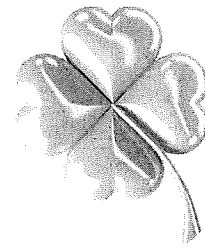
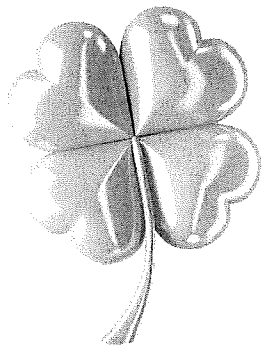
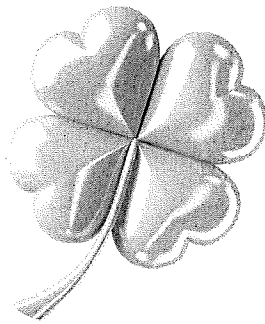


Cherokee Community School District



*Happy
Saint Patrick's
Day*



**Regular Board Meeting
March 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

**Sealed Bids - General Obligation Bonds - Piper Jaffray
Cherokee Community School District
600 West Bluff Street
Monday, March 18, 2019 @ 1:30 PM**

<p>Opening and considering of sealed bids for an amount not to exceed \$2,600,000 General Obligation School Bonds, Series 2019 by the Superintendent of Schools, Secretary of the Board, and Financial Advisor for the School District</p>
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**Regular Board of Education Meeting
Cherokee Community School District
600 West Bluff Street
Agenda for Monday, March 18, 2019 @ 5:30 PM**

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"> 1. Call the meeting to order 2. Approve the agenda 3. Roll call of members in attendance 4. Action to excuse board members not in attendance 5. Consent agenda <ol style="list-style-type: none"> A. Approve the minutes of the public hearing [2-18-19], regular meeting [2-18-19], and management team meeting [3-04-19] B. Approve financial statements C. Approve monthly bills
<ol style="list-style-type: none"> 6. Communication and Reports <ol style="list-style-type: none"> A. Principals' Building Reports/ Instructional Coaches' Reports B. PTA Report C. Directors'/ Superintendent's Report
<ol style="list-style-type: none"> 7. Policy Clerical Change(s): None Affirm: 402.1 Release of Credit Information; 402.2 Child Abuse Reporting; 402.2R1 Child Abuse Reporting Regulation; 402.3 Abuse of Students by School District Employees; 402.3E1 Abuse of Students by School District Employees; 402.3R1 Abuse of Students by School District Employees Regulation; 402.4 Gifts to Employees; 402.5 Public Complaints About Employees; 402.6 Employee Outside Employment; 403.1 Employee Physical Examinations; 403.2 Employee Injury on the Job
<ol style="list-style-type: none"> 8. New Business <ol style="list-style-type: none"> A. Discussion of/ information concerning the opening of sealed bids for an amount not to exceed \$2,600,000 General Obligation School Bonds, Series 2019 by the Superintendent of Schools, Secretary of the Board, and Financial Advisor for the School District B. Discussion of/ action concerning a resolution directing the sale of bids for an amount not to exceed \$2,600,000 General Obligation School Bonds, Series 2019 C. Discussion of/ action concerning construction documents (plans and specifications), form of contract, and cost estimate for the Cherokee Community Schools PK-4 addition and WHS locker room renovation projects D. Discussion of/ action concerning directing the architect, Matt Basye of FEH Design, to distribute construction documents for competitive bids for the Cherokee Community Schools PK-4 addition and WHS locker room renovation projects

*** 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.**

- E. Discussion of/ action concerning a date to set the Public Hearing for the Cherokee Community Schools PK-4 addition and WHS locker room renovation projects for 5:30 PM on Monday, April 15, 2019 in the WHS Library
- F. Discussion of/ action concerning a board resolution to levy property tax for fiscal year 2019-2020 for the regular program budget adjustment as allowed under section 257.14 Code of Iowa
- G. Discussion of/ action concerning a gas sales agreement with CenterPoint Energy
- H. Discussion of/ action concerning an auditing firm for the FY19, FY20, and FY21 school years
- I. Discussion of/ action concerning the resignation of Hannah Barnes as WHS Ag Instructor and FFA Advisor
- J. Discussion of/ action concerning the resignation of Jim Shima as RES Instructor
- K. Discussion of/ action concerning the resignation of Corey Stephens as WHS Varsity Assistant Football Coach
- L. Discussion of/ action concerning the resignation of Heath Hagberg as WHS Varsity Girls Basketball Coach
- M. Discussion of/ action concerning the resignation of Melissa Ebert as Food Service
- N. Discussion of/ action concerning the resignation of Darla Good as Food Service
- O. Discussion of/ action concerning extending a contract to Lacy Hanson as RES Reading Instructor
- P. Discussion of/ action concerning extending a contract to Kelsey Todd as RES Instructor
- Q. Discussion of/ action concerning extending a contract to Stephanie Freed as RES Instructor
- R. Discussion of/ action concerning extending a contract to Amanda Koedam as RES Instructor
- S. Discussion of/ action concerning extending a contract to as Heidi Gerstandt as WHS Varsity Girls Golf Coach
- T. Discussion of/ action concerning extending a contract to as Tessa Gravenish as Food Service
- U. Discussion of/ action concerning extending a contract to as Tiffany Titus as Food Service
- V. Discussion of/ information concerning date for Superintendent Evaluation - Wednesday, April 24, 2019 @ 5:30 PM
- W. Discussion of/ information concerning steps in a school bond election

9. **Welcome Visitors**
Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue.

10. **Board Committee Reports**
- A. Curriculum and Instruction – Fuhrman, Jones
 - B. Policy – Dawson, Wulfsen
 - C. Finance* – Dawson, Patterson
 - D. Building, Grounds, Capital Projects – Fuhrman, Jones
 - E. Transportation, Nutrition – Patterson, Wulfsen

★ **Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues**

11. Discussion of/ action concerning collective bargaining
- A. Discussion of/ action concerning the master working agreement with the Cherokee Education Association for the 2019-2021 school years
 - B. Discussion of/ action concerning contracts for support staff for the 2019-2020 school year
 - C. Discussion of/ action concerning contracts for directors for the 2019-2020 school year
 - D. Discussion of/ action concerning contracts for administrators for the 2019-2020 school year

12. **Items of Interest for the Next Meeting [April 15, 2019 @ 5:30 PM]**
- A. Discussion of/ information concerning the 2019-2020 budget
 - B. Discussion of/ action concerning the 2019 Graduates from Washington High School

13. **Adjournment**

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

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

Projected Dates/Times for Management Team Meetings 2018-2019

February 4 th , 2019 @ 5:30 pm	March 4 th , 2019 @ 5:30 pm	April 1 st , 2019 @ 5:30 pm
October 7 th , 2019 @ 5:30 pm	November 4 th , 2019 @ 5:30 pm	December 2 nd , 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
Public Hearing
February 18, 2019**

The Cherokee Community School District Board of Education held a Public Hearing on Monday, February 18, 2019 beginning at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, IA.

1. Call the hearing to order

The hearing was called to order at 5:33 P.M.

Board Members Present: Laura Jones, Laura Dawson, Chuck Wulfsen, Paul Fuhrman
Absent: Logan Patterson

Others Present: Kim Lingenfelter, Cara Jacobson, Jillian Brown, Mari Bauer, Joyce Lundsgaard

2. Approve the agenda

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

3. Public hearing on the 2019-20 school calendar

Lingenfelter reviewed the 2019-20 school calendar.

4. Persons interested may file objections

There were no objections filed to the proposed calendar.

5. Close the public hearing

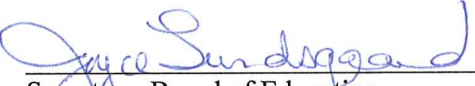
The public hearing was closed.

6 Adjournment

Moved by Fuhrman, seconded by Wulfsen to adjourn the hearing at 5:37 P.M. All Ayes



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Regular Meeting
February 18, 2019**

The Cherokee Community School District Board of Education held a regular meeting on Monday, February 18, 2019 following the Public Hearing. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, IA.

1. Call the meeting to order

The meeting was called to order at 5:37 P.M.

2. Approve the agenda

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

3. Roll call of members in attendance

Roll call was taken. Present were Laura Jones, Chuck Wulfsen, Paul Fuhrman, Laura Dawson

4. Action to excuse board members not in attendance

Moved by Wulfsen, seconded by Jones to excuse Logan Patterson not present. All Ayes

5. Welcome Visitors

Visitors were welcomed.

Others present: Kim Lingenfelter, Cara Jacobson, Jillian Brown, John Loughlin, Mari Bauer, Joyce Lundsgaard

6. Consent agenda

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

- Minutes of the regular meeting – 1/21/19 & management meeting – 1/28/19
- Financial Statements
- Monthly Bills

7. Communication & Reports

Administrative reports were given.

8. Policy

Clerical changes were made to board policies 401.1 and 401.5R1. Moved by Fuhrman, seconded by Jones to affirm policies 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. All Ayes

9. New Business

A. Discussion of/action concerning the 2019/20 school calendar

Moved by Wulfsen, seconded by Fuhrman to approve the 2019-20 school calendar as proposed. All Ayes

B. Discussion of/action concerning bidding two alternate classrooms

Moved by Wulfsen, seconded by Fuhrman to approve bidding two alternate classroom on the PK-4 addition. All Ayes

C. Discussion of/action concerning a resolution directing the advertisement for sale, electronic bidding and official statements for GO Bonds, Series 2019

Moved by Wulfsen, seconded by Jones to approve 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. Ayes: Wulfsen, Jones, Fuhrman, Dawson; Nays: None

D. Discussion of/action concerning the FY18 Audit

Moved by Wulfsen, seconded by Jones to approve the FY18 Audit. All Ayes

E. Discussion of/action concerning early retirement incentive for Lori Fordyce

Moved by Fuhrman, seconded by Wulfsen to approve an early retirement incentive for Lori Fordyce with appreciation for her years of service. All Ayes

F. Discussion of/action concerning the resignation of Sara Groepper – CMS Lego League

Moved by Wulfsen, seconded by Jones to approve the resignation of Sara Groepper as CMS Lego League Coach. All Ayes

G. Discussion of/action concerning the resignation of Adam Rapp

Moved by Fuhrman, seconded by Jones to approve the resignation of Adam Rapp as WHS Assistant Football Coach. All Ayes

H. Discussion of/action concerning extending a contract to Lisa Hare

Moved by Jones, seconded by Fuhrman to extend a contract to Lisa Hare as CMS Language Arts Instructor. All Ayes

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

Moved by Fuhrman, seconded by Wulfsen to extend a contract to Tony Gunter as RES 4th Grade Instructor. All Ayes

J. Discussion of/action concerning extending a contract to Tyus Adkins

Moved by Wulfsen, seconded by Fuhrman to extend a contract to Tyus Adkins as WHS Physical Education Instructor. All Ayes

K. Discussion of/action concerning extending a contract to Cindy Husman

Moved by Wulfsen, seconded by Jones to extend a contract to Cindy Husman as CMS 5th6th Grade Social Studies Instructor. All Ayes

L. Discussion of/action concerning extending a contract to Pamela Frederikson

Moved by Fuhrman, seconded by Jones to extend a contract to Pamela Frederikson as CMS Volleyball Coach. All Ayes

M. Discussion of/action concerning extending a contract to Julie Hummel

Moved by Fuhrman, seconded by Jones to extend a contract to Julie Hummel as CMS Volleyball Coach. All Ayes

N. Discussion of/action concerning extending a contract to Ami Burch

Moved by Wulfsen, seconded by Jones to extend a contract to Ami Burch as CMS 7th/8th Grade Special Education Instructor. All Ayes

O. Discussion of/information concerning the date for the budget hearing

The Budget Hearing will be held on Monday, April 1, 2019 at 5:30 P.M. in the WHS Conference Room.

P. Discussion of/information concerning CCSD's Health and Wellness Program

Cara Jacobson and Jillian Brown presented information regarding CCSD's Health and Wellness Program. The wellness committee sends out monthly newsletters and offers staff challenges and incentives to improve overall health awareness. In the fall and spring there is an annual walk for students at all schools and a wellness day at Roosevelt elementary in the spring.

Q. Discussion of/information concerning the Food Service Department – annual review

Cara Jacobson gave an overview of the food services department. The food service department serves approximately 750-800 students each day. A summer food program will be offered again this summer.

R. Discussion of/information concerning the Nursing Department – annual review

Jillian Brown gave an annual review of the Nursing Department. 5 AED's were obtained through Justin Pritts and CRMC and were placed throughout the district. 100 employees have been trained in the use of the AED's.

S. Discussion of/information concerning naming the PK-4 addition

Lingenfelter recommended the board consider possible names for the new elementary building for discussion at a future meeting.

T. Exempt Session

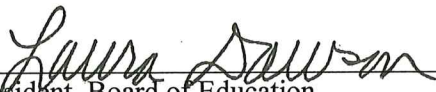
The board entered into exempt session at 6:59 P.M for the purpose of discussing collective bargaining strategies and issues.

The board resumed in open session at 7:17 P.M.

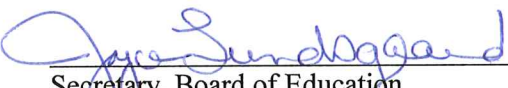
10. Adjournment

Moved by Wulfsen, seconded by Jones to adjourn the meeting at 7:18 P.M. All Ayes

Management Meeting – March 4, 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
March 4, 2019**

The Cherokee Community School District Board of Education held a management team meeting on Monday, March 4, 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, Laura Dawson, Laura Jones

Others present: Kim Lingenfelter, Wade Riley, Valery Fuhrman, Joyce Lundsgaard

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 ISFIS Building Blocks – Income Surtax Module

The board watched an income surtax module provided by ISFIS, Iowa School Finance Information Services.

B. Discussion of/information concerning ISFIS Building Blocks – Income Surtax Module

The district currently utilizes a 5% income surtax for partial funding of the Instructional Support Levy.

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

Matt Basye, FEH Design, will present final design specifications for board approval at the March 18th board meeting.

D. Exempt Session

The board entered into exempt session at 5:46 P.M. for the purpose of discussing collective bargaining strategies and issues.

The board resumed in open session at 6:44 P.M.

E. Discussion of/information concerning Superintendent Evaluation


Moved by Patterson, seconded by Jones to enter into closed session at 6:45 P.M. as provided in section 21.5(1)(i) to evaluate the superintendent. The board evaluated standard 5 – Promoting the success of all students by acting with integrity, fairness and in an ethical manner. All Ayes

The closed session ended at 6:52 P.M.


G. Adjournment

Moved by Patterson, seconded by Jones to adjourn the meeting at 6:53 P.M. All Ayes

Regular Meeting – March 18, 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - February 19

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,269,946.87	1,133,032.09	935,157.19	\$ 2,467,821.77
Management	700,734.14	2,687.54	328.78	703,092.90
Self-Insurance Fund	1,295,372.91	9,010.16	14,766.75	1,289,616.32
Subtotal General Fund	4,266,053.92	1,144,729.79	950,252.72	4,460,530.99
Activity	153,843.68	27,156.52	27,240.65	153,759.55
PPEL	423,984.44	9,640.38	28,748.09	404,876.73
Capital Projects (Sales Tax)	1,955,252.56	79,974.75	-	2,035,227.31
Bond Proceeds	9,799,142.89	21,517.81	18,718.00	9,801,942.70
Hot Lunch	190,081.17	54,060.19	19,824.73	224,316.63
Trust and Agency	30,364.85	0.07	-	30,364.92
Total - All Funds	\$ 16,818,723.51	\$ 1,337,079.51	\$ 1,044,784.19	\$ 17,111,018.83

Published Budget Report
 All Funds
 2/28/2019

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	4,317,783.28	4,317,783.28	8,550,000.00	51%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	113,329.09			
Inst. Staff Support Svcs	(2200-2299)	337,956.67			
General Administration	(2300-2399)	199,153.09			
Building Administration	(2400-2499)	391,188.20			
Business Administration	(2500-2599)	292,770.79			
Plant Operation & Maint	(2600-2699)	684,187.65			
Student Transportation	(2700-2799)	301,102.48			
TOTAL SUPPORT SERVICES			2,319,687.97	4,250,000.00	55%
NON INSTRUCTIONAL PGMS	(3000-3999)	319,603.20	319,603.20	600,000.00	53%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	724,867.21			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	426,077.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			1,150,944.21	1,811,360.00	64%
TOTAL EXPENDITURES			8,108,018.66	15,211,360.00	53%

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
	Welding class materials	
	Welding class materials	
	Welding materials	
13610	Airgas USA, LLC	413.14
	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	15,726.96
	Jump ropes - PE	
	Ed Foundation-playhouses	
	Armory copier cartridge	
	CMS FCS sewing lab	
	CMS FCS sewing lab	
13771	Amazon Capital Services	667.21
	ISP Technology-parts	
12957	Asset Genie, Inc.	311.30
	Audit filing fee	
12392	Auditor of State	625.00
	CMS water softener salt	
	Roosevelt water softener/salt	
	busbarn drinking water	
	WHS nurse drinking water	
	CMS Nurse drinking water	
10079	Blaine's Culligan and Sundance Spas	323.82
	WHS Ind Arts resale	
	WHS Ind Arts resale	
	Ed Foundation-playhouse	
	WHS Ind Arts tables	
	WHS Ind Arts resale	
	Ed Foundation-playhouse	
	WHS Ind Arts resale	
	Trans supplies	
	Maint supplies	
	Trans supplies	
	Maint supplies	
	Trans supplies	
	Ed Foundation-playhouse	
	Ed Foundation-playhouse	
10021	Bomgaars	483.49
	CMS library books	
13052	Book Vine, The	258.94

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Conference lodging- Lingenfelter	
	Maint supplies	
	Registration-VB Coach Clinic-C.Anderson	
	FCS HS Student night	
	TAG materials	
	PTA purchase-Art Show	
	Trans repairs - window	
12882	Cardmember Service	1,136.08
	Instructional Materials- Creel	
10157	Carolina Biological Supply Co	3,492.25
	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	780.64
	Vending machine	
11224	Chesterman Co.	32.25
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-WHS	
10084	City of Cherokee	1,745.26
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	100.00
	PTA purchase-Lego t-shirts	
12371	Creative Services	278.18
	Bus driver	
14074	Days Inn Ames	1,119.90
	TSA administration fee	
11657	Department of Administrative Services	200.00
	Bus driver meal	
31620	EATON, RANDY	5.13
	WHS Camera	
13429	ECHO Group, Inc.	315.00
	Trans repair parts	
10522	Electronic Specialties, Inc.	41.90
	Staff development snacks	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10067	Fareway Stores, Inc.	52.01
Technology		
14075	Firefold	873.47
Trans repair part		
10140	Holzhauser Motor Co., Inc.	20.32
WHS FCS groceries		
10274	Hy-Vee Food Stores, Inc	6.79
Membership- Brunsting/Haack/Heater		
11499	Iowa School Counselor Association	120.00
Jazz/Concert band music		
Returned music		
12200	J.W. Pepper and Son, Inc.	224.00
Security service-Roosevelt		
Security service-WHS		
13165	Johnson Controls Security Solutions	1,268.85
Bus driver meal		
13426	Leidahl, Nathan	13.00
Electricity-206 E Indian- CMS		
Electricity-929 N Roosevelt		
Electricity-600 W Bluff-WHS		
Electricity-600 W Bluff- concession		
Electricity-ballfields		
Electricity-334 Gillette- busbarn		
Electricity-336 Gillette- Armory		
12363	MidAmerican Energy Company	9,417.84
CMS Band resale-bassoon reed		
ISP CMS piano dollies		
CMS Band resale-bassoon reed-returned		
10894	MidBell Music, Inc.	378.78
Fuel - 5.533 gal		
11417	Mortenson, Julie	11.01
Trans repair parts- batteries		
MAint supplies		
Trans repair parts		
10180	Motor Parts Sales	353.51
Donation-REA Fund- Music		
Donation-REA Fund- Music		
14070	Music is Elementary	222.27

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Audit		
12845	Nolte, Cornman & Johnson PC	6,360.00
Instructional materials- Torrey		
Registration-V.Fuhrman		
NASA Trip sponsor		
10125	Northwest AEA	1,935.00
ELI -Burch		
ELI-Carver		
11770	Pioneer Valley Books	495.28
PTA purchase-CMS		
10428	Pizza Hut	536.00
Trans repairs-suburban #25		
11459	Ron's Repair, Inc.	400.00
Garbage collection		
10217	Sanitary Services, Inc.	2,435.62
Trans repair parts		
12768	School Bus Sales	105.15
SpEd Tuition		
10778	Sioux Central Community School	13,330.52
Bus driver meal		
13440	Sizeland, Harry	9.75
Mileage-Teacher Walk		
30427	Stoneking, Tim	13.24
Open Enrollment TLC-1st semester		
SpEd Tuition		
13182	Storm Lake Community School District	15,983.21
Maint supplies		
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	268.29
Administration fee		
10923	TASC	879.84
SpEd - Leavitt		
14064	VIRCO	166.16
Trans supplies		
10809	Wiederholt, Mike	44.94

Fund Total: 83,981.30

Checking 1 Fund: 71 SELF-INSURANCE FUND
Administration fee

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13725	Mid-Amerian Benefits, Inc.	1,587.00

Fund Total: 1,587.00
Checking Account Total: 85,568.30

<u>Checking</u>	<u>2</u>	<u>Fund: 32</u>	<u>CAPITAL PROJECTS</u>
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New building project			
12487	Certified Testing Services, Inc.	2,815.00	

Fund Total: 2,815.00
Checking Account Total: 2,815.00

<u>Checking</u>	<u>3</u>	<u>Fund: 21</u>	<u>STUDENT ACTIVITY FUND</u>
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Track-measuring tape			
13771	Amazon Capital Services	43.90	

FTC parts

JETS registrations-2 more teams

Baseball fundraiser-foam rollers

CMS Band contest awards

12882	Cardmember Service	755.80
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Concessions

Vending machine

11224	Chesterman Co.	575.25
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Concessions

Concessions

Concessions

10067	Fareway Stores, Inc.	37.48
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Concessions

Concessions

Concessions

Concessions

Concessions

Concessions

11060	Godfather's Pizza	2,130.00
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Cheerleaders senior night

Cheerleaders senior night flowers

Cheerleaders senior night flowers

10274	Hy-Vee Food Stores, Inc	60.00
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Girls Regional Basketball - 2/12/19

Girls Regional Basketball - 2/15/19

30902	Iowa Girls High School Athletic Union	7,062.00
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Boys Tournament Gate

10115	Iowa High School Athletic Association	3,318.00
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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
WHS concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	61.33
CMS Jazz Band Festival registration		
30757	Morningside College-Jazz Festival	130.00
FFA banquet materials		
FFA banquet materials		
30928	NATIONAL FFA ORGANIZATION	1,069.60
CMS scoreboard		
10159	Nevco Inc.	156.89
NASA trip		
10125	Northwest AEA	1,075.00
7th Girls Basketball Official - 2/14		
30744	Pick, Steven	70.00
Boys Tennis balls		
13638	Teamconnection.com	431.70

Fund Total: 16,976.95

Checking Account Total: 16,976.95

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Supply items			
10021	Bomgaars		94.89
Food items			
Food items			
Food items			
11224	Chesterman Co.		668.00
Food items			
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		1,768.21
Food items			
Food items			
40032	Earthgrains		315.00
Food items			
Food items - ala carte			
Food items			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	
	Food items - ala carte		
	Food items		
	Food items		
	Food items - ala carte		
	Food items		
	Food items - ala carte		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	9,554.14	
			Fund Total: 12,400.24
			Checking Account Total: 12,400.24

<u>Vendor</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL FUND	
WIT Welding class			
13610		Airgas USA, LLC	117.22
Toner cartridge			
CMS FCS sewing lab			
Parchment paper			
Maint supplies			
Counseling materials			
ISP Technology			
13771		Amazon Capital Services	511.39
Conference mileage			
Conference meal			
19024		ANDERSON, CHARITY	112.60
Trans repair parts			
Maint supplies			
Maint supplies			
Trans repair parts			
Maint supplies			
Maint supplies			
Maint supplies			
Maint supplies			
Maint supplies			
10021		Bomgaars	64.71
Skid loader repair			
10396		Builder's Sharpening and Service	175.39
AP license support			
12726		CDW Government, Inc.	380.00
PTA purchase-Dr Seuss breakfast			
10865		Cherokee Comm School Food Service	100.00
Meetings 1/21-1/28			
18221		Chronicle Times, The	245.03
Sewer-929 N Roosevelt			
10084		City of Cherokee	813.62
Internet support			
Internet support			
20223		Control System Specialist	197.00
Mileage			
13555		Cormany, Keara	38.76
WHS copier staples			
13762		Counsel	211.51
Fuel - 17.081 gal			
11706		Ebert, Beth	424.55
PTA purchase-Dr. Seuss			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
breakfast		
10067	Fareway Stores, Inc.	35.30
Lodging-C.Anderson		
10019	Gateway Hotel and Conference Center	135.42
Annual License renewal- Collective Bargai		
13446	Gaus Systems LLC	1,800.00
WHS Ind Arts		
13975	Grizzly Industrial	448.95
Conference lodging		
14078	Gunter, Tony	531.22
Trans repair parts		
18474	High Country Auto	45.00
Lodging-State Wrestling-Wr Coaches/		
11666	Holiday Inn and Suites West Des Moines	638.40
Trans repairs-Suburban		
Trans repair parts		
10140	Holzhauser Motor Co., Inc.	84.74
FCS Culinary Lab 1 - groceries		
FCS Culinary Lab 1 - groceries		
10274	Hy-Vee Food Stores, Inc	21.22
AT Risk conference registration-Aden		
13584	IAAE	75.00
Medicaid		
12846	Iowa Department of Human Services	6,121.45
WHS Band music - returned		
NW IA Honor choir music 5-7		
12200	J.W. Pepper and Son, Inc.	118.19
Diplomas/covers		
11073	Jostens, Inc.	583.30
Tree removal		
13838	K and M Tree Service	690.00
CMS Band rent-Flute repair		
CMS band		
10894	MidBell Music, Inc.	120.34
Trans repair parts		
Trans repair parts		
10180	Motor Parts Sales	43.69

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
ISP Technology		
13572	Nearpod, Inc.	2,376.00
Trans repair parts		
Trans repair parts		
Trans repair parts		
Trans repair parts Credit		
11226	O'Halloran International	60.66
Bus driver meal		
Bus driver meal		
Bus driver meal		
10711	Rollefson, Jerry	29.58
CMS Book Club		
11092	Sampson, Lisa	23.91
Snow removal-CMS - 2/4-2/10		
Snow removal-Roosevelt- 2/4-2/10		
Snow removal-WHS-2/4-2/10		
Snow removal-CMS - 2/11- 2/17		
Snow removal-Roosevelt-2/11- 2/17		
Snow removal-WHS-2/11- 2/17		
Snow removal-CMS 2/19-2/27		
Snow removal-Roosevelt- 2/19-2/27		
Snow removal-WHS-2/19-2/27		
13615	SCE	11,172.50
Trans repair parts		
12768	School Bus Sales	10.93
CMS Lang Arts		
Central office supplies		
Lamination film		
11884	School Specialty, Inc.	375.22
Bus driver meal		
13440	Sizeland, Harry	7.00
Shared professional development		
10797	South O'Brien Schools	2,193.04
Trans repair parts		
11568	Steffen Truck Equipment, Inc.	260.06
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	360.40
Medicaid		
12838	Timberline Billing Service LLC	732.44

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Cell phone charges/phone- WHS principal		
18319	Verizon Wireless	701.72

Fund Total: 33,187.46

Checking	1	Fund: 22	MANAGEMENT FUND
Premium			
13585	SU Insurance Company		22,605.50

Fund Total: 22,605.50

Checking Account Total: 55,792.96

Checking	2	Fund: 32	CAPITAL PROJECTS
Civil Engineering - Elementary project			
13841	Beck Engineering, Inc.		24,912.80

Architect fees			
20224	FEH Design		91,317.93

Fund Total: 116,230.73

Checking	2	Fund: 36	PHYSICAL PLANT & EQUIPMENT
WITCC welding class			
WITCC welding class			
WITCC welding class			
13610	Airgas USA, LLC		2,454.35

Repair broken water line to armory			
13615	SCE		3,824.14

WHS Gym smoke detectors			
14006	Thompson Innovation		1,312.20

Fund Total: 7,590.69

Checking Account Total: 123,821.42

Checking	3	Fund: 21	STUDENT ACTIVITY FUND
Track Bungee cord			
Baseball fundraiser			
Lacrosse balls			
13771	Amazon Capital Services		52.08

Boys track entry fee			
Girls Track entry fee			
10688	Buena Vista University		250.00

Meal money-Sp Olympics- Booster Club			
13234	Cash and Joyce Lundsgaard		90.00

Concessions			
10865	Cherokee Comm School Food Service		54.00

Speech banner			
10314	De Vos, Jaylene		45.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Speech scripts		
30847	Dramatists Play Service	18.30
State FTC Student lodging		
FTC registration		
FTC State registration		
11706	Ebert, Beth	1,223.22
Wrestling hospitality		
11060	Godfather's Pizza	35.76
Lodging-State Wrestling-Cheerleaders		
11666	Holiday Inn and Suites West Des Moines	510.72
CMS 7th Honor Choir		
30272	ICDA, INC.	40.00
WHS Band solo/ensemble entry fee		
WHS Vocal solo/ensemble contest entry fe		
31080	Iowa High School Music Association	552.00
Speech contest fees		
Speech contest fees		
Speech Awards		
30733	Iowa High School Speech Association	902.00
Lego Registration		
12866	Iowa State University	80.00
FFA speaker		
14077	Peterson Farm Brothers, LLC	3,500.00
Wrestling entry fee		
14076	West Sioux High School	150.00

Fund Total: 7,503.08

Checking Account Total: 7,503.08

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Food items			
11224	Chesterman Co.		186.00
WHS milk			
Roosevelt milk			
CMS milk			
CMS milk			
40114	Dean Foods North Central		301.49
Food items			
40032	Earthgrains		261.05
Food items			
18253	MARTIN BROS. DISTRIBUTING CO., INC.		1,608.38

Vendor Name

Amount

Fund Total: 2,356.92

Checking Account Total: 2,356.92

March 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.

- Administrators, instructional coaches, and data improvement teachers met on February 28 to discuss the setup, training, and implementation of our new online Iowa assessments (ISASP). The RES teams administering ISASP tests have attended two training sessions and have conducted a practice test with their students. They will view a test security module online.

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 PD time has been focused on our winter literacy screening as we begin the implementation phase of our newly created **RES Building Literacy Goals: Consistency Across the Building, Alignment to Standards & Required Assessments, Student Engagement & Consistent Growth, and Common Language**. On Wednesday, the staff analyzed individual student growth rates in fluency, accuracy, and comprehension. We will use this information to identify gaps and determine which instructional strategies were most effective in moving student scores.
- Two RES teachers and our IC attended a Defined Learning Workshop. Participants created a bundled science lesson which included literacy and performance tasks, social studies, technology, and engineering. They also explored Defined STEM projects available online to our staff.

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

- Our Feb. 15 shared PD with South O'Brien and HMS was a huge success. Dave Weber's presentation, *Sticks and Stones Exposed: The Truth Behind Words & Relationships*, was informative and inspiring. Topics included the power of words, building community, breaking barriers, building a positive culture, and modifying counterproductive attitudes. Instructional coaches from each district met in Paullina on Tuesday to debrief and to make preliminary plans for a shared PD next February.

Other Notes:

- RES students completed the winter FAST testing.

	Fall 2018					Winter 2019					Spring 2019				
	eRdg	eMath	aRdg	aMath	CBM	eRdg	eMath	aRdg	aMath	CBM	eRdg	eMath	aRdg	aMath	CBM
TK	21%	58%				8%	57%	46%							
K	89%	89%				92%	86%	88%							
TK/K combined	75%	83%				73%	79%	78%							
1st	85%	80%	84%			76%	76%	76%							
2nd			70%	67%	60%			70%	71%	59%					
3rd			84%	78%	79%			77%	76%	71%					
4th			79%	55%	56%			66%	45%	50%					
K-4	80	81	79	67	65	74	78	74	62	63					



Cherokee Middle School

March 2019

<i>Culture</i>	Staff will finish up our book study "Culturize" by Jimmy Casas this next month. It has been a powerful book to help us reflect on our culture at the middle school and what we can do to help promote a more positive culture..				
<i>Communication</i>	Congratulations to Riley Lubeck for being February's Cherokee Chamber of Commerce Student of the Month!				
<i>Professional Development</i>	We are looking forward to begin teachers walk this semester and teachers are working on videoing their lessons and reflecting on them.				
<i>ISASP</i>	Students at CMS will take the Math ISASP on April 9th, Reading on April 16th, Language Arts on April 17th, and Science April 18th.				
<i>Data</i>	<p style="text-align: center;">CMS 1st Semester Data: 2017-18 compared to 2018-19</p> <p style="text-align: center;">Attendance</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <p>2017-18 Excused Absence Total = 1074 Male = 463 Female = 612</p> <p>Unexcused Absence Total = 97.5 Male = 60.5 Female = 37</p> </td> <td style="width: 50%;"> <p>2018-19 Excused Absence Total = 589.5 Male = 274.5 Female = 315</p> <p>Unexcused Absence Total = 36 Male = 19.5 Female = 16.5</p> </td> </tr> </table> <p style="text-align: center;">1st Semester F's</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;"> <p>2017-18 51 = F's 9 = F's in Reading 42 = F's (compard to 18-19) 27 = total students</p> </td> <td style="width: 50%;"> <p>2018-19 14 = F's 14 - total students</p> </td> </tr> </table>	<p>2017-18 Excused Absence Total = 1074 Male = 463 Female = 612</p> <p>Unexcused Absence Total = 97.5 Male = 60.5 Female = 37</p>	<p>2018-19 Excused Absence Total = 589.5 Male = 274.5 Female = 315</p> <p>Unexcused Absence Total = 36 Male = 19.5 Female = 16.5</p>	<p>2017-18 51 = F's 9 = F's in Reading 42 = F's (compard to 18-19) 27 = total students</p>	<p>2018-19 14 = F's 14 - total students</p>
<p>2017-18 Excused Absence Total = 1074 Male = 463 Female = 612</p> <p>Unexcused Absence Total = 97.5 Male = 60.5 Female = 37</p>	<p>2018-19 Excused Absence Total = 589.5 Male = 274.5 Female = 315</p> <p>Unexcused Absence Total = 36 Male = 19.5 Female = 16.5</p>				
<p>2017-18 51 = F's 9 = F's in Reading 42 = F's (compard to 18-19) 27 = total students</p>	<p>2018-19 14 = F's 14 - total students</p>				

1st Semester D's

2017-18 130 = D's 24 = D's in Reading 106 = F's (compard to 18-19) 71 = total students	2018-19 68 = D's 44 = total students
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1st Quarter F's

2017-18 58 = F's 4 F's in Reading 54 = total F's (compard to 18-19) 31 = total students	2018-19 14 = F's 11 = total students
---	--

2nd Quarter F's

2017-18 90 = F's 17 = F's in Reading 73 = total F's (compard to 18-19) 45 = total students	2018-19 19 = F's 13 = total students
--	--

1st Quarter D's

2017-18 129 = D's 18 = D's in Reading 111 = total D's (compard to 18-19) 73 = total students	2018-19 82 = D's 59 = total students
--	--

2nd Quarter D's

2017-18 160 = D's 18 = D's in Reading 142 = total D's (compard to 18-19) 92 = total students	2018-19 105 = D's 64 = total students
--	---

18-19

MAP Growth by Content area and Grade Level

Fall to Winter

CMS
Reading
GROWTH OVERALL

8

CMS
Math
GROWTH OVERALL

22

CMS
Language Arts
GROWTH OVERALL

12

CMS
Science
GROWTH OVERALL

11

CMS
5th Grade
GROWTH OVERALL

17

CMS
6th Grade
GROWTH OVERALL

13

CMS
7th Grade
GROWTH OVERALL

12

CMS
8th Grade
GROWTH OVERALL

11

WHS Building Report March 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.
- Many teachers are working with new tech tools to enhance the learning taking place in their classrooms.
- We are continually learning new information for our upcoming ISASP in April.
- Mr. Riley and Mrs. Heater have done midterm action plans through Google Forms for students who are struggling academically.
- Students made videos to share with parents inviting them to conferences.
- 2019-2020 registration is being done online this year for students.
- We've created a new course description book for all of our WHS courses that will be available online to students and parents. Mrs. Heater and Mrs. Barkley worked to get this finished before our registration process this month.

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

- 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.
- We're constantly reflecting through video reflections and collaboration each other to improve our teaching.
- Teacher walk has been very successful this semester. Teachers are visiting other districts to glean information.

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

- We have spent time in our recent professional development charting relationship data to see which kids are known well by staff members. This will help us place students in advisement groups next year where we will focus on creating positive relationships.
- Speech season has been incredibly successful. Individual speech brought home 27 I ratings and 9 II ratings.
- We celebrated FFA week in February and the students were excited to show others what they have been doing throughout the year.
- Spring activities are underway and we are excited for this new season!

Fall 2018 Freshmen Data	
Unexcused Absences	2.8
Fs for Semester Grades (reported January 2019)	5
Withdraw Fail Grade	2

Mr. Wade Riley- WHS Principal

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

Preschool:

\$145.04

TK:

Hoefling pumpkin patch: \$115

K:

Pumpkinland: \$302

STEM supplies: \$28.76

Dr Seuss breakfast: \$135.30

1st:

Dorothy Pecaut Nature Center: \$91

Northwestern College: \$90

Cookies: \$31.50

HyVee: \$40.32

2nd:

3rd:

Halloween cookies: \$119.85

Lifeguards: \$75

4th:

State fair material: \$27

Dash coding robot: \$145.79

Poster: \$27.80

Roosevelt:

Jump2Math: \$267.00

Middle School:

5th grade t shirts: \$550

Pizza: \$536.00

Lego t shirts: \$278.18

RES/MS:

Brain Pop: \$2550

Conferences:

Subway: \$115.56 MS/\$154.08 RES Fall

Subway: \$333.78 MS/RES Spring

Babysitters: \$200 Fall

Art Show: \$322.44 requested, used \$221.44

Notes for the Board from the Superintendent – March 2019

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

March Standard: Foster a culture that enables excellence and innovation by empowering the superintendent in hiring and developing the best employees available to meet the district's goals, by supporting structures that develop instructional leadership and collaboration, by supporting research-based staff professional development aligned with district goals, and by fostering a safe and secure environment for all students, staff, and visitors.

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
 - Finishing final count on phones to start the process of an RFP.
 - Continuing work on the network to fine tune it for ISASP testing.
 - Waiting for bids on what funds are available for E-Rate and will present the winning bids for the products needed to move forward with the phone system this summer, funds permitting.

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

- Building Reports - Principals - on the agenda
- Professional Development - Focus - Building Relationships
- Science - Purchasing Year - April Management Team Meeting
- Iowa Department of Education Public Reporting Site: 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 Update
- Snow Makeup Days for Students: Friday, March 15, Monday, April 1, and 20 minutes added to school day (starting Monday, March 18) in lieu of students attending in June
School Calendar/Makeup Clarification Q&A
https://docs.google.com/document/d/1f0bb1K_hz_ftCurllkquo4Rtr0HK5jb5t03k6mKQjdM/edit?usp=sharing
- 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 st , 2018 @ 5:30 Board Policy Grievances	November 5 th , 2018 @ 5:30 Student Achievement Data – APR SIAC Members Invited	December 3 rd , 2018 @ 5:30 Building, Grounds & Capital Projects
January 28 th , 2019 @ 5:30 Finance - ISFIS Module	March 4 th , 2019 @ 5:30 Transportation & Nutrition Curriculum & Instruction - Science Wellness Policy Review	April 1 st , 2019 @ 5:30 Finance – Budget Hearing – 5 Year SIAC Members Invited Branding the School

Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson
 - Lots of changes this week, two employees will be leaving that have done an awesome job for us, so it was hard to fill those positions. We have them filled for the rest of the year, with two of our substitutes and lots of rearranging.

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 – March 2019

Cherokee Community School District: *Empowering Learners*

- I am planning on a summer lunch program, but I am having a hard time convincing staff, so I will explore other avenues if I can not get enough help, like mothers or silver cord hour students. We plan to have summer lunch at the high school, so we do not need to transport food.
- Otherwise, things are going great!
- News from Transportation Director, Mike Wiederholt
 - Spring sports are starting up and everything seems to be running good.
 - Normal repairs to buses like lights, seats, etc. We already have 5000 miles on the new bus!

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer’s Report - on the agenda
- FY19, FY20, FY21 Auditor Selection - on the agenda
- Exempt Session and Contracts - on the agenda
- General Obligation Bonds - on the agenda
- Regular Program Budget Adjustment - 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
- FEH Design - on the agenda
- CenterPoint Energy - on the agenda
- News from Jeff Miller, Building and Grounds Director
 - Plans to be in attendance

IASB Update & Other

- IASB Policy Leadership and Legal Issues Conference - Altoona - Thursday, April 18, 2019
- IASB Safety Group Risk Management Conference - Storm Lake - Tuesday, April 23, 2019
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

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

- Board Policy - 402.1-403.2 - on the agenda
- Supplemental State Aid [SSA] - Governor approved at 2.06%
- Legislative News/Updates/Priorities from our Partners in Education:

http://www.sai-iowa.org/sai-legislative-priorities.cfm	https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&utm_source=govdelivery	http://www.rsaia.org/legislative.html
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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.

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Legal Reference: Iowa Code §§ 22.7; 279.8 (2013).

Cross Reference: 401.5 Employee Records

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19 Revised _____

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17 (2013).
441 I.A.C. 9.2; 155; 175.
1982 Op. Att'y Gen. 390, 417.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.3 Abuse of Students by School District Employees
502.9 Interviews of Students by Outside Agencies
507 Student Health and Well-Being

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19 Revised _____

CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse, which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child . . . as a result of the acts or omissions of the person responsible for the child. . . . Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone will not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code*, section 725.1 which deals with prostitution.
- Any mental injury to a child's intellectual or psychological capacities evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed by a licensed physician or qualified mental health professional.
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts of omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, as defined in section 232.2, subsection 6, paragraph "p", manufactured a dangerous substance, as defined in section 232, subsection 6, paragraph "p", or in the presence of the child possesses a product containing ephedrine or its salts, optical isomers or its salts, pseudoephedrine or its salts, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
- The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts of omissions of a person responsible for the care of the child.

Teachers in public schools are not "persons responsible for the care of the child" under this definition.

CHILD ABUSE REPORTING REGULATION

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report orally, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2013).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 104 Bullying/Harassment
402.2 Child Abuse Reporting
503.5 Corporal Punishment

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19 Revised _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's name and address: _____

Student's telephone no.: _____

Student's school: _____

Accused employee's name and place of employment:

Allegation is of _____ physical abuse _____ sexual abuse*

Please describe what happened. Include the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury:

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____ yes _____ no

If yes, please list by name, if known, or classification (for example "third grade class," "fourth period geometry class"):

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:

_____ Yes _____ No Telephone Number _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

Has any professional person examined or treated the student as a result of the incident?

___yes ___no ___unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known

Has anyone contacted law enforcement about this incident? ___yes ___no

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

Your name, address and telephone number:

Relationship to student: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student's parent or guardian) and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I investigator. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report. The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible. In performing the investigation, the investigator will have access to the educational records of the alleged student victim as well as access to the student for interviewing purposes.

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district. To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level I investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or,
- take other appropriate action to ensure the student's safety.

The Level I investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Physical Abuse Allegations

When physical abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

The Level I investigator will use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation will not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

Within five days of receipt of an investigable report, the Level I investigator will complete an informal investigation. The informal investigation will consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the Level I investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the Level I investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report. Within fifteen days of receipt of the report, the Level I investigator will complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the Board of Educational Examiners if the employee is a licensed employee.

The investigator will retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident of abuse as defined in the rules took place between the student and employee. The Level I investigator does not make the determination of whether the use of physical contact was appropriate or whether any of the exceptions apply. That is the responsibility of the Level II investigator. Upon completion of the report, if the Level I investigator determines the allegations of physical abuse are founded and serious, the Level I investigator will notify law enforcement authorities. If the allegations are founded but the physical abuse is not of a serious nature, the Level I investigator will refer the case on to the Level II investigator.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation. The Level II investigative report will state the conclusion as to the occurrence of the alleged incident, the applicability of exceptions, the reason for the contact or force used, and recommendations regarding the need for further investigation. In determining the applicability of the exceptions or the reasonableness of the contact or force used, the Level II investigator will use the following definitions:

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

- a. Using reasonable and necessary force, not designed or intended to cause pain:
 - (1) To quell a disturbance or prevent an act that threatens physical harm to any person.
 - (2) To obtain possession of a weapon or other dangerous object within a pupil's control.
 - (3) For the purposes of self-defense or defense of others as provided for in Iowa Code § 704.3.
 - (4) For the protection of property as provided for in Iowa Code §§ 704.4, .5.
 - (5) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
 - (6) To prevent a student from the self-infliction of harm.
 - (7) To protect the safety of others.

- b. Using incidental, minor, or reasonable physical contact to maintain order and control.

In determining the reasonableness of the contact or force used, the following factors are considered:

 - a. The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
 - b. The size and physical condition of the student.
 - c. The instrumentality used in making the physical contact.
 - d. The motivation of the school employee in initiating the physical contact.
 - e. The extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Sexual Abuse

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

When sexual abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed. The designated investigator will not interview the school employee named in a report of sexual abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

The investigator will notify the parent, guardian or legal custodian of a student in prekindergarten through grade six, of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The Level I investigator will interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The Level I investigator may record the interview electronically.

The Level I investigator will exercise discretion in the investigative process to preserve the privacy interests of the individuals involved. To the maximum extent possible, the investigator will maintain the confidentiality of the report.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the Level I investigator believes the employee committed a sex act with a student or sexually exploited a student, the Level I investigator will defer the Level I investigation and immediately notify law enforcement officials, the student's parents and the person filing the report.

If the Level I investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the Level I investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the Level I investigator will provide notice of the impending interview of student witnesses or the student who is in prekindergarten through grade six, to their parent, guardian, or legal custodian, and may provide notice to the parent or guardian of older students, prior to interviewing those students. The Level I investigator shall, if founded, arrange for the Level II investigator to further investigate the allegations.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Within fifteen days of receipt of the report or notice of alleged sexual abuse, the Level I investigator will complete a written investigative report unless the investigation was temporarily deferred. The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the school employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the Board of Educational Examiners if the school employee is certificated.

The investigator will retain the original and provide a copy of the investigative report to the school employee named in the report, the school employee's supervisor and the named student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

If the allegations are founded, the Level I investigation will refer the case to the Level II investigator. The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation if necessary. The Level II investigative report will state conclusively as to the occurrence of the alleged incident, conclusively as to the nature of the sexual abuse and recommendations regarding the need for further investigation. Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude sexual abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint on behalf of the district after obtaining the superintendent's signature with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

In cases involving founded physical or sexual abuse by a licensed employee, the board will notify the Board of Educational Examiners. Information of unfounded abuse at Level I or Level II will not be kept in the employee's personnel file. If the Level I investigative report is founded but Level II is unfounded, then the Level I report is removed from the employee's permanent file. Notes, tapes memorandums and related materials compiled in the investigations must be kept for two years.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

It is the responsibility of the board to annually identify a Level I and Level II investigator. The board will also designate annually an alternate Level I investigator, preferably of the opposite sex of the designated Level I investigator, to whom reports may also be made. The names and telephone numbers of the Level I investigator and the alternate Level I investigator is included in employee handbooks, student handbooks, annually published in the local newspaper, and prominently displayed in all school buildings.

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee

GIFTS TO EMPLOYEES

- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References: Iowa Code ch. 68B (2013).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 217 Gifts to Board of Directors
401.2 Employee Conflict of Interest
704.4 Gifts-Grants-Bequests

PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels

Approved _____

Reviewed 6/17/2013, 8/15/16, 3/18/19

Revised _____

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Legal Reference: Iowa Code §§ 20.7; 279.8 (2013).

Cross Reference: 401.2 Employee Conflict of Interest
408.3 Licensed Employee Tutoring

Approved _____ Reviewed 6/17/2013, 8/15/16, 3/18/19 Revised _____

EMPLOYEE PHYSICAL EXAMINATIONS

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$100. All other employees will be reimbursed up to \$35. The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to bloodborne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and postexposure evaluation and follow-up, communication of hazards to employees, and record keeping.

The requirements stated in the master contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees are followed.

Legal Reference: 29 C.F.R. Pt. 1910.1030 (2004).
Iowa Code §§ 20.9; 279.8, 321.376 (2007).
281 I.A.C. 12.4(14); 43.15 -.20.

Cross Reference: 403 Employees' Health and Well-Being

Approved _____ Reviewed 7/15/2013,8/15/16, 3/18/19 Revised 8/15/2016

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being
409.2 Licensed Employee Personal Illness Leave
414.2 Classified Employee Personal Illness Leave

Approved _____ Reviewed 7/15/2013, 8/15/16, 3/18/19 Revised _____

**PROPOSED SCHEDULE - GENERAL CONSTRUCTION
ELEMENTARY SCHOOL ADDITION
HS LOCKER ROOM RENOVATIONS
CHEROKEE COMMUNITY SCHOOL DISTRICT**

<u>FUNCTION/ACTION</u>	<u>DATES</u>
•Board approves Construction Documents (plans & specifications), form of contract and cost estimate. Architect directed to distribute for competitive bids.	March 18, 2019 (Regular Board Meeting)
Distribution of plans and specs to contractors	by March 29, 2019
•Publish for Bids (between 3/10/19 and 4/11/19)	by Owner
•Publish for hearing (between 3/26/19 and 4/11/19)	by Owner
•Hold Pre-Bid meeting for contractors (3:30 pm in the Board Room @ High School)	Thursday, April 11, 2019 FEH attending
•Hold Public Hearing at Board meeting If objections at hearing, schedule gets extended for Board ruling and possible appeal of ruling (5:30 pm @ High School Library)	Monday, April 15, 2019 (Regular Board Meeting)
•Receipt of Bids (3:30 pm, High School Library)	Wednesday, April 24, 2019 FEH attending
•Accept lowest responsive responsible bid (or reject all bids) (or reject all bids)	Tuesday, April 30, 2019 (Special Board Meeting) FEH attending
•Begin construction	May 2019
•Substantial completion – Elementary Addition	July 17, 2020
•Furniture install – Elementary School (furnishings bid under separate bid package)	July/August 2020
•Substantial completion – Middle School	August 16, 2019
•Substantial completion – Middle School East Drive/Parking	August 16, 2019
•Substantial completion – HS Locker Rooms	September 13, 2019
•Substantial completion – All Remaining Site Work	August 14, 2020

•Final completion

Two weeks after Substantial

* Newspaper (Chronical Times) is published Monday/Wednesday/Friday.

** Information for Board agenda: notices to Joyce Lundsgaard (Board secretary). Regular Board meetings are the third Monday of month.

SECTION 01 10 00

SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Cherokee Elementary School Addition & HS Locker Room Renovations
- B. Owner's Name: Cherokee Community School District.
- C. Architect's Name: FEH DESIGN.
- D. The Project consists of the construction of a new elementary school addition, middle school renovations and high school locker room renovations.

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 52 00 - Agreement Form.

1.03 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of demolition and removal work is indicated on drawings.

1.04 WORK BY OWNER

- A. Owner will award a contract for supply and installation of security devices, cameras, and technology infrastructure which will commence during construction.
- B. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion. Some items include:
 - 2. Furnishings and equipment.
 - 3. Art room kiln and venting
 - 4. Various kitchen equipment.
 - 5. Clocks.
 - 6. Network wiring and terminations.
 - 7. Technology equipment.
 - 8. Telephone/intercom systems.
 - 9. Library equipment.
 - 10. Site amenities.
- C. Owner will supply and install the following:
 - 1. Security Cameras.
 - 2. Access Card Readers.
- D. Owner will supply the following for installation by Contractor:
 - 1. Various toilet accessories
 - 2. Climbing wall for gym.
 - 3. Playground equipment.
 - 4. Scoreboards.

1.05 FUTURE WORK

- A. Project is designed for future addition on the east and south ends of the kindergarten and first grade wings.

1.06 OWNER OCCUPANCY

- A. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.

- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

1.07 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Locate and conduct construction activities in ways that will limit disturbance to site.
- B. Arrange use of site and premises to allow:
 - 1. Owner occupancy
 - 2. Work by Others.
 - 3. Work by Owner.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Existing building spaces may not be used for storage.
- E. Time Restrictions:
 - 1. Limit conduct of the hours of 7 am to 7 pm.
- F. Utility Outages and Shutdown:
 - 1. Limit disruption of utility services to hours the building is unoccupied.
 - 2. Limit shutdown of water service to private service to 2 hours at a time, with notification at least three days in advance and reconfirmed at least 24 hours in advance with Owner and private water service owner.
 - 3. Prevent accidental disruption of utility services to other facilities.

1.08 WORK SEQUENCE

- A. Construct Work in sequences during the construction period generally as follows:
 - 1. Elementary Addition to begin immediately upon Contract approval and continue through substantial completion.
 - a. Construction of elementary addition. Construction activities shall remain south of the existing middle school while school is in session during the entire construction period in this sequence.
 - b. Site utility work.
 - c. Utilize portion of existing south parking lot for staging.
 - d. Construction of partial south playground for staging.
 - e. Access to site from southwest corner off E. Indian Street only.
 - f. Work starts May 13, 2019.
 - g. Substantial completion by July 17, 2020.
 - 2. Middle School Renovations
 - a. All work inside the existing middle school shall be completed over the summer of 2019.
 - b. Work starts June 3, 2019.
 - c. Substantial completion by August 16, 2019
 - 3. HS Locker Room Renovations
 - a. All work in the High School associated with the locker room renovations.
 - b. Work starts May 13, 2019
 - c. Substantial completion by September 13, 2019
 - 4. Middle School East Drive/Parking
 - a. Drive and parking lot paving east of the Middle School.
 - b. Utility work associated with the drive and parking areas.
 - c. Work starts after school is released in June 2019.
 - d. Substantial completion by August 16, 2019.

5. Elementary/Middle School Site Work

- a. Drive, cul-de-sac and playground paving west of the elementary school addition.
- b. Drive and parking work east of the elementary schools.
- c. Remaining playground paving south of the elementary school addition.
- d. New sidewalk paving around the north side of the middle school building.
- e. Final utility work.
- f. Site lighting.
- g. Finish grade and seeding operations around the elementary and middle school buildings.
- h. Work starts after school is released in June 2020.
- i. Substantial completion by August 14, 2020.

B. Coordinate construction schedule and operations with Owner.

END OF SECTION



Transaction Confirmation
Transaction Type: Index Price

Transaction Confirmation Number: 664003
Gas Sales Agreement Number: 664002

Date: 01/31/2019

This Transaction Confirmation sets forth the terms of the Transaction agreed to under Gas Sales Agreement, No. 664002 (the "Agreement"). Capitalized terms used and not otherwise defined in this Transaction Confirmation shall have the respective meanings ascribed to such terms in the Agreement. **The terms of this Transaction Confirmation are binding on both Buyer and Seller unless disputed in writing per the Agreement.**

Buyer: Cherokee Community Schools

Buyer's Facilities: See below

Seller: CenterPoint Energy Services, Inc.

Seller Contact: Daniel Pearson

Seller Contact Email: daniel.pearson@centerpointenergy.com

Dodd-Frank Transaction Classification: Forward Contract

**Contract Price and
Volume Commitment**

Inside FERC's Gas Market Report, Prices of Spot Gas Delivered to Pipelines, "Northern Natural Gas Co., Ventura, Iowa" Index plus \$ 0.32/MMBtu for nominated volumes. Buyer shall provide to Seller seven business days prior to the start of the delivery month the daily or monthly volumes to be nominated. All volumes will be equally allocated to each day of the month, and will be rounded to the nearest whole number. For any month Buyer does not provide the nomination volume, Seller shall use the following volumes:

<u>Month</u>	<u>Monthly Volume (MMBtu)</u>
Jul-2019	10
Aug-2019	10
Sep-2019	10
Oct-2019	75
Nov-2019	750
Dec-2019	1,100
Jan-2020	1,950
Feb-2020	1,850
Mar-2020	1,250
Apr-2020	1,350
May-2020	525
Jun-2020	65
Jul-2020	10
Aug-2020	10
Sep-2020	10
Oct-2020	75
Nov-2020	750
Dec-2020	1,100
Jan-2021	1,950
Feb-2021	1,850
Mar-2021	1,250
Apr-2021	1,350
May-2021	525
Jun-2021	65

Buyer may choose to convert monthly volumes up to the Monthly Volume above to a Fixed Price. Converted monthly volumes will be confirmed to Buyer in a Fixed Price Transaction Confirmation. Converted monthly volumes will replace the Monthly Volume above for the term and volume specified in the Fixed Price Transaction Confirmation.

All of Buyer's natural gas requirements will be delivered by Seller under this Transaction Confirmation.

If in any month Buyer takes less volume than the volume commitment above, Buyer shall be credited for the unused volumes at a price equal to the Platts Gas Daily Price Guide, Midpoint Averages, "Others, Northern, Ventura" minus \$ 0.05/MMBtu.

If in any month Buyer takes more volume than the volume commitment above, Buyer shall be charged for the additional volumes at a price equal to the Platts Gas Daily Price Guide, Midpoint Averages, "Others, Northern, Ventura" plus \$ 0.30/MMBtu.