Trans tires-bus#26/Bus#7	
	Trans tires	
10425	Northside Tire Inc	808.45
	Trans repair parts	
	Trans repair #12	
11226	O'Halloran International	890.33
	CMS Directory posters	
	Trophy case graphics	
10188	Pilot Rock Signs	181.09
	CMS band music	
10472	Popplers	8.95
	Bus driver meals	
	Bus driver meal	
10711	Rollefson, Jerry	20.71
	Garbage collection	
10217	Sanitary Services, Inc.	2,435.62
	Open enrollmen TLCT-1st semester	
10778	Sioux Central Community School	17,791.41
	Bus driver meal	
	Bus driver meal	
13440	Sizeland, Harry	23.41
	Open enrollment TLC-1st Semester	
	SpEd Tuition	
10797	South O'Brien Schools	11,683.20
	Maint supplies	
	Maint supplies-all buildings	
	Maint supplies-all buildings	
13294	SUPPLYWORKS	563.61
	ESL materials	
13214	Teacher Synergy, LLC	91.49
	ISP Curriculum-Spanish	
11809	Teacher's Discovery	193.98
	Lucas-creative curriculum	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
18288	TEACHING STRATEGIES, LLC.	3,652.84
Trans repair parts		
12233	Thomas Bus Sales of Iowa, Inc.	57.12
Welding books		
10248	Western Iowa Tech Comm College	168.00
Ind Arts-Wallboard		
WHS Ind Arts materials		
14012	Wynn, Alec	64.93
Maint supplies		
13883	Zoro Tools, Inc.	41.02

Fund Total: 123,915.37

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

Administration fee		
13725	Mid-Amerian Benefits, Inc.	1,552.50

Fund Total: 1,552.50

Checking Account Total: 125,467.87

Checking 2 Fund: 32 CAPITAL PROJECTS

Professional services		
20291	Ahlers and Cooney, PC	20,526.74
Elementary/lock room		
20224	FEH Design	49,339.43

Fund Total: 69,866.17

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

Skid loader forks		
10396	Builder's Sharpening and Service	792.00
Shelving for fire proof safe		
12816	Menards	440.39

Fund Total: 1,232.39

Checking Account Total: 71,098.56

Checking 3 Fund: 21 STUDENT ACTIVITY FUND

Varsity B/G Basketball Officials - 2/5		
30749	BARRINGER, DALE	110.00

Vending machine		
Concessions		
Concessions		
Concessions		
11224	Chesterman Co.	5,018.70

Registraiton-Band		
31018	COYOTE JAZZ FESTIVAL	280.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Jr cheerleader shirts		
12371	Creative Services	673.20
Speech-Play rights		
30847	Dramatists Play Service	80.00
Varsity B/G Basketball Officials - 1/29		
30991	Eekhoff, Kevin	110.00
Concessions		
Concessions		
Concessions		
10067	Fareway Stores, Inc.	55.82
JV Girls Basketball - 1/29		
13602	Goettsch, Eric	75.00
Varsity B/G Basketball Officials - 2/5		
7th Girls Basketball Officials - 1/28		
7th Girls Basketball Officials - 2/8		
30936	HARRIMAN, WADE	250.00
Boys basketball jersey		
31069	Hauff Mid-America Sports, Inc.	63.00
CMS Wrestling Officials - 1/24		
14063	Hofmeyer, Travis	150.00
Membership/dues		
13843	Iowa FFA Association	681.50
Jazz Band gate		
13329	IOWA HIGH SCHOOL MUSIC ASSOCIA	606.00
Large Group Speech-State		
30733	Iowa High School Speech Association	358.00
JV Girls Basketball - 1/29		
JV Girls Basketball Officials - 2/5		
12713	Lamp, Scott	150.00
Varsity B/G Basketball Officials - 1/29		
12659	Lucas, Jeff	110.00
Hoops Festival concessions		
Vending machine		
Hoops Festival concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	408.79
7th Girls Basketball Officials - 1/28		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
8th Girls Basketball Officials - 2/7		
31293	Oswald, Kyle	140.00
Trophy case graphics Booster Club reimbursement- VB Plaques Wrestling-record board		
10188	Pilot Rock Signs	741.29
JV Girls Basketball Officials - 2/5 JV Boys Basketball Officials - 1/29 7th Girls Basketball Officials - 2/8		
13623	Pitts, Matthew	220.00
Speech scripts		
11177	Playscripts, Inc	35.60
X-Country fundraiser		
14043	Push Pedal Pull	7,194.00
Varsity B/G Basketball Officials - 1/28		
13595	Reinke, Blake	110.00
CMS Wrestling Officials - 1/24		
13817	Ryan, Dan	150.00
Student Council - DJ		
13626	Samsel, Chris	500.00
Speech play copy		
30927	SAMUEL FRENCH, INC.	19.25
JV Boys Basketball Officials - 2/5		
12650	Sanow, Brett	75.00
WHS Book club books-resale		
11114	Scholastic, Inc.	70.00
JV Boys Basketball Officials - 1/29 8th Girls Basketball Officials - 2/7		
13525	Sherkenbach, Bret	145.00
Entry fee		
11063	Spirit Lake Community Schools	125.00
Varsity B/G Basketball Officials - 1/28		
31312	Strouth, Curt	110.00
Hoops festival medals		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
30903	Trophies Plus	383.32
Varsity B/G Basketball Officials - 2/5		
30528	Wagner, James	110.00
Wrestling Official		
31058	Warren, Jay	110.00
Varsity B/G Basketball Officials - 1/28		
30933	Wick, Stephen	110.00
Varsity B/G Basketball Officials - 1/29		
12660	Willmott, Scott	110.00
MS Solo/Ensemble judge		
18330	Wurth, Tiffany	85.00
JV Boys Basketball Officials - 2/5		
30474	Zalme, Mark	75.00

Fund Total: 19,798.47

Checking Account Total: 19,798.47

<u>Checking</u>	4	Fund: 61	SCHOOL NUTRITION FUND
Food items			
Food items			
11224	Chesterman Co.		543.00
WHS nmilk			
Roosevelt nmilk			
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		1,712.81
Food items			
Food items			
40032	Earthgrains		704.45
Food items			
40242	Keck Food Distribution		7,803.24
Food items credit			
Food items			
Food items-credit			
Food items - ala carte			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Supply items	
	Food items	
	Food items - ala carte	
	Supply items	
	Food items	
	Food items - ala carte	
	Food items	
	Food items - ala carte	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	8,698.21
	Supply items - broom heads	
14059	TNT Brush	80.00

Fund Total: 19,541.71  
Checking Account Total: 19,541.71



# February 2019 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.

- Our 3rd and 4th grade students took the new ISASP systems check practice test (formerly the Iowa Assessments) online. We had just a few glitches to figure out and be prepared for the tests coming up in April.
- The 3rd and 4th grade teachers met to review the practice tests for the new ISASPs and have been discussing small (and big!) changes to instruction to help prepare students for the requirements of this online test. One of the most stand out differences will be the requirement for the student to type in a constructed response (short answer) on each of the math, reading, and writing assessments. A second major new feature will be the online tools students may use while taking the test including a calculator function on the math test.
- I got to see the 2nd grade touch screen Chromebooks in action while doing FAST testing. The touch screen really provided a lot of flexibility for students to choose to use the keyboard/touchpad or the touch screen. Students were able to adjust and position their computers to their level of comfort very easily.

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**).

- RES teachers completed a "teacher travel" for PD on 2/6/19. Mr. Tjeerdsma made arrangements with local districts (MMCRU, River Valley, and Ridge View) to allow our teachers to visit their schools for approximately an hour to observe instruction and connect with grade/content alike teachers.
- RES teachers met with Jane Krehbiel and Kathy Perret from NWAEA to establish building literacy goals and to assess our available materials and resources. As we move forward, our focus will be consistency across the building, alignment to standards and required assessments, student engagement and consistent growth, and common language to avoid confusion and enhance the learning process. Jane and Kathy will return to our building to help facilitate the implementation process. They are in the process of evaluating a *Knowledge of Literacy Practices Survey* taken earlier by the staff. They will use this information to determine how to proceed.
- RES teachers have evaluated next generation science curriculum from two companies, Amplify and STEMscopes. The resources from both companies are aligned to Iowa Common Core and include many student-centered activities. This is a purchase year for science so the staff will be choosing a curriculum soon. It is never an easy decision.

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

- Teacher/Para PD on 2/13/19 started with reflecting on and completing an activity to consider the relationships we have with our students. The activity allowed for collaborative conversations and reflection about the grade level and was an extension of prior learning of aversive childhood experiences and their impact for students. We will organize and analyze the data we gathered and revisit this topic during upcoming professional development.
- RES celebrated the 100th day with a flash mob style parade led by the K team. It was a fun way to start the day and recognize how much learning has happened in 100 days. Many of our PIE partners joined their classrooms for activities.

## Other Notes:

- Mrs. Henke will be hosting a student from BVU for a 40 hour field experience in March/April.
- Randomly selected 4th grade students completed the NAEP assessment on January 31, 2019. This data is used when making statements about education at the national level.
- RES students completed the winter FAST testing. Data is being organized for sharing at the March meeting.



# Cherokee Middle School

February 2019

<p><b>Intervention</b></p>	<p>Data Empowerment groups continue to work during professional development monthly to help students with progress toward individual goals. MAP and FAST testing is wrapping up for the Winter sessions.</p>		
<p><b>Communication</b></p>	<p>Congratulations to Pamela Garcia for being January's Cherokee Chamber of Commerce Student of the Month!</p> <p>CMS staff chose Pamela because she is a leader among her peers and always has a positive attitude. Staff also appreciates the kindness she shows to others. Pamela likes the satisfaction of helping others. She can often be found helping her neighbors while at home, and helping other students with their homework at school. After Pamela graduates, she hopes to pursue a career in law enforcement or criminal justice.</p> <p>CMS recently hired Rebecca Hopkins as our new 7th grade Social Studies, Lisa Hare as our new 5th grade Language Arts, Cindy Husman as our new 5/6 Social Studies, and Ami Burch as our new 7/8 Special Education teacher. We are excited for them to join our team.</p>		
<p><b>Professional Development</b></p>	<p>We are looking forward to begin teachers walk this semester and our shared PD speaker, Dave Weber, in February.</p>		
<p><b>ISASP</b></p>	<p>Students tested the technology readiness of the district with the new ISASP (Iowa Statewide Assessment of Student Progress) which will be administered online during the month of April.</p>		
<p><b>Data</b></p>	<p style="text-align: center;"><b>CMS 1st Semester Data:</b> 2017-18 compared to 2018-19</p> <p style="text-align: center;"><b>Attendance</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>2017-18</b></p> <p><b>Excused Absence</b> Total = 1074 Male = 463 Female = 612</p> <p><b>Unexcused Absence</b> Total = 97.5 Male = 60.5 Female = 37</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>2018-19</b></p> <p><b>Excused Absence</b> Total = 589.5 Male = 274.5 Female = 315</p> <p><b>Unexcused Absence</b> Total = 36 Male = 19.5 Female = 16.5</p> </td> </tr> </table>	<p><b>2017-18</b></p> <p><b>Excused Absence</b> Total = 1074 Male = 463 Female = 612</p> <p><b>Unexcused Absence</b> Total = 97.5 Male = 60.5 Female = 37</p>	<p><b>2018-19</b></p> <p><b>Excused Absence</b> Total = 589.5 Male = 274.5 Female = 315</p> <p><b>Unexcused Absence</b> Total = 36 Male = 19.5 Female = 16.5</p>
<p><b>2017-18</b></p> <p><b>Excused Absence</b> Total = 1074 Male = 463 Female = 612</p> <p><b>Unexcused Absence</b> Total = 97.5 Male = 60.5 Female = 37</p>	<p><b>2018-19</b></p> <p><b>Excused Absence</b> Total = 589.5 Male = 274.5 Female = 315</p> <p><b>Unexcused Absence</b> Total = 36 Male = 19.5 Female = 16.5</p>		

# WHS Building Report February 2019

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.**

- **GROW:** Looking at establishing a new grading system at WHS for 2019-2020 school year. We have established a Grading Team where we plan to visit some progressive schools that have incorporated new grading practices. We have a few teachers who will be piloting a scaled homework system (1-4) here at WHS and putting a larger emphasis on formative and summative assessments. Many teachers are using a variety of technology tools to help with grading formative assessments.
- The emphasis at WHS during the 2018-2019 school year is **INNOVATION**- looking into what effective instruction looks like in each content area.
- Implementation of the SAMR (Substitution, Augmentation, Modification, and Redefinition) model will be a part of our WHS Building Goals for 2018-2019. Many teachers are working to incorporate technology into their classrooms to enhance and innovate their previous lessons.
- We are excited to have our Breakout Boxes that teachers can check out from library. They will be using these in classes to do 'escape room' lessons and challenge the students with their classroom content in a new and innovative way. We have had success with using this in classrooms and already have a line up for teachers checking them out.
- This ISASP (New State Assessment) trial run at the high school went fairly well. With a few minor adjustments we should be set for online ISASP in April.

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

- Curriculum Council is working hard to help teachers develop solid curriculum outlines so we know what is being taught at each grade level. They are working on brainstorming ideas to increase collective teacher efficacy at CCSD.
- We are working hard to look at Science curriculum as our Science department will be ordering new materials on July 1, 2019. We have attended quite a few zoom meetings with reps to look at various curriculum materials.
- Everyone is working on their action plans in support of Teacher Collective Efficacy.
- WHS staff is currently working on their next round of video reflections with IC. These conversations are helping build on the way we're using our standards and incorporating them into our daily lessons.
- Teacher walk will be expanding beyond our building walls and visiting a few neighboring districts.
- Mark Shea shared information to our WHS Staff about College and Career Readiness profile for WHS students on Feb. 6 Professional Development.

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

- WHS staff shared a night of fun with a Murder Mystery dinner held at the Gathering Place, fun was had by all!
- Relationship driven Professional Development occurred on February 13 in which WHS staff members were analyzing each individual student at WHS into five categories (Name/Face, Something Personal, Personal Family Story, Current Academic Standing, and Other pertinent information about the student). We hope to take the data from this PD and look at students that don't have as many connections and work with those students to make sure they feel valued at WHS. Statistics show that students that feel valued at school are more likely to graduate, have less office referrals and perform better.
- All-State Large Group Speech members performed for our student body on Wednesday, February 13.
- Feb. 21 is Jazz Night at WHS. Performing groups were HS Jazz Band, MS Jazz Band, and Vocal Kees (Jazz Choir).
- Feb. 25 is our 7-12 Mid Winter Concert held in the WHS Auditorium.
- Shout out to Hunter Shaw on making it to State Wrestling and our Girls Basketball team for advancing in the tournament.

**Mr. Wade Riley- WHS Principal**

**Mrs. Natalie Barkley- WHS Instructional Coach & Mrs. Lickiss- WHS Model Teacher**

PTA minutes

January 15, 2019

Members present: Joni DeVos, Kathy Nelson, Jenna Johnson, Susan Jensen, Jennifer Burch, Valery Fuhrman, Scot Aden, Amy Patterson

-Approved December's meeting minutes.

-Treasurer's report: \$18893.37, transferred \$5000 into savings account for playground equipment for the new elementary school.

-Approved following PO's:

-1<sup>st</sup> grades request for cookies and toppings for 100<sup>th</sup> day of school.

-Mrs. Jensen's request for supplies for art show.

-Floor stickers for Kindergarten hallway.

-Brain Pop was approved, Joni will contact company.

Next meeting February 19, 2019 at 6:30 pm.

# Notes for the Board from the Superintendent – February 2019

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

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

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

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

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder
  - Continuing to work on the phone count to determine specs for the RFP for a new phone system.
  - Practice testing for ISASP to be conducted this spring throughout the district was conducted. The practice test was all chromebooks in use at the same time to determine network capabilities. After our test, we found a less than 10% chromebook failure to take the test with more than 750 units attempting the trial. Our infrastructure withstood the hit and we never maxed out our internet speed. All in all an impressive test result and we will continue to improve the quality and speed of access for the students, faculty, staff and visitors.
  - Started working on E-Rate funding for this summer/fall, our remaining balances for each building is RES - \$531.32, CMS - \$3681.44 and WHS - \$2,488.88 Does not give us much to work with, but we will do everything possible.

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

- Building Reports - Principals - on the agenda
- Professional Development - Focus - Building Relationships
- Science - Purchasing Year - March Management Team Meeting
- 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 profiles, financial reports and school plans.

### Communication Update – Board/Leadership Team Goal Statement #3

- Building Reports - Principals - on the agenda
- Branding the School
- School calendar - on the agenda
- Snow Makeup Days for Students: Friday, March 15 and Monday, April 1
- Collaborative PD with HMS and SOB - featuring Dave Weber - update
- Education Foundation Fundraising Event - Little Sioux Event Center - Saturday, February 23rd
- CASA
  - K-12 Desk Audit & Preschool Desk Audit - IQPPS Implementation - Submitted 12/05/18
- Board Committee Rotations – Management Team Meetings - on the agenda

October 1 <sup>st</sup> , 2018 @ 5:30 Board Policy Grievances	November 5 <sup>th</sup> , 2018 @ 5:30 Student Achievement Data – APR SIAC Members Invited	December 3 <sup>rd</sup> , 2018 @ 5:30 Building, Grounds & Capital Projects
January 28 <sup>th</sup> , 2019 @ 5:30 Finance - ISFIS Module	March 4 <sup>th</sup> , 2019 @ 5:30 Transportation & Nutrition	April 1 <sup>st</sup> , 2019 @ 5:30 Finance – Budget Hearing – 5 Year

### 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.

# Notes for the Board from the Superintendent – February 2019

## Cherokee Community School District: *Empowering Learners*

Curriculum & Instruction - Science  
Wellness Policy Review

SIAC Members Invited  
Branding the School

### Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson
  - Plans to be in attendance to present a department update
- News from Transportation Director, Mike Wiederholt
  - Bus department seems pretty normal for winter, had to make some decisions regarding bad weather. Hoping to service equipment with a break between sports.
  - The new bus was sent back twice for repairs, 1st the rear exit door was not sealing properly, 2nd one of the heater fans by the door was not working, they have been repaired and all seems good now.

### Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- FY18 Audit - on the agenda
- Superintendent Evaluation - IASB Webinar - Staff Evaluation and the Board
- Negotiations - on the agenda
- Advertising General Obligation Bonds - on the agenda
- Date for Budget Hearing - Monday, April 1, 2019 @ 5:30 PM

### Building, Grounds, and Capital Projects Update

- Steps in a school bond election - on the agenda
- Design Committee Meeting with FEH on Thursday, January 31, 2019
- Bidding Alternate Classrooms - on the agenda
- News from Jeff Miller, Building and Grounds Director
  - HS boiler replacement project design still not complete.
  - MS gym relighting project will have to be done before March 31 or we will lose a 4500 rebate.
  - Working on middle school/ new elementary camera and security issues. May be able to combine the two to save some money.

### IASB Update & Other

- AEA Legislative Update - included in packet
- Iowa School Finance and Leadership Consortium [ISFLC] - Altoona - February 19-20, 2019
- 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/RSAl/IDOE]

- Board Policy - 303.1-307 - on the agenda
- Legislative Priority from Governor Reynolds: 2.3% Supplemental State Aid [SSA]
- Legislative News/Updates/Priorities from our Partners in Education:

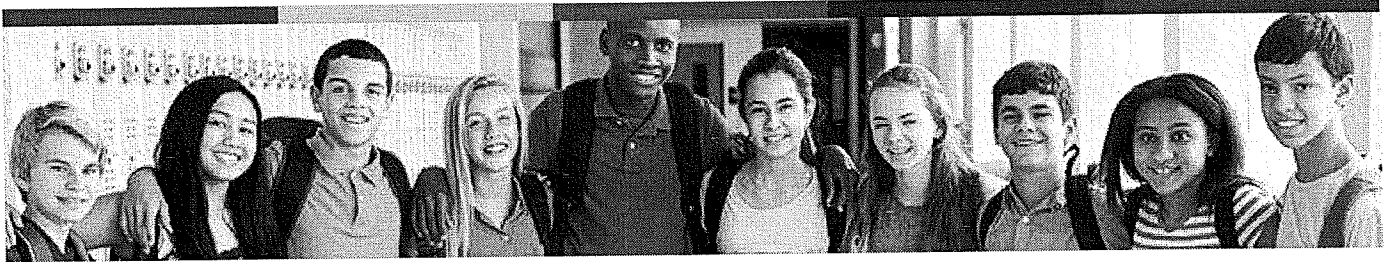
<http://www.sai-iowa.org/sai-legislative-priorities.cfm>

[https://www.educateiowa.gov/resources/legislative-information?utm\\_medium=email&utm\\_source=govdelivery](https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&utm_source=govdelivery)

<http://www.rsaia.org/legislative.html>

### Board/Leadership Team Goal Statements

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
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## AEA Legislative Update - 2.8.19

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### Lane/Walton Present to HHS Budget Subcommittee

AEA lobbyists Tom Lane and Kate Walton made a presentation before the joint House and Senate HHS budget sub on Thursday. The topic was children's mental health and the role of the AEA's.

### Session Moving Quickly

With education funding for K-12, Regents, and community colleges almost settled, the session should see an on-time adjournment. The Legislature is scheduled to adjourn on May 3. The two major issues that will take significant time for the remainder of the session are sports betting legalization and a possible property tax reform bill.

### Bill Requiring Special Ed Study Introduced

Senator Jim Carlin (R-Sioux City) introduced SF 206 this week. The bill establishes an interim study committee to study and make recommendations relating to special education program requirements and outcomes for students with IEPs. The study committee shall receive input from the DE, AEA's, School boards, school administrators, special ed teachers, general education teachers; and mental health professionals with experience in children's mental health. The study committee shall submit a report with its findings and recommendations to the general assembly and to each member of Iowa's congressional delegation on or before December 20, 2019.

**State School Aid SF 172/HF 306** - Proposes a 2.06% growth rate (\$78 million) for SSA and categorical aid. Updates the property tax replacement calculations to the current school year. Passed committees in both chambers.

**Per Pupil Equity SF 171/HF 307** - Appropriates about \$2.9 million for the increase in the per-pupil formula.

**Transportation Equity SF 171/HF 307** - Appropriates \$19 million for the transportation equity program. Passed committees in the House and Senate. This is an \$8 million increase over FY '19.

**School Bus Legislation SF 197/HSB 39/SF 186** - Allows the use of smaller vehicles to transport students, under limited circumstances. Requires the DE to adopt administrative rules to allow the use of some 9-passenger pickups and 12-passenger vans as school buses when the vans carry children under limited conditions. Passed committees in both chambers.

**School Citizenship Tests SF 209/HSB 129** - Requires high schools to offer students opportunities to take the US citizenship test. Requires the DOE to identify alternatives for students with limited English. Passed 10-3.

### Bills We Find Interesting

HF 194 by Rep. Shipley (R-Fairfield): A bill for an act directing that students be required to read and demonstrate comprehension of excerpts from Aleksandr Solzhenitsyn's book "the gulag archipelago" as a condition of high school graduation.

## ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series, Administration. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.



## EQUAL EMPLOYMENT OPPORTUNITY

The Cherokee Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district shall indicate that the district is an EEO/AA employer. The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Cherokee Community School District, Cherokee, Iowa; or by telephoning 712-225-6767.

## EQUAL EMPLOYMENT OPPORTUNITY

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, 500 W. Madison St., Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference: 29 U.S.C. §§ 621-634 (2012).  
42 U.S.C. §§ 12101e et seq. (2012).  
42 U.S.C. §§ 12101 et seq. (2004).  
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8;  
281 I.A.C. 12.4; 95.  
28 I.A.C. 14.1; 2000

Cross Reference: 102 Equal Educational Opportunity  
104 Bullying/Harassment  
405.2 Licensed Employee Qualifications, Recruitment, Selection  
411.2 Classified Employee Qualifications, Recruitment, Selection

## EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

EMPLOYEE CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: 7 C.F.R. 3016.36(3)

Iowa Code §§ 20.7; 68B; 279.8; 301.28 (2013).

Cross Reference:      203      Board of Directors' Conflict of Interest  
                                  402.4      Gifts to Employees  
                                  402.6      Employee Outside Employment  
                                  404      Employee Conduct and Appearance

Approved 6/15/98      Reviewed 5/20/2013, 7/ 18/16, 2/18/19      Revised \_\_\_\_\_

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8 (2013).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection  
411.2 Classified Employee Qualifications, Recruitment Selection

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised \_\_\_\_\_

## EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Legal Reference: Iowa Code §§ 20.7, .9; 279.8

Cross Reference: 307 Communication Channels

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised \_\_\_\_\_

## EMPLOYEE RECORDS

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

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

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2013).

Cross Reference: 402.1 Release of Credit Information  
403 Employees' Health and Well-Being  
708 Care, Maintenance and Disposal of School District Records

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised 6/21/2004

## EMPLOYEE RECORDS

Employee Personnel Records Content

1. Employee personnel records may contain the following information:

- Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
- Individual employment contract.
- Evaluations.
- Application, resume and references.
- Salary information.
- Copy of the employee's license or certificate, if needed for the position.
- Educational transcripts.
- Assignment.
- Records of disciplinary matters.

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:

- Medical professional signed physical form.
- Sick or long-term disability leave days.
- Worker's compensation claims.
- Reasonable accommodation made by the school district to accommodate the employee's disability.
- Employee's medical history.
- Employee emergency names and numbers.
- Family and medical leave request forms.

3. The following are considered public personnel records available for inspection:

- The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
- The dates the individual was employed by the government body;
- The positions the individual holds or has held with the government body;
- The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
- The fact that the individual was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal and statutory remedies; and,
- Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA.)



## EMPLOYEE RECORDS

### Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not be limited to:

- Application for employment.
- Resume.
- References.
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

### Record Access

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

### Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

## EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

## Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed 34 cents per mile. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised 6/18/2007

## EMPLOYEE TRAVEL COMPENSATION

## Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 34 cents per mile. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Legal Reference: Iowa Constitution, Art. III, § 31.  
Iowa Code §§ 70A.9-.11 (2013).  
1980 Op. Att'y Gen. 512.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses  
401.6 Transporting of Students by Employees  
401.10 Credit Cards  
904.1 Transporting Students in Private Vehicles

RECOGNITION FOR SERVICE OF EMPLOYEES

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

Legal Reference: Iowa Const. Art. III, § 31.  
Iowa Code § 279.8 (2009).  
1980 Op. Att'y Gen. 102.

Cross Reference: 407 Licensed Employee Termination of Employment  
413 Classified Employee Termination of Employment

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised 6/21/2004

## EMPLOYEE POLITICAL ACTIVITY

Employees will not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Legal Reference: Iowa Code §§ 55; 279.8 (2013).

Cross Reference: 409.5 Licensed Employee Political Leave  
414.5 Classified Employee Political Leave

Approved \_\_\_\_\_ Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised \_\_\_\_\_

## CREDIT CARDS

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card used by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit card.

Legal Reference: Iowa Constitution, Art. III, § 31.  
Iowa Code §§ 279.8, .29, .30 (2013).  
281 I.A.C. 12.3(1).

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses  
401.7 Employee Travel Compensation

Approved 6/15/98 Reviewed 5/20/2013, 7/18/16, 2/18/19 Revised \_\_\_\_\_

CHEROKEE COMMUNITY SCHOOL DISTRICT Option 1-out May 27,2020  
2019-2020 CALENDAR

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

Board Approved:  
Approved Calendar

Month	Days	Days Qtr.	Days Sch.	By Hours	Notes
<b>August, 2019</b>					
M T W T F					
0		0	0		On line registration opens June 17, 2019
5 6 7 8 9		0	0		July 10 School Registration @ CMS
12 13 14 15 16		0	0		August 19, 20, 21, 22 Professional Development
19 20 21 22 23	1	1	1	6.5	August 23, School Begins-Grades 2-12 & TK-1 In-takes
26 27 28 29 30	5	6	6	31	August 26, School Begins-Grades TK-1
				6	August 28 - 2:00 Early Dismissal - Professional Development
<b>September, 2019</b>					
2 3 4 5 6	4	10	10	24.5	September 2 Labor Day
9 10 11 12 13	5	15	15	31	September 3, ECLC Begins
16 17 18 19 20	5	20	20	31	September 4 - 2:00 Early Dismissal - Professional Development
23 24 25 26 27	5	25	25	31	September 11 - 2:00 Early Dismissal- Professional Development
30	1	26	26	6.5	September 18 - 2:00 Early Dismissal-Professional Development
				124	September 25 - 2:00 Early Dismissal-Professional Development
<b>October, 2019</b>					
1 2 3 4	4	30	30	24.5	October 2 - 2:00 Early Dismissal-Professional Development
7 8 9 10 11	5	35	35	31	October 9 - 2:00 Dismissal - Professional Development
14 15 16 17 18	5	40	40	31	October 16 - 2:00 Dismissal - Professional Development
21 22 23 24 25	5	45	45	31	October 23 - 2:00 Dismissal - Professional Development
26 29 30 31	4	4	49	26	October 25 - End of Quarter of 45 days
				143.5	October 28 - No Students-Parent Teacher Conferences 11:00-7:00
					October 30 - 2:00 Early Dismissal-Professional Development
<b>November, 2019</b>					
4 5 6 7 8	5	10	55	31	November 6 - 2:00-Student Dismiss - Professional Development
11 12 13 14 15	5	15	60	31	November 13 - 2:00 Dismissal - Professional Development
18 19 20 21 22	5	20	65	31	November 20 - 2:00 Early Dismissal- Professional Development
25 26 27 28 29	2	22	67	13	November 27, 28, 29 - Thanksgiving Holiday Vacation
	0	22	67	0	
				112.5	
<b>December, 2019</b>					
2 3 4 5 6	5	27	72	31	December 4 - 2:00 Dismissal-Professional Development
9 10 11 12 13	5	32	77	31	December 11 - 2:00 Dismissal-Professional Development
16 17 18 19 20	5	37	82	31	December 18 - 2:00 Dismissal-Professional Development
23 24 25 26 27	0	37	82	0	December 25 - Christmas Holiday
30 31	0	37	82	0	December 23-January 2 (Winter) Break
	0			93.0	
<b>January, 2020</b>					
6 7 8 9 10	5	42	87	31	January 1, Holiday - January 2 - No School
13 14 15 16 17	5	45	92	31	January 3 - No School Professional Development
20 21 22 23 24	5	7	97	31	January 8 - 2:00 Dismissal -Professional Development
27 28 29 30 31	5	12	102	31	January 15 - End of 2nd Quarter/1st Semester 45/90 days
				124.0	January 15 - 2:00 Early Dismissal-Professional Development
					January 22 - 2:00 Early Dismissal-Professional Development
					January 29 - 2:00 Early Dismissal-Professional Development
<b>February, 2020</b>					
3 4 5 6 7	5	17	107	31	February 5 - 2:00 Early Dismissal - Professional Development
10 11 12 13 14	4	21	111	24.5	February 12 - 2:00 Early Dismissal - Professional Development
17 18 19 20 21	5	26	116	32.5	February 14 - No School-Collaborative Professional Development
24 25 26 27 28	5	31	121	31	February 17 - No Students - Parent Teacher Conferences 11:00-7:00
				119.0	February 19 - 2:00 Early Dismissal - Professional Development
					February 26 - 2:00 Early Dismissal - Professional Development
<b>March, 2020</b>					
2 3 4 5 6	5	36	126	31	March 4 - 2:00 Early Dismissal - Professional Development
9 10 11 12 13	5	41	131	31	March 11 - 2:00 Early Dismissal -Professional Development
16 17 18 19 20	5	45	136	31	March 18 - 2:00 Early Dismissal-Professional Development
23 24 25 26 27	5	6	141	31	March 19 - End 3rd Quarter of 45 days
30 31	2	8	143	13	March 25 - 2:00 Early Dismissal - Professional Development
				137.0	
<b>April, 2020</b>					
6 7 8 9 10	3	14	149	18	April 1 - 2:00 Early Dismissal -Professional Development
13 14 15 16 17	4	18	153	24.5	April 8 - 2:00 Early Dismissal-Professional Development
20 21 22 23 24	5	23	158	31	April 9, 10, 13 - No School-Spring Break
27 28 29 30	4	27	162	24.5	April 15 - 2:00 Early Dismissal-Professional Development
				162	April 22 - 2:00 Early Dismissal-Professional Development
				116	April 29 - 2:00 Early Dismissal-Professional Development
<b>May, 2020</b>					
4 5 6 7 8	5	33	168	31	May 6 - 2:00 Early Dismissal-Professional Development
11 12 13 14 15	5	38	173	31	May 13 - 2:00 Early Dismissal-Professional Development
18 19 20 21 22	5	43	178	31	May 20 - 2:00 Early Dismissal-Professional Development
25 26 27 28 29	2	45	180	11.5	May 17 - 2020 Graduation
				111	May 25 - Memorial Day
					May 27 - 2:00 Out End Quarter of 45 days/End of 2nd Semester of 90 days
					May 28, 29 - Professional Development
<b>June, 2020</b>					
8 9 10 11 12	0	45	180	0	
15 16 17 18 19	0	45	180	0	
22 23 24 25 26				1117.5	
29 30					

The matter of the issuance of General Obligation School Bonds was discussed. It was the consensus that the District should offer for public sale the bonds described in the following resolution.

Director \_\_\_\_\_ introduced the following Resolution and moved its adoption. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

The President declared the Resolution adopted as follows:

**RESOLUTION DIRECTING THE ADVERTISEMENT FOR SALE OF NOT TO EXCEED \$2,600,000 GENERAL OBLIGATION SCHOOL BONDS, SERIES 2019, APPROVING ELECTRONIC BIDDING PROCEDURES AND APPROVING OFFICIAL STATEMENT**

WHEREAS, at a special election of the qualified electors of the Cherokee Community School District in the County of Cherokee, State of Iowa, held on September 11, 2018, the voters authorized the issuance of \$12,000,000 of General Obligation School Bonds for the District for the purpose of providing funds to construct, build, furnish and equip a pre-K through 4th grade building as an addition to the Middle School building, including related remodeling and site improvements; and to make critical architectural/structural improvements at Cherokee Middle School building and Washington High School building, including Locker Rooms; and

WHEREAS, this Board finds it advisable and necessary that bonds authorized at the election be offered for sale for the purpose authorized at the election; and

WHEREAS, the Board deems it in the best interests of the School District and the residents thereof to receive bids to purchase such General Obligation School Bonds by means of both sealed and electronic internet communication; and

WHEREAS, the Board has received information from its Financial Advisor, recommending the procedure for electronic bidding so as to provide for the integrity of the competitive bidding process and to facilitate the delivery of bids by interested parties: