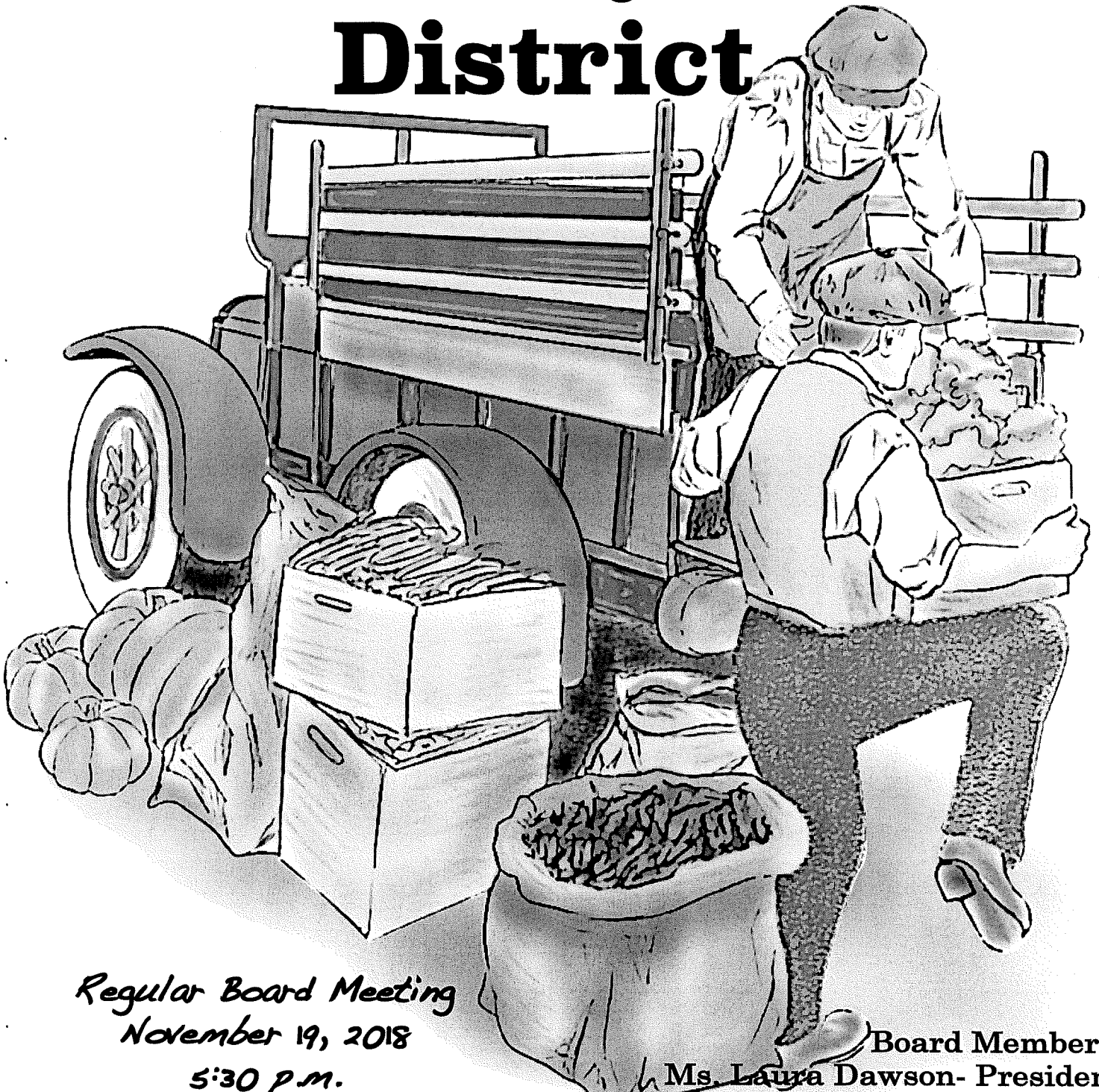


Cherokee Community School District



*Regular Board Meeting
November 19, 2018
5:30 p.m.
WHS Conference Room*

Board Members:
Ms. Laura Dawson- President
Mr. Logan Patterson - Vice President
Mr. Paul Fuhrman
Mr. Charles Wulfsen
Mrs. Laura Jones
Mrs. Joyce Lundsgaard, Business Manager/Board Secretary
Mrs. Kimberly Lingenfelter, Superintendent

**Sealed Bids - General Obligation Bonds - Piper Jaffray
Cherokee Community School District
600 West Bluff Street
Monday, November 19, 2018 @ 1:30 PM**

Opening and considering of sealed bids for an amount not to exceed \$10,000,000 General Obligation School Bonds, Series 2018 by the Superintendent of Schools, Secretary of the Board, and Financial Advisor for the School District

**Regular Board of Education Meeting
Cherokee Community School District
600 West Bluff Street
Agenda for Monday, November 19, 2018 @ 5:30 p.m.**

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

- | |
|--|
| <ol style="list-style-type: none">1. Call the meeting to order2. Approve the agenda3. Roll call of members in attendance4. Action to excuse board members not in attendance5. Welcome Visitors
Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue.6. Consent agenda<ol style="list-style-type: none">A. Approve the minutes of the regular meeting [10-15-18] and special meeting (management team meeting with action) [11-05-18] and SIAC meeting [11-05-18]B. Approve financial statementsC. Approve monthly bills |
| <ol style="list-style-type: none">7. Communication and Reports<ol style="list-style-type: none">A. Principals' Building Reports/ Instructional Coaches' ReportsB. PTA ReportC. Directors'/ Superintendent's Report |
| <ol style="list-style-type: none">8. Policy
Clerical Change(s): None
Affirm: 210.7 Rules of Order; 211 Open Meetings; 212 Closed Sessions; 213 Public Participation in Board Meetings; 214 Public Hearings; 215 Board of Directors' Records; 215.1E1 Board Meeting Minutes; 216.1 Association Membership; 216.2 Board of Directors' Member Development and Training; 216.3 Board of Directors' Member Compensation and Expenses; 217 Gifts to Board of Directors |
| <ol style="list-style-type: none">9. New Business<ol style="list-style-type: none">A. Discussion of/ action concerning varsity baseball field - artificial turf project - donationB. Discussion of/ information concerning the opening of sealed bids for an amount not to exceed \$10,000,000 General Obligation School Bonds, Series 2018 by the Superintendent of Schools, Secretary of the Board, and Financial Advisor for the School DistrictC. Discussion of/ action concerning a resolution directing the sale of bids for an amount not to exceed \$10,000,000 General Obligation School Bonds, Series 2018D. Discussion of/ action concerning requests for early graduationE. Discussion of/ action concerning the publication of the Annual State Report Card [Progress Report]F. Discussion of/ action concerning the appointment of a board member to the Cherokee County Conference BoardG. Discussion of/ action concerning an early retirement incentive for 2018-2019 school yearH. Discussion of/ action concerning a request to the School Budget Review Committee for Modified Supplemental Amount for Increasing Enrollment of Students in the amount of \$275,349 |

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

<ul style="list-style-type: none"> I. Discussion of/ action concerning a request to the School Budget Review Committee for Limited English Proficient Students beyond five years in the amount of \$13,428 J. Discussion of/ action concerning FEH Design's contract K. Discussion of/ action concerning FEH Design's recommendations and preliminary concept design L. Discussion of/ action concerning extending a contract to Kris Alesch as WHS Volunteer Weight Room Coach M. Discussion of/ action concerning extending a contract to Kelly Leonard as Food Services Provider N. Discussion of/ action concerning extending a contract to Rebecca Hansen as WHS Paraprofessional O. Discussion of/ action concerning extending a contract to CJ Singer as WHS Volunteer Wrestling Coach, pending BOEE approval P. Discussion of/ information concerning Board Policy 404.5 - District Communication Policy Q. Discussion of/ information concerning steps in a school bond election
<p>10. Board Committee Reports</p> <ul style="list-style-type: none"> A. Curriculum and Instruction – Fuhrman, Jones B. Policy – Dawson, Wulfsen C. Finance* – Dawson, Patterson D. Building, Grounds, Capital Projects – Fuhrman, Jones E. Transportation, Nutrition – Patterson, Wulfsen
<p>11. Items of Interest for the Next Meeting [December 17, 2018 @ 5:30 p.m.]</p> <ul style="list-style-type: none"> A. Discussion of/ information concerning Iowa School Report Card B. Discussion of/ information concerning Superintendent Evaluation
<p>12. Adjournment</p>

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

August 20 th , 2018 @ 5:30 p.m.	September 17 th , 2018 @ 5:30 p.m.	October 15 th , 2018 @ 5:30 p.m.	November 19 th , 2018 @ 5:30 p.m.
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

Projected Dates/Times for Management Team Meetings 2018-2019

October 1 st , 2018 @ 5:30 pm	November 5 th , 2018 @ 5:30 pm	December 3 rd , 2018 @ 5:30 p.m.
February 4 th , 2019 @ 5:30 pm	March 4 th , 2019 @ 5:30 pm	April 1 st , 2019 @ 5:30 pm

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

**Cherokee Community School District
Regular Board Meeting
October 15, 2018**

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

1. Call the meeting to order

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

2. Approve the agenda

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

3. Roll call of members in attendance

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

4. Action to excuse board members not in attendance

All members were present.

5. Welcome Visitors

Dawson welcomed visitors present.

Others Present: Kimberly Lingenfelter, Wade Riley, Scot Aden, Cheryl Brewer, Becca Cowan, Maggie Vandelune, Malorie Vandelune, Madison Stief, Bailey Engelke, Avrey Knipper, Brooklyn Schlenger, Joyce Lundsgaard

6. Consent Agenda

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

- Minutes of the Annual Meeting – September 17, 2018; Special Meeting – October 1, 2018
- Financial Statements
- Monthly Bills

7. Communication & Reports

Administrative reports were given.

8. Policy

Moved by Patterson, seconded by Jones to Affirm Policies 209.4 Suspension of Policy; 209.5 Administration in the Absence of Policy; 209.6 Review and Revision of Policy; 209.7 Review of Administrative Regulations; 210.1 Annual Meeting; 210.2 Regular Meeting; 210.3 Special Meeting; 210.4 Work Sessions; 210.5 Meeting Notice; 210.6 Quorum. All Ayes

9. New Business

A. Discussion of/information concerning FFA National Convention

Washington High School FFA students presented information regarding the FFA National Convention. The convention will be held in Indianapolis, IN on October 24th-27th. There are currently 30 FFA members. Eight members will be attending the National Convention.

B. Discussion of/action concerning out of state travel for FFA National Convention

Moved by Patterson, seconded by Wulfsen to approve out of state travel for students to attend the FFA National Convention in Indianapolis. All Ayes.

C. Discussion of/action concerning School Improvement Advisory Committee (SIAC)

Moved by Jones, seconded by Patterson to approve the School Improvement Advisory Committee (SIAC) members. All Ayes

D. Discussion of/action concerning cooperative sharing agreement for 2019-20

Moved by Jones, seconded by Fuhrman to approve cooperative sharing agreement for the 2019-2020 school year: Storm Lake CSD for swimming; Ridge View CSD for Tennis; MMC-RU CSD for wrestling; MMC-RU CSD for Bowling. All Ayes

E. Discussion of/action concerning stipend for baseball/softball field preparation

Discussion was held regarding adding a stipend for baseball and softball coaches for field preparation and maintenance. The board reviewed information received from Lakes Conference schools regarding field maintenance practices. The board requested additional information before a decision is made.

F. Discussion of/action concerning coaching contracts for 2018-19

Moved by Wulfsen, seconded by Jones to approve the extra-curricular coaching contracts for the 2018-19 school year. All Ayes

G. Discussion of/action concerning a request to the School Budget Review Committee

Moved by Fuhrman, seconded by Patterson to approve a request to the School Budget Review Committee for modified allowable growth for a special education deficit in the amount of \$124,736.45. All Ayes

H. Discussion of/action concerning hiring a Civil Engineering Firm

The board reviewed recommendations from Matt Basye of FEH Design regarding hiring a Civil Engineering Firm, Site Survey Firm and Geotechnical Engineering Firm.

Moved by Jones, seconded by Fuhrman to approve hiring Beck Engineering from Cherokee to be the Civil Engineering Firm for the PK-4 Project. All Ayes

I. Discussion of/action concerning hiring a Site Survey Firm

Moved by Patterson, seconded by Wulfsen to approve hiring Beck Engineering from Cherokee to be the Site Survey Firm for the PK-4 Project. All Ayes

J. Discussion of/action concerning hiring a Geotechnical Engineering Firm

Moved by Patterson, seconded by Fuhrman to approve Certified Testing from Sioux City to be the Geotechnical Engineering Firm for the PK-4 Project. All Ayes

K. Discussion of/action concerning a resignation for Jillian Cates

Moved by Patterson, seconded by Wulfsen to approve the resignation of Jillian Cates as WHS Paraprofessional. All Ayes

L. Discussion of/action concerning a resignation of Kathy Lewis

Moved by Patterson, seconded by Jones to approve the resignation of Kathy Lewis as Food Service Provider. All Ayes

M. Discussion of/action concerning extending a contract to Carrie Pruett

Moved by Patterson, seconded by Fuhrman to approve extending a contract to Carrie Pruett as Food Service Provider. All Ayes

N. Discussion of/action concerning extending a contract to Tiffany Titus

Moved by Fuhrman, seconded by Wulfsen to approve extending a contract to Tiffany Titus as Food Service Provider. All Ayes

O. Discussion of/action concerning extending a contract to Kalli Myron

Moved by Patterson, seconded by Wulfsen to approve extending a contract to Kalli Myron as WHS Paraprofessional. All Ayes

P. Discussion of/information concerning early retirement incentives

The board discussed offering an early retirement incentive for the 2018-19 school year. Terms of the early retirement incentive will be discussed at the November meeting.

Q. Discussion of/information concerning certified enrollment numbers

Certified Enrollment numbers were reviewed. Certified enrollment increased by 40.59 students for the 2018-19 school year.

R. Discussion of/information concerning steps in a school bond process

Discussion was held regarding the next steps in the bond process for the PK-4 Project. Contracts for Piper Jaffray and Ahlers Law Firm will be approved at the November meeting.

10. Adjournment

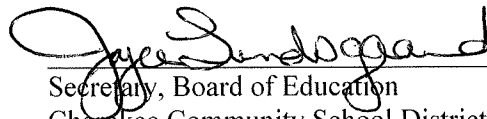
Moved by Jones, seconded by Fuhrman to adjourn the meeting at 6:48 P.M. All Ayes

Management Meeting – November 5, 2018; 5:30 P.M.

Regular Meeting – November 19, 2018; 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Special Meeting
November 5, 2018**

The Cherokee Community School District Board of Education held a Special Meeting on November 5, 2018 at 4:30 P.M. The meeting was held in the WHS Conference Room, 600 West Bluff St. Cherokee, Iowa.

1. Call the meeting to order

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

2. Approve the agenda

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

3. Roll call of members in attendance

Roll call was taken. Present were Fuhman, Patterson, Jones and Wulfsen Absent: Dawson

4. Action to excuse members not in attendance

Moved by Jones, seconded by Fuhman to excuse Dawson not in attendance. All Ayes

5. Welcome Visitors

Others present: Kim Lingenfelter, Wade Riley, Valery Fuhman, Matt Basye, Azusa Allard, John Loughlin, Joyce Lundsgaard

6. Special Meeting Business

A. Discussion of/action concerning FEH Design's contract

No action was taken on the contract for FEH Design. The contract will be reviewed at the November 19th meeting.

B. Discussion of/action concerning FEH Design's recommendations and preliminary concepts design.

Matt Bayse and Azusa Allard FEH Design, presented recommendations and preliminary concept design to the board. The board will take action on the preliminary design at the November 19 meeting.

C. Discussion of/action concerning Piper Jaffray Agreement's

Moved by Wulfsen, seconded by Jones to approve the Financial Services Agreement for General Obligation School Bonds, Bidding Agent Agreement and Dissemination Agent Agreement with Piper Jaffray. All Ayes

D. Discussion of/action concerning Ahlers Cooney's contracts

Moved by Wulfsen, seconded by Fuhman to approve Ahlers Cooney's contract for Bond Counsel and Disclosure Counsel Engagement. All Ayes

E. Discussion of/action concerning resolution directing the advertisement for sale, approving electronic bidding and the official statement not to exceed \$10,000,000 General Obligation School Bonds, Series 2018

Moved by Fuhman, seconded by Wulfsen to approve the resolution directing the advertisement for sale, approving electronic bidding and procedures and approving official statement not to exceed \$10,000,000 General Obligation School Bonds, Series 2018. Ayes: Wulfsen, Jones, Fuhman, Patterson Nays: None

F. Discussion of/information concerning a request from Cherokee Area Economic Development

Lingenfelter presented a request from the Cherokee Area Economic Development regarding the sale of 8 acres north of CMS for a possible multi-housing development. The board was not interested in pursuing the request since the property was donated to the school.

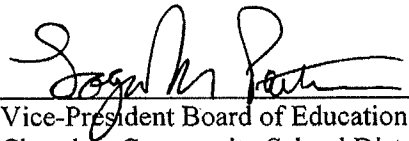
G. Discussion of/information concerning travel to IASB Convention

The board discussed travel arrangements concerning the IASB Convention in Des Moines.

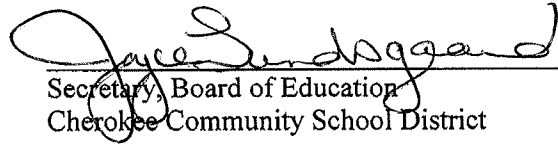
7. Adjournment

Moved by Jones, seconded by Wulfsen to adjourn the meeting at 5:29 P.M. All Ayes

Regular Meeting – November 19, 2018



Vice-President Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

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

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

1. Call the meeting to order

The meeting was called to order at 5:32 P.M.

Board members present: Patterson, Wulfsen, Jones, Fuhrman. Absent: Dawson

2. Approve the agenda

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

3. Management Team - SIAC - Information


Patterson welcomed the School Improvement Advisory Committee members present.

The SIAC members reviewed the 2017-18 Annual Progress Report. The APR provides information on staff, district goals, budget and student achievement. The committee was given the opportunity to ask questions and provide input regarding attendance center and course enrollment data, major educational needs, student learning goals, long-range and annual improvement goals, desired levels of student learning goals and progress towards student learning goals, harassment and bullying prevention goals and infusing character education into the educational program.

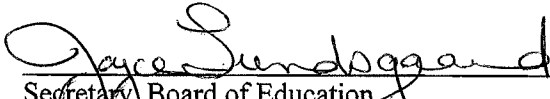
4. Adjournment

Moved by Wulfsen, seconded by Jones to adjourn the meeting at 7:06 P.M. All Ayes

Regular Meeting – November 19th, 5:30 P.M.



Vice-President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - October 18

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 1,665,288.84	1,639,481.30	907,489.35	\$ 2,397,280.79
Management	555,640.99	116,164.97	328.78	671,477.18
Self-Insurance Fund	1,318,348.19	13,751.18	12,738.88	1,319,360.49
Subtotal General Fund	3,539,278.02	1,769,397.45	920,557.01	4,388,118.46
Activity	148,348.97	34,291.47	28,684.92	153,955.52
PPEL	301,949.28	109,477.55	44,661.05	366,765.78
Capital Projects (Sales Tax)	1,654,979.25	155,298.68	109,249.07	1,701,028.86
Debt Service	-	-	-	-
Hot Lunch	167,257.84	59,416.66	57,707.33	168,967.17
Trust and Agency	29,705.60	179.07	-	29,884.67
Total - All Funds	\$ 5,841,518.96	\$2,128,060.88	\$ 1,160,859.38	\$ 6,808,720.46

Published Budget Report
 All Funds
 10/31/2018

Category	Function #s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	1,662,386.17	1,662,386.17	8,550,000.00	19%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	42,652.26			
Inst. Staff Support Svcs	(2200-2299)	146,361.83			
General Administration	(2300-2399)	104,436.21			
Building Administration	(2400-2499)	192,689.96			
Business Administration	(2500-2599)	131,080.74			
Plant Operation & Maint	(2600-2699)	360,862.05			
Student Transportation	(2700-2799)	97,055.12			
TOTAL SUPPORT SERVICES			1,075,138.17	4,250,000.00	25%
NON INSTRUCTIONAL PGMS	(3000-3999)	122,789.26	122,789.26	600,000.00	20%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	353,485.08			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	426,077.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			779,562.08	1,811,360.00	43%
TOTAL EXPENDITURES			3,639,875.68	15,211,360.00	24%

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
WHS Vocal accompanist		
12912 Adams, Teresa		200.00
CMS band-materials		
ISP Technology		
Cell phone case/cover-		
Lingenfelter		
TAX OFF		
ISP Technology-Ebert		
Perkins-Ind Arts-		
Clamps/Saws		
CMS Ind Arts		
ELI materials		
13771 Amazon Capital Services		2,100.02
Maint mop service		
10183 Aramark Uniform Services AUCA		269.09
Chicago Lockbox		
Chromebook parts		
12957 Asset Genie, Inc.		219.70
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Trans supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint - ice melt		
Maint supplies		
Maint supplies		
10021 Bomgaars		1,128.29
CMS library books		
13052 Book Vine, The		207.85
Clothing allowance		
11197 Brown, Russ		157.76
Cookies for conferences		
10865 Cherokee Comm School Food Service		120.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Vending machine items	
11224	Chesterman Co.	19.00
	Employment ad	
	Management Team meeting	
	Board meeting-10/15	
18221	Chronicle Times, The	336.18
	Sewer-929 N Roosevelt	
10084	City of Cherokee	807.48
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	625.00
	Copier staples	
13762	Counsel	143.44
	Staff development workbooks	
13308	CPI	380.00
	WHS Art materials	
	WHS Art materials	
	WHS Art materials	
11466	Dick Blick Art Materials	114.32
	At Risk-CMS Math license	
13951	Edmentnum	33.00
	ECLC apples for snacks	
10067	Fareway Stores, Inc.	152.00
	Clothing allowance	
18340	Fiedler, Mike	64.99
	Conference mileage	
13508	Halder, William	116.96
	Conference lodging- wrestling coaches	
10276	Holiday Inn Airport Conference Center	108.64
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	Fuel - 24.103 gal	
	UPS Shipping	
	WHS FCS groceries-lab 10	
	SIAC meeting food	
10274	Hy-Vee Food Stores, Inc	293.33
	Girls coaches membership	
10096	Iowa Girls Coaches Association	75.00
	SpEd - Fuller	
11184	Iowa Prison Industries	692.00
	Registration-J.Lundsgaard	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
11789	Iowa School Finance Information Service	75.00
Registration- Andersen/Halder		
13653	ITEC Conference	760.00
Diploma cover		
12270	Jostens	16.48
ELI - Wilson		
10145	Lakeshore Learning Materials	51.74
Conference mileage		
13474	Lingenfelter, Kimberly	117.03
Conferences mileage		
10628	Lundsgaard, Joyce	211.14
Ind Art Resale		
Ind Arts resale		
11735	Marcus Lumber	219.21
Vending machine items		
Vending machine items		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	87.32
ISP WHS band replacements		
ISP WHS band replacements		
ISP WHS band replacements		
WHS Band resale		
WHS Band resale		
ISP WHS band replacements		
CMS Band-bassoon reed		
CMS Band repair- Euphonium/Bass clarinet		
CMS Band repair- Euphonium/Bass clarinet		
CMS band materials-Stick bag		
CMS Band resale-tenor sax reeds		
CMS Band		
10894	MidBell Music, Inc.	700.58
Busbarn HVAC		
Food service-kitchen refrigerator door		
11495	Modern Heating and Cooling, Inc.	179.00
Trans supplies		
Trans repair parts		
10180	Motor Parts Sales	40.87
CMS office supplies		
10125	Northwest AEA	106.17
CMS Door repair		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
11859	Northwest Glass Co., Inc.	129.46
Trans repair parts		
11226	O'Halloran International	54.72
WHS Office chairs		
10852	One Office Solution	359.98
Postage machine		
18326	Pitney Bowes	464.31
CMS Band music		
10472	Popplers	48.95
Trans repair parts		
10173	Reinert Machine Shop	15.20
Bus driver meal		
10711	Rollefson, Jerry	13.00
Roosevelt art materials		
Roosevelt art materials		
10205	Sax Arts and Crafts	1,817.44
CMS Book Fair		
10349	Scholastic Book Fairs -30	1,752.89
Trans repair parts-credit		
Trans repair parts		
12768	School Bus Sales	156.39
Lamination film		
WHS office		
SpEd materials-Fuller		
Central Office supplies		
11884	School Specialty, Inc.	695.53
Bus driver meal		
13440	Sizeland, Harry	9.06
CO supplies		
10720	Storey Kenworthy/Matt Parrott	153.32
Maint supplies		
13294	SUPPLYWORKS	1,942.83
Training		
11578	Time Management Systems	500.00
Cell phone charges - WHS principal		
18319	Verizon Wireless	373.70
Annual lawn care		
11460	Waldner's Lawn Service	5,835.00

Description Amount
Fund Total: 25,250.37

Checking 1 Fund: 71 SELF-INSURANCE FUND

Employee flu shots
 11157 Cherokee Regional Medical Center 2,515.00

Fund Total: 2,515.00
Checking Account Total: 27,765.37

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

Architect
 20224 FEH Design 17,776.25

Fund Total: 17,776.25

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

WHS Furniture
 11184 Iowa Prison Industries 1,462.00

WHS Furniture items
 11884 School Specialty, Inc. 972.55

Time clock update
 11578 Time Management Systems 2,500.00

Fund Total: 4,934.55
Checking Account Total: 22,710.80

Checking 3
Checking 3 Fund: 21 STUDENT ACTIVITY FUND

Speech materials
 Speech scripts
 13771 Amazon Capital Services 30.76

Music Booster reimbursement
 31105 Band Shoppe 489.80

Girls basketballs
 11462 BSN 713.95

Concessions
 Concessions
 Vending machine items
 11224 Chesterman Co. 1,990.00

Quiz bowl shirts-resale
 12371 Creative Services 359.55

Girls basketball-practice
 jerseys
 14030 Envision 504.00

VB pizza- 9/11
 VB concessions
 VB pizza- 9/25
 VB Concessions
 VB Concessions
 Football concessions
 Volleyball concessions

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Football concessions	
	Football concessions	
	Football concessions	
	Football concessions	
	Football concessions	
	Football concessions	
	Volleyball concessions	
	Football concessions	
	Football concessions	
11060	Godfather's Pizza	1,720.00
	Prom fundraiser	
30921	Great American Opportunities, Inc	1,669.32
	Basketball nets	
31069	Hauff Mid-America Sports, Inc.	35.00
	Speech-scripts/reights	
11009	Heuer Publishing Company	67.00
	TAX OFF	
	TAX OFF	
	TAX OFF	
10274	Hy-Vee Food Stores, Inc	51.26
	VB Ticket sales 10/22/18	
	VB Ticket sales 102518	
30902	Iowa Girls High School Athletic Union	3,486.00
	Vending machine items	
	Vending machine items	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	87.31
	CMS Honor Choir	
31150	NW ICDA	30.00
	FFA shirts-resale	
10188	Pilot Rock Signs	1,373.75
	Speech scripts	
11177	Playscripts, Inc	25.23
	CMS Student Council-Red Ribbon items	
13130	Positive Promotions	559.64
	Activity - admission tickets	
11884	School Specialty, Inc.	5.18
	Student Council Homecoming olympics	
13331	Shopko	82.52
	FB concessions	
30820	Snappy Popcorn Co., Inc.	272.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Quiz Bowl registration		
10797	South O'Brien Schools	50.00
NWICDA Honor Choir meals		
12658	Storm Lake Music Boosters	90.00

Fund Total: 13,692.27
Checking Account Total: 13,692.27

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Food items			
Food items			
Food items			
11224	Chesterman Co.		632.00

WHS milk			
Roosevelt milk			
CMS milk			
WHS milk			
Roosevelt milk			
CMS milk			
WHS milk			
Roosevelt milk			
CMS milk			
WHS milk			
Roosevelt milk			
40114	Dean Foods North Central		2,066.04

Food items			
Food items			
Food items			
40032	Earthgrains		544.05

Dishwasher supplies			
13422	Heartland Paper Company		198.97

Food items			
40242	Keck Foods		8,918.82

Food items			
Food items - ala carte			
Supply items			
Food items			
Food items - ala carte			
Supply items			
Food items - ala carte			
Food items			
Food items - ala carte			
18253	MARTIN BROS. DISTRIBUTING CO., INC.		7,908.06

Fund Total: 20,267.94
Checking Account Total: 20,267.94

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
<u>Checking</u>	1	
Checking	1 Fund: 10 GENERAL FUND	
All State directors		
13329	IOWA HIGH SCHOOL MUSIC ASSOCIA	99.00

Fund Total: 99.00
Checking Account Total: 99.00

<u>Checking</u>	3	
Checking	3 Fund: 21 STUDENT ACTIVITY FUND	
Jazz Choir-paid with Grant from Music Bo		
13833	All Pro Sound, Inc,	2,687.28

All State - band		
13329	IOWA HIGH SCHOOL MUSIC ASSOCIA	295.00

FTC robot parts		
14013	Rev Robotics	466.12

Fund Total: 3,448.40
Checking Account Total: 3,448.40

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
	Gas service-600 W Bluff-WHS	
	Gas service-336 Gillette - Armory	
	Gas service-929 N Roosevelt	
	Gas service-320 Gillette-busbarn	
	Gas service-206 E Indian-CMS	
	Gas service-600 W Bluff-WHS	
10094	Alliant Energy	2,441.58
	CMS Ind Arts	
	CMS Ind Arts	
	Entr class-printer/copier	
	CMS Ind Arts	
	CMS Ind Arts	
	Supplies - Heater	
	ISP Technology	
	CMS Ind Arts	
	ISP Technology	
	ISP Curriculum-Journalism course	
13771	Amazon Capital Services	2,385.69
	ITEC conference expenses	
	JMC Conference mileage	
14028	Andersen, Chris	145.51
	Maint mop service	
	Maint mop service	
10183	Aramark Uniform Services AUCA Chicago Lockbox	328.72
	Batteries for scrubber	
13228	Batteries Plus	501.90
	Instructional materials-Anderson	
13135	Bio Corporation	164.00
	Water softener-Roosevelt	
	Busbarn water	
	Nurse-WHS water	
	CMS nurse-water	
10079	Blaine's Culligan and Sundance Spas	77.00
	ISP Technology	
	Maint supplies	
	Grounds maint	
	Maint supplies	
	Trans supplies	
	Trans supplies	
	Maint supplies	
	Maint-dehumidifiers	
	Maint supplies	
	Maint supplies	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Maint supplies	
	Trans supplies	
	WHS Ind Arts materials- resale	
	Maint supplies	
	Maint supplies	
	WHS Ind Arts materials- resale	
	Maint supplies	
	Trans repair parts	
	WHS Ind Arts materials- resale	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	WHS Ind Arts materials- resale	
	WHS Ind Arts materials- resale	
	Maint supplies	
	Maint supplies	
	WHS Ind Arts materials	
	Maint supplies	
	WHS Ind Arts materials	
	Trans supplies	
	Ed Foundation-CMS Mentor Program	
	WHS Ind Art materials	
	WHS Ind Art materials	
	WHS Ind Arts materials	
10021	Bomgaars	1,184.08
	Nurse supplies-batteries for AED units	
13669	Brown, Jillian	17.10
	TAG materials from conference	
11170	Brunsting, Amy	113.00
	Mower parts	
10396	Builder's Sharpening and Service	153.86
	TLC resources	
	Wrestling clinic registration-Todd	
12882	Cardmember Service	254.00
	ISP Technology-	
	ISP Technology-projectors	
12726	CDW Government, Inc.	3,902.68
	Phone charges-CMS	
	Phone charges-WHS	
	Phone charges-WHS	
	Phone charges-Roosevelt	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Phone charges-busbarn/food service	
	Phone charges-busbarn/food service	
	Phone charges-Central Office	
10113	Century Link	783.70
	Vending machine items	
11224	Chesterman Co.	27.25
	Water-208 E Indian-Ballfields	
	Sewer-600 W Bluff-busbarn	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff WHS	
	Sewer-600 W Bluff-lawn	
	Water-600 W Bluff-lawn	
	Water-208 E Indian ballfields	
10084	City of Cherokee	2,713.46
	Copier staples	
	Roosevelt copier staples	
13762	Counsel	320.90
	TAX OFF	
	TAX OFF	
11466	Dick Blick Art Materials	1,842.64
	WHS/CMS lights	
	WHS/CMS lights	
13429	ECHO Group, Inc.	171.24
	WHS Library book	
11621	FREDERICK, MICHAEL	24.00
	TAG materials	
18309	Haack, Brenda	321.28
	ITEC conference expenses	
13508	Halder, William	141.25
	At Risk materials for student	
10850	Henke, Dawn	7.93
	TAG conference lodging	
	TAG conference lodging	
10276	Holiday Inn Airport Conference Center	443.52
	WHS FCS groceries	
	WHS FCS groceries	
	Fuel - 34.071 gal	
	WHS FCS groceries	
	WHS FCS groceries - Lab 8	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	WHS FCS groceries - Lab 8	
	WHS FCS groceries	
	WHS FCS groceries lab 9	
	WHS FCS groceries - lab 2	
	WHS FCS groceries	
	WHS FCS groceries	
10274	Hy-Vee Food Stores, Inc	568.66
	Conference registration- Frederiksen	
10078	Iowa Music Educators Association	50.00
	Conference registration- Brunsting/Haack	
	Conference registration- Brunsting/Haack	
11499	Iowa School Counselor Association	280.00
	Background checks	
11789	Iowa School Finance Information Service	228.00
	Registration- Andersen/Halder	
12600	I TEC	760.00
	CMS Security system	
13165	Johnson Controls Security Solutions	146.30
	WHS FCS groceries lab 9	
14027	Karels, Katie	1.99
	Vending machine items	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	17.60
	ISP Curriculum-Math 1 - 5	
11317	McGraw-Hill School Education Holdings, LLC	1,158.33
	Roosevelt library books	
	Roosevelt library books	
10649	MidAmerica Books	152.65
	Electricity-Doupe Ballfields	
	Electricity-929 N Roosevelt	
	Electricity-334 Gillette- busbarn	
	Electricity-336 Gillette Dr-Armory	
	Electricity-206 E Indian- CMS	
	Electricity-600 W Bluff-WHS	
	Electricity-600 W Bluff- concessions	
12363	MidAmerican Energy Company	9,167.75
	ISP CMS Band-Yamaha Bass Clarinet	
	CMS Band resale-books	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	CMS Band resale-Flute book	
	Replacement-drum mallet	
10894	MidBell Music, Inc.	1,882.70
	Conference registration- Kingdon	
	Conference registration- Vannatta	
14024	Midwest Clinic, The	250.00
	WHS gym - lift rental	
13512	Midwest Construction Rentals	390.00
	WHS water line	
11495	Modern Heating and Cooling, Inc.	224.16
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Maint supplies	
	Trans supplies	
	Trans repair parts	
10180	Motor Parts Sales	266.50
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
12338	Nelson Electric	87.93
	SpEd subscription-Fuller	
11886	NEW 2 YOU INC.	177.54
	Audit fee	
12845	Nolte, Cornman & Johnson PC	4,240.00
	Tires-bus #14	
	Tire repair	
10425	Northside Tire Inc	910.60
	CMS registration receipts	
	Roosevelt registration receipts	
	WHS office-receipts	
	District calendars	
	Ed Foundation-Fuhrman	
	Reading Recovery 2018-9	
10125	Northwest AEA	2,436.76
	Registration	
12781	Northwest Evalution Association	200.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Trans repairs		
11226	O'Halloran International	175.92
ISP Furniture-Halder		
10852	One Office Solution	395.00
CMS office		
Ed Foundation-CMS Graphic film for doors		
10188	Pilot Rock Signs	933.13
Postage-WHS		
10830	Purchase Power	1,500.00
Trans repairs		
10946	Rasmussen's	183.52
Bus driver meal		
10711	Rollefson, Jerry	10.00
Trans repairs		
11459	Ron's Repair, Inc.	201.00
Yearly subscription-scheduler		
13231	rSchool Today	795.00
Ed Foundation-CMS Book Club snacks		
11092	Sampson, Lisa	28.75
Garbage collection		
10217	Sanitary Services, Inc.	2,435.62
WHS drain problem		
13615	SCE	500.00
REA fund-sport ball pack		
WHS Counselors-Heater		
Instructional supplies - Stoneking		
Instructional materials		
11884	School Specialty, Inc.	623.81
Ed Foundation-Braves Mentoring		
13331	Shopko	210.29
Bus driver meal		
13440	Sizeland, Harry	12.62
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	274.68
CMS fire alarm inspection		
14006	Thompson Innovation	765.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
ISP Curriculum-Hoskinson-Gym TV		
11624	Valley Glass Co	295.00
AG materials		
AG materials		
AG materials		
AG materials		
AG materials		
11282	WARD'S	882.97
ISP Curriculum-Spanish		
13943	Wayside Publishing	19,946.83
Trans supplies		
Trans supplies		
10809	Wiederholt, Mike	43.81
CMS Ind Arts-glue sticks		
WHS Ind Arts materials		
CMS Ind Arts materials		
14012	Wynn, Alec	119.06
Fuel - 40.014 gal		
Fuel - 23.223 gal		
Fuel - 19.191 gal		
Fuel - 25.328 gal		
Fuel - 29.119 gal		
Fuel - 68.652 gal		
Fuel - 25.014 gal		
Fuel - 26.024 gal		
Fuel - 50.820 gal		
Fuel - 37.006 gal		
Fuel - 66.781 gal		
Fuel - 56.379 gal		
Fuel - 60.004 gal		
Fuel - 60.149 gal		
Fuel - 48.167 gal		
Fuel - 28.580 gal		
Fuel - 15.005 gal		
Fuel - 9262 gal		
Fuel - 26.262 gal		
Fuel - 10.076 gal		
Fuel - 9.818 gal		
Fuel - 12.225 gal		
Fuel - 46.001 gal		
Fuel - 23.559 gal		
Fuel - 23.751 gal		
Fuel - 21.770 gal		
Fuel - 11.166 gal		
Fuel - 40.013 gal		
Fuel - 46.177 gal		
Fuel - 40.013 gal		
Fuel - 10.262 gal		
Fuel - 47.017 gal		
Fuel - 61.003 gal		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Fuel - 67.402 gal		
Fuel - 6.005 gal		
Fuel - 4.093 gal		
Fuel - 9.266 gal		
Fuel - 9.641 gal		
Fuel - 39.300 gal		
Fuel - 38.521 gal		
Fuel - 45.654 gal		
Fuel - 25.481 gal		
Fuel - 20.030 gal		
Fuel - 32.158 gal		
Fuel - 30.368 gal		
Fuel - 21.714 gal		
Fuel - 20.299 gal		
Fuel - 23.379 gal		
Fuel - 75.010 gal		
Fuel - 23.123 gal		
Fuel - 18.340 gal		
Fuel - 25.002 gal		
Fuel - 25.081 gal		
Fuel - 34.012 gal		
Fuel - 36.032 gal		
10361	Your FleetCard Program	4,816.84

Maint supplies		
13883	Zoro Tools, Inc.	539.27

Fund Total: 77,751.88

Checking 1 Fund: 71 SELF-INSURANCE FUND

Administration fee		
13725	Mid-Amerian Benefits, Inc.	1,575.50

Fund Total: 1,575.50

Checking Account Total: 79,327.38

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

WHS Gym/Football Field-CMS		
WHS Gym/Football Field-CMS		
WHS Gym/Football Field-CMS		
WHS Gym/Football Field-CMS		
WHS Gym/Football Field-CMS		
WHS Gym/Football Field-CMS		
12338	Nelson Electric	2,940.02

WHS concrete work		
14008	Precision Concrete Cutters	1,392.00

Fund Total: 4,332.02

Checking Account Total: 4,332.02

Checking 3 Fund: 21 STUDENT ACTIVITY FUND

FTC parts		
13309	AndyMark	381.02

Wrestling trophy/medals		
30835	Awards Unlimited, Inc.	164.44

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Yearbook camera lens		
10818	B and H Photo Video	1,699.00
Music Booster reimbursement		
10387	Band Services of Iowa	489.80
Football - Hudl-Booster Club reimburseme		
12882	Cardmember Service	796.00
FB Fundraiser-team meal		
10610	Casey's General Store	72.00
Meal money-State Cross Country		
13234	Cash and Joyce Lundsgaard	50.00
FB fundraiser-sack lunches		
10865	Cherokee Comm School Food Service	135.00
CMS Student Council concessions		
Vending machine items		
VB Concessions		
11224	Chesterman Co.	529.25
VB Concessions		
FB concessions		
10067	Fareway Stores, Inc.	80.69
CMS Student Council-Red Ribbon - twizzle		
18309	Haack, Brenda	12.50
Senior night flowers- Swimmer		
10274	Hy-Vee Food Stores, Inc	50.00
Vending machine items		
FB concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	75.42
National FFA Convention registration		
30928	NATIONAL FFA ORGANIZATION	912.00
FB Fundraiser-team meal		
14026	Nichols, April Ruble	95.00
Student Council powder puff shirts-resal		
Marching band shirts-resale		
10188	Pilot Rock Signs	1,912.65
FB Fundraiser-team meal		
10428	Pizza Hut	62.91

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Homecoming		
cornations/candidates		
10671	Rhoadside Blooming House, LTD	129.00
X-Country timing		
12764	Tesch, Shannon	398.00

Fund Total: 8,044.68
 Checking Account Total: 8,044.68

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>	
Health insurance				
10865		Cherokee Comm School Food Service		35,497.27
Food items				
11224		Chesterman Co.		224.50
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		1,266.24
Extermination service				
10979		Guardian Pest Solutions		157.50
Dishwasher supplies				
13422		Heartland Paper Company		652.95
Clothing allowance				
13009		Jones, Marie		100.00
Food credit - lettuce				
Food items credit				
Food items				
Food items				
Food items - ala carte				
Supply items				
Food items - ala carte				
Food items				
Supply credit				
Food items - ala carte				
18253		MARTIN BROS. DISTRIBUTING CO., INC.		8,632.79

Fund Total: 46,531.25
 Checking Account Total: 46,531.25

<u>Description</u>	<u>ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	3		
Checking	3	Fund: 21	STUDENT ACTIVITY FUND
Student Council Homecoming BBQ			
14025		H & D BBQ	450.00

Fund Total: 450.00
Checking Account Total: 450.00

November 2018 ECLC and Roosevelt Board Report

Valery Fuhrman, ECLC and Elementary Principal

Jan Tjeerdsma, Instructional Coach

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

District Goal Actions

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

- Students are continuing to use the ST Math program (funded by Education Foundation) and other free online math programs to practice math concepts.
- Our second-grade teachers are continuing to explore new applications and online resources for their new student devices.

2: Increase implementation and alignment of **Iowa Common Core** curriculum utilizing Characteristics of Effective Instruction (**S**tudent Centered-Teaching for Learner Differences-**A**ssessment for Learning-**R**igor and **R**elevance-Teaching for Understanding).

- RES has completed two webinars with the DE's math consultant, April Pforts to learn more about the instructional shifts for the math standards and to have the opportunity to ask questions for implementation/connections.
- RES has completed two PDs focused on science standards and the Sciences and Engineering Practices (SEPs) which are part of the three dimensional approach for the new standards. Additionally the science committee attended a one day training with AEA staff to better understand how to incorporate science with reading and writing instruction to make time to each it all.
- Mr. Tjeerdsma attended a TLN session on Oct. 18. Topics were reflective practices, differentiated instruction, and MTSS. Mr. Tjeerdsma also attended a Student Centered Coaching session. Topics were student outcomes--specifically the educational shift from a focus on classroom activities to student data and outcomes.

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

- The BLT has been focusing on our Parent/Family Engagement Policy which has new requirements under ESSA for Title I.
- Parent Teacher Conference attendance was at 98%

Other Notes:

- Fall 2018 FAST test results:

	Fall 2018				
	eRdg	eMath	aRdg	aMath	CBM
TK	21%	58%			
K	89%	89%			
TK/K combined	75%	83%			
1st	85%	80%	84%		
2nd			70%	67%	60%
3rd			84%	78%	79%
4th			79%	55%	56%
K-4	80	81	79	67	65

- eRdg= earlyReading assesses foundational reading skills for K and 1st
- aRdg= aReading assesses comprehension, vocabulary, and concepts of print
- CBM= assesses fluency (reading speed) and accuracy
- eMath= earlyMath which assesses number sense skills for K and 1st
- aMath= assess many dimensions of math including number sense, computation, and problem solving



Cherokee Middle School

November 2018

Intervention & individualized paths

Each grade level continues to work on Reading and Math skills during the Intervention time. Teachers identified skills during Data Empowerment groups in professional development to help students with progress toward these goals. Teachers have been looking at the fall testing data (FAST & MAP) to help them make informed instructional planning.

The fall MAP (Measures of Academic Progress) grade level averages have been posted on the data wall in the hallway. Students have been looking at the data wall to see their grade level progress from last year's scores. Students are working in group instruction and individualized paths during Intervention to address skills.

Communication

"Chamber Student of the Month" will start in December. We will nominate an 8th grade student monthly and recognize them at Chamber Coffee along with a certificate.

Professional Development

Our book study has been going especially well. Discussion groups have been meaningful and it has been great to have our support staff involved in these discussions!

We introduced a digital version of our pineapple chart to teachers during professional development. The pineapple chart is an opportunity for teachers to invite and informally observe another teacher's classroom. We are in the planning stages of upcoming teacher walks, too.

Teachers have been working on their curriculum outlines and collaborating with like content area teachers to identify gaps and strengthen their coverage of the standards. Science teachers have been to training to continue implementation of the Next Generation Science standards (NGSS). They are also looking at new textbook and curriculum to meet the needs of our students aligned to the NGSS standards. At the upcoming district level curriculum meetings, Science teachers will be attending webinars and investigating new samples. Our Social Studies teachers and Linda also recently attended an AEA training to continue their work on implementing the new Social Studies standards.

Parent Teacher Conferences

Attendance per grade
5th Grade - 66%
6th Grade - 49%
7th Grade - 35%
8th Grade - 33%

Overall Percentage 46%

We will be discussing ways to increase our numbers for spring conferences. Looking at going to student led conferences and scheduling all middle school parents with a scheduling program.

***Community
Involvement***

CMS has started a 5th and 6th grade Book Club. The students meet on Tuesdays after school from 3:30 to 4:00 pm. The group is led by Tyler Hahn from the Cherokee Public Library. We have around 16 students involved in the club. Thanks to the Cherokee Education Foundation for helping support this activity.

Empowering Learners → Iowa Core → Communication → Technology

WHS Building Report November 2018

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

District Goals:

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

- **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.
- We added a Hyperdoc for WHS lesson plans to all stakeholders in the community to easily access what is happening in classrooms at WHS. This will be highlighted by students in our Student Advisory Group through a screencast in the near future.
- The emphasis at WHS during the 2018-2019 school year is **INNOVATION**- We want our teachers to try new things that could make a lasting impact on students. Within PD we will reading *Innovator’s Mindset* By: George Couros. We have read ten chapters and have had many great conversations that made us all reflect on our practices.
- We have six teachers signed up to take our book study for credit through the AEA online learning site with Natalie facilitating.
- Implementation of the SAMR (Substitution, Augmentation, Modification, and Redefinition) model will be a part of our WHS Building Goals for 2018-2019.
- We continue to use the SWIVL camera to record lessons each quarter and reflect on our practice.

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

- Curriculum meetings have started and many great conversations took place about the amount of Google docs that are shared with everyone. They have also established Team Drives that will be shared within each department.
- We are working hard to look at Science curriculum as our Science department will be ordering new materials on July 1, 2019.
- Everyone is working on their action plans in support of Teacher Collective Efficacy.
- WHS staff is currently scheduling their next round of video reflections with IC.
- We have updated our ICDPs to match our progress throughout the 1st quarter on our goals.

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

- In the mornings at WHS we have had different groups of students volunteer to greet students as they enter the doors. This creates a more friendly and welcoming learning environment with our staff and administrator presence.
- We are excited with the way our TLC program is working at WHS. The newly formatted roles have helped with clarification and consistency among staff here at the high school.
- Our Student Advisory Committee (made up of 5 students per grade level) is working on creating screencast videos to explain key features of our website to stakeholders. They are also working on creating a monthly newsletter highlighting things that are happening at WHS. This newsletter will be available digitally and go out to stakeholders through JMC and text messages.
- WHS Students were involved in the Opioid Presentation on October 18 & Students will be receiving a Sexting Presentation on November 8 & 9.
- Our teachers emailed out conference videos to parents/guardians on students who are struggling within their class and a few positive videos to get more people in the door. Out of the 110 parents that we contacted 35 came to conferences (31.8%). Many of these parents that came were ones that have not previously attended. We believe that this will grow and help our conference attendance in the future.
- At WHS this year we will be using the #InnovateWHS on Twitter and Facebook with exciting and new things going on here at WHS.

Mr. Wade Riley- WHS Principal

Mrs. Natalie Barkley- WHS Instructional Coach

Mrs. Lickiss- WHS Model Teacher

PTA Minutes
October 16, 2018

Present: Joni DeVos, Angela Carver, Tasha Timmerman, Kathy Nelson, Valery Fuhrman,
Laura Benson, Jennifer Burch, Gail Kremer, Amy Paterson

PO Requests

- Amy Letsche-Dash Robot for coding-\$145.79 x 2=\$291.58
Will ask her more questions and make decision later-Amy P. will check with Amy L.
- 2nd/3rd grade Halloween cookie request-approved

Old Business

- Color Run-rescheduled for October 21st due to weather-\$16,808 gross on fundraiser
- \$75 slush fund from PTA fundraiser requests due by Christmas Break
- Glow party-possibly on Halloween-need to check with Jim L.

New Business

- Chocolate sales are currently going on
- Get Moving Crew-can do three events under them in a school year and we usually do one
Could middle school do one? (Read a thon, something for Scot to do???)

Treasurer's Report-\$5500.56

Notes for the Board from the Superintendent – November 2018

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

November Standard: Sustain and enhance district resources through planning and fiduciary oversight by monitoring and evaluating the financial health of the district; ensuring accountability and transparency in board decision making; ensuring strong financial planning for the district; ensuring the district budget aligns with district goals and multi-year plans; ensuring sufficient risk management is in place to protect district resources; and ensuring school facilities enhance and enrich student and staff learning.

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

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

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder
 - Continuing to work on network - hope to be finished by the end of the semester
 - Hoping to help teachers out with a replacement for Hapara with Impero
 - 2nd grade Chromebooks are in place and are being used in three of the four classrooms

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

- Building Reports – Principals – on the agenda
- Science - Purchasing Year
- 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
- Publication of the Annual Progress Report [State Report Card] - on the agenda
- Early requests for graduation: Mackenzie Ballou, Chloe Baker-Shear, Trey Claycamp, Aubrey Harkins, Kennadie Klein, Henry Miller, and Madyson Sund
- CASA
 - K-12 Desk Audit & Preschool Desk Audit - IQPPS Implementation - Due 12/15/18
 - Consolidated Application - Submitted 9/27/18
- 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
February 4 th , 2019 @ 5:30 Curriculum & Instruction Foreign Language, Health, PE, ELL	March 4 th , 2019 @ 5:30 Transportation & Nutrition Wellness Policy Review	April 1 st , 2019 @ 5:30 Finance – Budget Hearing – 5 Year SIAC Members Invited

Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson
 - We have had our share of breakdowns and are utilizing the insurance program.
 - We took a chance on fixing a kettle instead of replacing it: \$2000 vs. \$23,000. Thankful that it was able to be fixed and is working great.
 - We have turned in pictures and a drawing of how we feel the kitchen for Roosevelt school should be laid out.
 - The wellness for staff was kicked off on October 1st. Staff could sign up for a weight loss challenge (\$10) or they could log miles walked for their school in competition by building for a free jeans week. There is also a traveling trophy that is passed around at each school, each week, to recognize people that are making healthy choices. There can be several names on the

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 – November 2018

Cherokee Community School District: *Empowering Learners*

trophy, Tandra picks each week, and the winner receives a parfait from the kitchen.

- We have hired Kelly Leonard to take Kathy Lewis's position after Thanksgiving.
- We have added a new server at Roosevelt to help with trying to get 340-400 kids thru the lunch line in an hour. We have had a positive response from teachers.
- We will be having our annual Thanksgiving meal on the 16th of November!
- A shout out to my staff! Several kids stop and tell us how nice it is to have friendly kitchen staff that makes their day better. Other students that have moved here, have also stated that our staff is friendly and the food is better.
- News from Transportation Director, Mike Wiederholt
 - Getting ready for bus inspections the Tuesday after Thanksgiving
 - Preparing activity buses for the upcoming sports season

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report – on the agenda
- Sale of bids not to exceed \$10,000,000 General Obligation School Bonds, Series 2018 - on the agenda
- Early Retirement Incentive - on the agenda
- School Budget Review Committee requests - on the agenda
- The goal for class size recommendations was allowed to sunset last July 1, 2018. There are two goal areas in Iowa (not a compliance threshold or a mandate) that schools have no more than 750 students per school nurse and no more than 350 students per school counselor. [Margaret Buckton - ISFIS]

Building, Grounds, and Capital Projects Update

- Steps in a school bond election - on the agenda
- FEH Contract & recommendations and preliminary concept design - on the agenda
- News from Jeff Miller, Building and Grounds Director
 - Have received a cost estimate on replacing the east steps that exit by the band room. They are in very poor condition and becoming a safety issue.
 - Started the wheels moving on boiler replacement at WHS. Many options with all the new technology out there. Will keep board informed.

IASB Update & Other

- IASB 73rd Annual Convention – Des Moines – November 14-16, 2018
- Iowa School Finance Leadership Consortium [ISFLC] - Altoona - December 11-12, 2018
- Day on the Hill - Des Moines - February 5, 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 – on the agenda
- Board Policy 404.5 - District Communication Policy - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

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

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.

RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purposes of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Legal Reference: Iowa Code §§ 21.2, .7; 279.8 (2009).

Cross Reference: 210 Board of Directors' Meetings
210.8 Board Meeting Agenda

Approved _____

Reviewed 4/18/2016, 11/19/18

Revised _____

OPEN MEETINGS

A gathering of a majority of board members in which deliberation of an issue within the jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21, 279.1-.2 (2005).
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.

Cross Reference: 208 Ad Hoc Committees
210 Board of Directors' Meetings
210.8 Board Meeting Agenda
212 Closed Sessions

Approved 3/18/1996

Reviewed 4/18/2016, 11/19/18

Revised _____

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds.
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board.
3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student.
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
5. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property.

CLOSED SESSIONS

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:

1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24 (2005).
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.
1976 Op. Att'y Gen. 384, 514, 765.
1972 Op. Att'y Gen. 158.
1970 Op. Att'y Gen. 287.

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. Citizens wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. The board however, will only receive the petitions and not act upon them or their contents. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Legal Reference: Iowa Code §§ 21; 22; 279.8 (2005).

Cross Reference: 205 Board Member Liability
210.8 Board Meeting Agenda
214 Public Hearings
307 Communication Channels
401.4 Employee Complaints
402.5 Public Complaints About Employees
502.4 Student Complaints and Grievances

Approved 3/18/98 Reviewed 4/18/2016, 11/19/18 Revised 3/18/98

PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

Legal Reference: Iowa Code §§ 24.9; 73A.18; 279.8, .10; 297.22 (2005).

Cross Reference: 210 Board of Directors' Meetings
213 Public Participation in Board Meetings
601.1 School Calendar
703.1 Budget Planning

Approved 3/18/96

Reviewed 4/18/2016, 11/19/18

Revised _____

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2005).
281 I.A.C. 12.3(1).
1982 Op. Att'y Gen. 215.
1974 Op. Att'y Gen. 403.
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary
206.4 Treasurer
208 Ad Hoc Committees
210.8 Board Meeting Agenda
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

Approved 3/18/96 Reviewed 4/18/2016, 11/19/18 Revised 2/16/98

BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.

BOARD MEETING MINUTES

21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd-numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Iowa Code § 279.38 (2007).

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved 3/18/96

Reviewed 4/18/2016, 11/19/18

Revised 2/16/98

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards' Academy of Board Learning Experiences and encourage the board members to participate in conferences to achieve the Better Boardmanship Award.

Legal Reference: Iowa Code §§ 279.8, .38 (2007).

Cross Reference: 216.1 Association Membership

Approved 3/18/96

Reviewed 4/18/2016, 11/19/18

Revised 2/16/98

BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense nonreimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32 (2007).

Cross Reference: 203 Board of Directors' Conflict of Interest
401.7 Employee Travel Compensation
401.10 Credit Cards

Approved 3/18/96

Reviewed 4/18/2016, 11/19/18

Revised 2/16/98

GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a 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 board member'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 a board member'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 board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member 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 a board member 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 board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;

GIFTS TO BOARD OF DIRECTORS

- 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 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;
- 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;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member 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 board member; 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, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member 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 board member has participation or presentation responsibilities;

GIFTS TO BOARD OF DIRECTORS

- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (2007).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 203 Board of Directors' Conflict of Interest
402.4 Gifts to Employees
704.4 Gifts - Grants - Bequests

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel
404.5

POLICY TITLE: District Communication Policy

CODE NO. 404.5

I. Introduction

The Cherokee Community School District believes that cooperative, reciprocal communication plays a vital role in the delivery of education, and is a key factor in establishing supportive relationships among all its stakeholders. For this reason, the District is committed to regular and transparent communications with all stakeholders through a variety of means, including: print, electronic, voice and visual. This document outlines the procedures and platforms through which the District will communicate with the community, and the channels through which the community can most effectively engage with the District.

II. Objective

The aim of this policy is to ensure that:

- A. The District communicates effectively with stakeholders (parents, community, teachers/staff, students)
- B. The Community is afforded processes and platforms to communicate effectively with the District
- C. The District facilitates open and honest communication with all community members
- D. Confidential information is managed in a manner consistent with professional and legal standards
- E. Teachers and staff have guidelines for appropriate forms of communication with families and community members
- F. Clear, positive and fair processes and guidelines are provided to allow matters or concerns to be aired via the correct channels and resolved in a timely, effective and respectful manner.

III. Guiding Principles

All employees of Cherokee Community School District are expected to serve as positive ambassadors for the District and as appropriate role models for students. It is important to maintain professionalism in all interactions with students, their families and the community. As such, employees of the Cherokee Community School District agree to:

- A. Adopt a proactive approach to providing regular communications with their respective stakeholders
- B. Be respectful and professional in all interactions
- C. Be open to learning new communication tactics
- D. Maintain confidentiality and respect ones right to privacy
- E. Communicate with leaders (principals and/or superintendent) when appropriate
- F. Prioritize classroom and educational activities during the day, but endeavor to reply to parent inquiries in a timely manner if possible
- G. Follow the guidelines for communication found within this policy

Failure to follow these policies may be cause for disciplinary action

IV. District Managed Communication Channels

A. District Website

The district website serves as the primary information tool for the district, and provides important information to parents and staff. The website also offers an opportunity to promote the District to a wider audience. To ensure website effectiveness, the following protocols are in place:

- The website will be updated with recent and upcoming events, news, and other important information daily.
- All photos of teams and clubs will be updated seasonally/annually, and photos or videos of events will be updated in a timely manner.
- Teachers/school will update JMC information in a timely manner.

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel

404.5

POLICY TITLE: District Communication Policy (Cont'd)

CODE NO. 404.5

B. Email

Email will be used to provide general, non time-sensitive information to families and community members. In addition, Emails will be used to communicate with families to address personal and confidential information. Parents are encouraged to contact the teachers, in timely fashion, with any concerns regarding the welfare or educational experiences of their children. Urgent concerns should be cc'd to the principal. To ensure that this process operates effectively, teachers should make every effort to acknowledge parents in a timely manner.

School email accounts are not private. All communications by employees to students or parents at any time from any email system are expected to be professional in topic and tone. Email between employees and students or parents is to be done through the school-provided email account, and must conform to the policies set forth in the District's Acceptable Use Policy.

C. Text Messaging (opt-in)

Text messaging will be used for notifications of school activities, updates and changes in schedules (i.e. weather or early dismissal), and information about emergency situations.

D. Social Media (see Section VII)

E. Other (phone calls, notes, memos)

V. Sharing of Information

A. Coordination of Communications

1. The district will coordinate information sharing at the district, school site and education program levels through the superintendent, or assigned representative or committee. The superintendent will develop information processes for sharing with the district's stakeholders.
2. The primary means of regular communications will be electronic, recognizing that the district, school, or classroom leaders will be responsible to ensure that families and community members who do not have access to electronic sources will receive the communications. The primary source of district communications will be the district's website (www.ccsd.k12.ia.us).

B. Official Spokesperson

1. The superintendent or assigned representative will serve as the primary official spokesperson for the district, and will be responsible for approving any information sharing with the media, including crisis or emergency situations. Additional spokespeople may include:
 - Building Site: Principal
 - District Info: President of the Board of Education

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel

404.5

POLICY TITLE: District Communication Policy (Cont'd)

CODE NO. 404.5

2. The media may not contact or interview students on any school sites or school-related activities without verbal permission of the district, school principal or official representative (appropriate teacher or leader). Parental permission may be required.

C. Regular Communications from School Sites

1. The school sites and classroom leaders will provide regular communications; sharing relevant information about their activities, happenings, curriculum, assessments and goals.

a. Teachers will communicate academic and behavioral expectations, class schedule, and acceptable communication methods at the beginning of each school year.

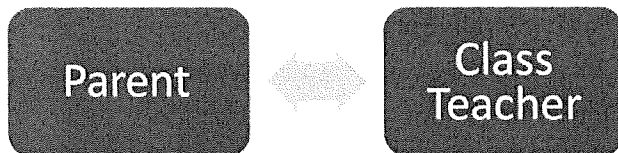
b. All classroom teachers are encouraged to make a personal contact/introduction with each parent within the first month of school (i.e. phone calls, orientation, open house, and/or email). Classroom teachers will make positive, personal contact with parent whose children enroll after the first month within two weeks of enrollment. All parents will be invited to attend at least two conferences during the school year. Communication will also include interim reports and report cards.

c. Each classroom teacher will develop and implement a system of communication regarding academic and behavioral performance of each child at least weekly via a daily agenda, weekly progress report, calendar, etc.

d. Teachers' primary responsibility from 8:00 – 3:15 is instruction. Therefore, parents wishing to speak with a teacher should send a note to the teacher, call the office and leave a message or send an e-mail to the teacher. Teachers will respond within one business day, unless they are absent from school.

VI. Lines of Communication and Contacts

Normal



Urgent



Should a parent wish to discuss a matter pertaining to the student, the following steps should be taken:

- A. For most questions/concerns, communicate the matter to the student's class teacher. If the matter is of a serious nature, it should be cc'd to the School Principal.

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel

404.5

POLICY TITLE: District Communication Policy (Cont'd)

CODE NO. 404.5

B. If the matter remains unresolved, an appointment should be made for a joint conference with the teacher and principal. This meeting can be arranged by contacting the school office.

C. Only once these measures, outlined in A. and B. above, have proven unsuccessful, should parents seek an appointment with the Superintendent

VII. Social Media

A. Social Media Disclaimer

Employees who identify themselves as associated with the District on his/her personal social media site, should include the following disclaimer: *The opinions expressed here are my own, and do not necessarily reflect the opinions of the Cherokee Community School District.*

B. Definitions

Social media includes all forms of online publication where individuals engage in conversation or posting of written or visual information (such as blogs, podcasts, virtual worlds, messaging sites and social networks). Some of the more familiar social media tools include such online services as Twitter, Facebook, YouTube, Instagram, Pinterest, Snapchat, and LinkedIn. This list is by no means comprehensive or exhaustive; new social media platforms are continually introduced to the marketplace. The same set of professional expectations applies regardless of the choice of social media.

Professional Use: Refers to using social media to advance a program or function of the Cherokee School District as part of an employee's job responsibilities.

Personal Use: Refers to employees using social media to advance themselves personally.

C. Personal vs. Professional Use

The District does not take a position on an employee's decision to participate in the use of social media for personal use on personal time. If, however, employees choose to use social media for personal use on personal time, they should not communicate with students and/or their families regarding topics pertaining to their official roles at Cherokee Community School District. District-provided communication tools such as an employee's school email account, voicemail account and/or district website should be the primary means by which employees should engage students and/or their families in communications pertaining to your employment responsibilities.

Employees' online behavior on social media must reflect the same standards of professionalism, respect and integrity as face-to-face communications. When using social media for personal use, if you identify yourself as an employee of the Cherokee Community School District, you are by extension associating yourself with the District, your colleagues and our school community; therefore, you must ensure that any content is consistent with the mission of the district. The District recognizes that student groups or members of the public may create social media representing students or groups associated with the

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel

404.5

POLICY TITLE: District Communication Policy (Cont'd)

CODE NO. 404.5

District. When adults authorized to interact with students (coaches, advisors, volunteers, etc.) choose to join or engage with these social networking groups, they do so as if they were paid employees of the District. All employees are responsible for maintaining appropriate employee-student relationships, and are responsible for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

1. You are Always a District Employee

- a. The lines between public and private, personal and professional can be very blurry in the digital world. Please keep in mind that you will be publicly identified as working for and sometimes representing the district in what you say and do online.
- b. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. If you are speaking on behalf of the district, make sure you have secured prior authorization to do so from the Superintendent or his/her representative.
- c. Do not share confidential information about school business, students or your colleagues.

2. Be Professional

- a. Respect the District's core values. Assume that anything you post is public and will be viewed by everyone in your personal and professional domains.
- b. Do not use any school logo or image without prior permission.

3. Respect Others and Ensure the Safety of Students

- a. Respect the privacy and the feelings of others and do not, under any circumstances, post offensive comments about students, colleagues, or the district in general. Negative comments about others may be interpreted as cyber-bullying and could lead to disciplinary action.
- b. Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors.
- c. Do not post photos or movies of fellow employees without their permission. Do not post photos or movies that contain students to public social media sites without parent consent unless those images are taken in the public arena, such as sporting events or fine arts public performances.

4. Manage Employee/Student Relationships Carefully

- a. Social media can be an effective tool for communication between teachers and students. However, do not connect with students via *personal* social media networks. Employees are prohibited from establishing inappropriate personal relationships with students. Do not fraternize with students as if they are your peers or friends. Unprofessional relationships, specifically pertaining to social media include: connecting on personal accounts; writing personal posts or comments; sending inappropriate pictures or video content; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.

CHEROKEE COMMUNITY SCHOOL DISTRICT

Certificated and Non-Certificated Staff Personnel

404.5

POLICY TITLE: District Communication Policy (Cont'd)

CODE NO. 404.5

b. Inappropriate or offensive content posted to social media sites by employees and viewed by students, parents or other employees may be investigated by building and district officials and, if warranted, may result in disciplinary action.

c. Occasionally there may be the need for students and teachers to be in dialogue outside of regular school hours and activities. In these instances, a principal and parents/guardians should also be invited to be members of such groups.

d. On the rare occasion when texting is the most logical avenue for communication with an individual student or small group of students, the message should be brief, factual, and include the administrator overseeing the activity.

APPROVED: _____ REVISED: _____ REVIEWED: _____