

# **Cherokee Community School District**

*Regular Board Meeting  
September 17, 2018*

*5:30 p.m.*

*WHS Conference Room*

**Board Members:**

**Ms. Laura Dawson- President**

**Mr. Logan Patterson - Vice President**

**Mr. Paul Fuhrman**

**Mr. Charles Wulfsen**

**Mrs. Laura Jones**

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

**Mrs. Kimberly Lingenfelter, Superintendent**

**Regular Board of Education Meeting – ANNUAL/ ORGANIZATIONAL MEETING  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, September 17, 2018 at 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.

1. Call the meeting to order – Retiring Board President
2. Approve the agenda
3. Roll call of members in attendance
4. Action to excuse board members not in attendance
5. Action to approve the minutes of the regular meeting [8-20-18] and public forum [8-27-18]
6. Action to approve Secretary-Treasurer's Report – Fiscal Year 2018
  - A. Operating Fund
  - B. Management Fund
  - C. Physical Plant and Equipment Fund
  - D. Debt Service
  - E. Capital Projects
  - F. Activity Fund
  - G. Nutrition
  - H. Trust and Agency
  - I. Self-Insurance Fund
7. Action to close fiscal accounts for 2017-2018
8. Action to open fiscal accounts for 2018-2019 – Name bank(s) of depository and specific maximum amount for the fiscal year
9. Welcome Visitors

Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue

10. Old business to conclude activities of the retiring school board
11. Review of election results - the board secretary will present the county auditor's official report on the latest elections
12. Adjournment of the retiring school board

13. Call the meeting to order – Superintendent
14. Appointment of Board Secretary/Treasurer – Superintendent
15. Administration of oath to board members – Board Secretary
16. Election of Officers of the new board (President/Vice President) – Superintendent
17. Adopt written rules and procedures that will be followed in conducting board meetings
18. Determine time and location of regular school board meetings
19. Adopt resolutions
  - A. Resolution to pay bills when board is not in session
  - B. Resolution to disburse payroll for contracted employees
  - C. Resolution to authorize the control of the signature stamp
20. Welcome Visitors

Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue

21. Consent Agenda
  - A. Monthly bills
  - B. Approve financial statements
  - C. Appointments
    - a. Equity and Affirmative Action Coordinator – Kimberly Lingenfelter
    - b. Title IX Coordinator – Kimberly Lingenfelter
    - c. Child Abuse Investigators: Level 1 – Valery Fuhrman and Kimberly Lingenfelter

**\* 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.**

- d. Title I Coordinator – Valery Fuhrman
- e. Homeless Liaison – Wade Riley
- f. Wellness Policy Coordinators – Jillian Brown and Cara Jacobson
- g. Harassment Investigators – Scot Aden and Kimberly Lingenfelter
- h. Level II Harassment Investigator – Jolleen Heater
- i. Legal Counsel – John Cook and Steve Avery
- j. Homeschool Liaison – Wade Riley
- k. ELL Coordinator – Scot Aden
- l. Teacher Quality Team (Administrative Representatives) – Scot Aden, Wade Riley, Valery Fuhrman, Kimberly Lingenfelter
- m. Teacher Quality Team (Teacher Representatives) – James De Vos, Tim Stoneking, Myla Stoneking, and Abby James

**22. Communication and Reports**

- A. Principals' Building Reports/ Instructional Coaches' Reports
- B. PTA Report
- C. Directors'/ Superintendent's Report

**23. Policy Change: None**

**Clerical Change(s): None**

**Affirm: 205 Board Member Liability; 206.1 President; 206.2 Vice President; 206.3 Secretary-Treasurer; 207 Board of Directors' Legal Counsel; 208 Ad Hoc Committees; 208.1E1 Ad Hoc Committees Exhibit; 209.1 Development of Policy; 209.2 Adoption of Policy; 209.3 Dissemination of Policy**

**24. New Business**

- A. Discussion of/ information concerning FFA National Convention
- B. Discussion of/ action to instruct FEH Design to proceed with final building plans and specifications
- C. Discussion of/ action concerning standing board committees
  - 1. Curriculum and Instruction
  - 2. Policy
  - 3. Finance
  - 4. Buildings, Grounds, and Capital Projects
  - 5. Transportation and Nutrition
- D. Discussion of/ action concerning the appointment of board members to serve as delegates to IASB General Assembly
- E. Discussion of/ action concerning the resignation of Vickie Freed as Part-time School Nurse
- F. Discussion of/ action concerning extending a contract to Dan Otto as WHS Volunteer Football Coach
- G. Discussion of/ action concerning contract amendments due to lane advancement
- H. Discussion of/ action concerning participation in IDATP (Iowa Drug and Alcohol Testing Program) for 2018-2019
- I. Discussion of/ information concerning CCSD Job Descriptions
- J. Discussion of/ information concerning IASB Annual Convention
- K. Discussion of/ information concerning steps in a school bond election

**25. Board Committee Reports**

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

**26. Items of Interest for the Next Meeting [October 15, 2018 @ 5:30 p.m.]**

- A. Discussion of/ action concerning cooperative sharing agreements
- B. Discussion of/ action concerning certified enrollment numbers

**27. Adjournment**

**\* 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.**

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

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

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

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

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

**Cherokee Community School District  
Regular Meeting  
August 20, 2018**

The Cherokee Community School District Board of Education held a regular meeting on Monday, August 20, 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 5:33 P.M.

**2. Approve the agenda**

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

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

Board Members Present: Dawson, Patterson, Jones, Wulfsen, Fuhrman

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

All board members were present.

**5. Welcome Visitors**

Visitors were welcomed.

Others present: Kim Lingenfelter, Valery Fuhrman, Josh Landhuis, Jared Kirkeby, Joyce Lundsgaard

**6. Consent agenda**

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

- Minutes of the Regular Meeting – July 16, 2018
- Financial Statements
- Monthly Bills

**7. Communication & Reports**

Administrative reports were given.

**8. Policy**

Moved by Patterson, seconded by Jones to affirm policies 104 Anti-Bullying/Anti-Harassment Policy; 104E1 Complaint Form; 104E2 Witness Disclosure Form; 104E3 Disposition of Complaint Form; 104R1 Anti-Bullying/Anti-Harassment Investigation Procedures; 200.1 Organization of the Board of Directors; 201.1R1 Organizational Meeting Procedures; 200.2 Powers of the Board of Directors; 200.3 Responsibilities of the Board of Directors; 201 Board of Directors' Elections; 202.1 Qualifications; 202.2 Oath of Office; 202.3 Term of Office; 202.4 Vacancies; 203 Board of Directors' Conflict of Interest; 204 Code of Ethics. All Ayes

**9. New Business**

**A. Discussion concerning potential field turf project – baseball complex**

Jared Kirkeby updated the board on the potential field turf project at the baseball complex. Their goal is to raise \$350,000 to cover the cost of the project.

**B. Discussion of/action concerning a resolution of acknowledgement for Cherokee State Bank**

Moved by Patterson seconded by Jones to approve a Resolution of Acknowledgement to Cherokee State bank for their generous donation of visitor bleachers for the WHS Athletic Complex. All Ayes

**C. Discussion of/action concerning the purchase of an activity bus**

Mike Wiederholt, transportation director, reviewed the bids received for an activity bus. Moved by Patterson, seconded by Wulfsen to approve the recommended purchase of an activity bus from Hoglund Bus Company with the add on for driver's air at the bid price of \$97,023. All Ayes

**D. Discussion of/action concerning the position of a CMS Cross Country Coach**

Moved by Patterson, seconded by Jones to approve adding the position of CMS Cross Country Coach to Schedule B at 5.75%. All Ayes

**E. Discussion of/action concerning the resignation of Alecia Mauer**

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

**F. Discussion of/action concerning extending a contract to Joan Schleef**

Moved by Wulfsen, seconded by Fuhrman to approve extending a contract to Joan Schleef for RES Part-time Paraprofessional. All Ayes

**G. Discussion of/action concerning extending a contract to Nikki Schubert**

Moved by Patterson, seconded by Jones to approve extending a contract to Nikki Schubert for Co-director WHS Play. All Ayes

**H. Discussion of/action concerning extending a contract to Rebecca Lickiss**

Moved by Wulfsen, seconded by Patterson to approve extending a contract to Rebecca Lickiss for Co-director WHS Play. All Ayes

**I. Discussion of action concerning extending a contract to Charity Anderson**

Moved by Fuhrman, seconded by Jones to approve extending a contract to Charity Anderson for CMS Girls Basketball Coach. All Ayes

**J. Discussion of/action concerning extending a contract to Shauna Henke**

Moved by Wulfsen, seconded by Patterson to approve extending a contract to Shauna Henke for CMS Girls Basketball. All Ayes

**K. Discussion of/action concerning extending a contract to Matt Mongan**

Moved by Jones, seconded by Wulfsen to approve extending a contract to Matt Mongan for WHS Boys Basketball Volunteer Coach. All Ayes

**L. Discussion of/action concerning extending a contract to Chris Alesch**

Moved by Fuhrman, seconded by Wulfsen to approve extending a contract to Chris Alesch for WHS Volunteer Football Coach. All Ayes

**M. Discussion of/action concerning extending a contract to Cindy Sizeland**

Moved by Wulfsen, seconded by Fuhrman to approve extending a contract to Cindy Sizeland for Bus Route Driver. All Ayes

**N. Discussion of/information concerning Fall Enrollment Numbers**

Lingenfelter reviewed the projected enrollment numbers for FY 19. Current numbers indicate an increase in students for all buildings

**O. Discussion of/information concerning the Board Self-Evaluation**

The board will complete a Self-Evaluation to be reviewed at the October Management Team Meeting.

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

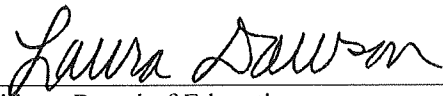
Lingenfelter discussed steps in a school bond election. A public forum will be held at the RES gym on August 27<sup>th</sup> at 5:30 P.M. to answer any questions regarding the bond referendum.

**10. Adjournment**

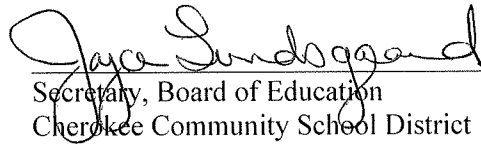
Moved by Patterson, seconded by Jones to adjourn the meeting at 6:30 P.M. All Ayes

Public Forum – August 27, 5:30 P.M.

Regular Meeting – September 17, 5:30 P.M.



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President, Board of Education  
Cherokee Community School District



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Secretary, Board of Education  
Cherokee Community School District

**Cherokee Community School District  
Public Forum  
August 27, 2018**

The Cherokee Community School District Board of Education held a Public Forum on Monday, August 27, 2018 beginning at 5:30 P.M. The meeting was held at the Roosevelt Elementary Gymnasium, 929 North Roosevelt St.

Board Members Present: Dawson, Wulfsen, Fuhrman, Jones, Patterson

**1. Call the Public Forum to Order**

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

**2. Approve the Agenda**

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

**3. Recognition of Visitors**

Visitors were welcomed.

**4. Overview of Bond Referendum**

Laura Dawson thanked the Facilities Committee for their time and commitment in developing a recommendation to the board for the proposed elementary school project. Kimberly Lingenfelter gave an overview of the boards process leading up to the special election for a new elementary building to be held on September 11<sup>th</sup>.

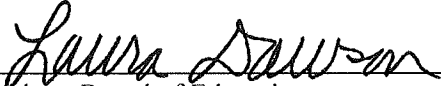
Matt Bayse, FEH Design reviewed the FCA/PCA developed by the Facilities Committee and the proposed project for the new elementary building. Several options were studied before the committee finalized their recommendation to the board. Travis Squires of Piper Jaffrey presented the funding sources available for the project and the tax impact of the proposed bond referendum.

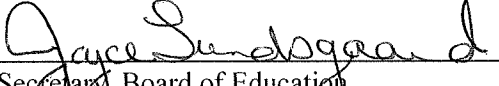
Information regarding the bond referendum can be found at [cherokeeschoolbond.com](http://cherokeeschoolbond.com) or on the district website at [ccsd.k12.ia.us](http://ccsd.k12.ia.us).

**5. Adjournment**

Moved by Wulfsen, seconded by Patterson to adjourn the meeting at 7:17 P.M. All Ayes

Regular Meeting – September 17, 5:30 P.M.

  
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President, Board of Education  
Cherokee community School District

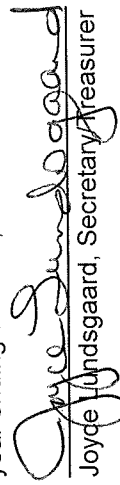
  
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Secretary, Board of Education  
Cherokee Community School District



**ANNUAL REPORT  
CHEROKEE COMMUNITY SCHOOL DISTRICT  
FISCAL YEAR JULY 1, 2017 - JUNE 30, 2018**

	Operating	Management	Self-Insurance	Debt Service	PPEL	Capital Projects
<b>JULY 1, 2017</b>						
Bank Balance	18,119	31,723	107,797	-	33,316	-
CD's	760,674		408,682		-	-
Investment Account	1,358,229	473,959	733,850	-	183,694	1,067,972
	<b>2,137,022</b>	<b>505,682</b>	<b>1,250,329</b>	<b>-</b>	<b>217,010</b>	<b>1,067,972</b>
Receipts	10,793,784	456,907	231,681	-	396,236	886,510
Expenditures	10,874,672	249,253	153,197	-	330,303	472,172
<b>JUNE 30, 2018</b>						
Ending Balance	<b>2,056,134</b>	<b>713,336</b>	<b>1,328,813</b>	<b>-</b>	<b>282,943</b>	<b>1,482,310</b>
<b>JUNE 30, 2018</b>						
Bank Balance	110,266	37,032	78,519	-	9,765	-
CD's	-	-	600,000	-	-	-
Investment Account	1,945,868	676,305	650,295	-	273,178	1,482,310
	<b>2,056,134</b>	<b>713,336</b>	<b>1,328,813</b>	<b>-</b>	<b>282,943</b>	<b>1,482,310</b>

I, Joyce Lundsgaard, Secretary/Treasurer of the Cherokee Community School District, do hereby certify that this is a true and correct statement of the receipts and disbursements for the fiscal year ending June 30, 2018.

  
Joyce Lundsgaard, Secretary/Treasurer

**Cash Basis Receipts and Disbursements - July 1, 2017 - June 30, 2018**

	General Fund	Management Fund	Self-Insurance Fund	Student Activity	PPEL Fund	Capital Projects	Debt Service	Trust & Agency	School Nutrition
<b>Cash Basis Receipts</b>									
Local Sources	4,127,841	452,319	231,681	342,768	392,637	8,146	-	6,087	285,586
State Sources	6,323,245	4,588			3,599	878,364			4,396
Federal Sources	307,244				-				289,357
Other Sources	35,454					0		0	-
<b>Total Receipts</b>	10,793,784	456,907	231,681	342,768	396,236	886,510	-	6,087	579,339
<b>Cash Basis Disbursements</b>									
Instruction	7,367,467	71,466		329,140	-	34,720		5,225	-
Support Services	3,091,190	177,787	153,197		1,550	-		500	
Noninstructional Programs									541,769
Other Expenditures	416,015	-	-	-	328,753	437,452			-
<b>Total Disbursements</b>	10,874,672	249,253	153,197	329,140	330,303	472,172		5,725	541,769
Net	(80,888)	207,654	78,484	13,628	65,933	414,338		362	37,570
July 1, 2017 Cash Balance	\$ 2,137,022	\$ 505,682	\$ 1,250,329	\$ 117,572	\$ 217,010	\$ 1,067,972	\$ -	\$ 30,564	\$ 108,939
<b>June 30, 2018 Cash Balance</b>	<b>2,056,134</b>	<b>\$ 713,336</b>	<b>\$ 1,328,813</b>	<b>\$ 131,200</b>	<b>\$ 282,943</b>	<b>\$ 1,482,310</b>	<b>\$ -</b>	<b>\$ 30,926</b>	<b>\$ 146,509</b>

Precinct Summary Report  
Special Election  
Cherokee County, Iowa  
Tuesday, September 11, 2018  
2018 Special Election  
Cherokee Community School District  
Unofficial

Date: 9/11/2018  
Time: 8:42:21 PM CDT  
Page 1/1

**UNOFFICIAL**

Registered Voters 4,463 - Total Ballots 1,608 : 36.03% - Blank Ballots 5

**Cherokee Community School Dist., G.O. Bonds, Public  
Measure 18-C**

Total Votes	1,603	
YES	1,236	77.11%
NO	367	22.89%
Undervote	5	
Overvote	0	

**Financial Report - August 18**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 1,774,347.46	224,093.35	327,343.71	\$ 1,671,097.10
Management	560,423.60	815.25	328.78	560,910.07
Self-Insurance Fund	1,322,853.79	1,042.72	4,151.04	1,319,745.47
<b>Subtotal General Fund</b>	<b>3,657,624.85</b>	<b>225,951.32</b>	<b>331,823.53</b>	<b>3,551,752.64</b>
Activity	114,397.19	45,422.53	25,465.24	134,354.48
PPEL	264,300.05	62,210.27	94,986.60	231,523.72
Capital Projects (Sales Tax)	1,556,924.93	79,366.67	1,886.25	1,634,405.35
Debt Service	-	-	-	-
Hot Lunch	153,480.18	32,047.77	1,700.79	183,827.16
Trust and Agency	32,355.37	1,000.15	3,650.00	29,705.52
<b>Total - All Funds</b>	<b>\$ 5,779,082.57</b>	<b>\$ 445,998.71</b>	<b>\$ 459,512.41</b>	<b>\$ 5,765,568.87</b>

Published Budget Report  
 All Funds  
 8/31/2018

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	297,522.30	<b>297,522.30</b>	<b>8,550,000.00</b>	3%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	9,018.45			
Inst. Staff Support Svcs	(2200-2299)	51,476.61			
General Administration	(2300-2399)	53,783.14			
Building Administration	(2400-2499)	89,842.82			
Business Administration	(2500-2599)	60,653.14			
Plant Operation & Maint	(2600-2699)	170,393.19			
Student Transportation	(2700-2799)	43,669.20			
<b>TOTAL SUPPORT SERVICES</b>			<b>478,836.55</b>	<b>4,250,000.00</b>	11%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	17,036.57	<b>17,036.57</b>	<b>600,000.00</b>	3%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	118,338.66			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	-			
Transfer to Debt Service	(6240)(6900)	-			
<b>TOTAL OTHER EXPENDITURES</b>			<b>118,338.66</b>	<b>1,811,360.00</b>	7%
<b>TOTAL EXPENDITURES</b>			<b>911,734.08</b>	<b>15,211,360.00</b>	6%



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
<b>Checking</b>	<b>1 Fund: 10 GENERAL FUND</b>	
WHS Ind Arts-metal class		
WHS Ind Arts-Construction		
ISP Technology-ipad 4 cases-Kremer		
ISP Curriculum-WIT construction books		
CMS office-lanyards		
ISP WHS furniture		
Instructional materials - James DeVos		
ISP Curriculum-WIT construction books		
WHS Office-laminator refill		
Instructional materials - James DeVos		
ELL materials		
WHS Ind Arts		
ISP Curriculum-WHS PE		
Ag materials		
Business lab computers		
CMS Extra Activity Account-names for doo		
WHS Ind Arts		
WHS Ind Arts-metal class		
ISP Technology		
Ag materials		
Ag materials		
WHS-white boards		
ISP Curriculum-WIT construction books		
WHS Ind Arts-Woods		
WHS Ind Arts-Construction		
ISP Curriculum-WIT construction books		
ISP Curriculum-WIT construction books		
ISP Technology		
ISP Technology		
ISP Curriculum-Textbooks-Stoneking-Sprin		
CMS Extra Activity Account-names for doo		
ISP Curriculum		
WHS cell phone holders		
ISP Curriculum		
ISP Curriculum-WIT construction books		
ISP Curriculum-WIT construction books		
ISP Technology		
ISP Technology		
ISP Curriculum-CNA textbooks		
13771	Amazon Capital Services	8,664.00
Maint-mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	233.42

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Roosevelt water softener	
	Water softener salt-CMS	
	CMS Nurse office-water	
10079	Blaine's Culligan and Sundance Spas	215.25
	Trans supplies	
	Trans repair parts	
10021	Bomgaars	39.55
	WHS PD books	
	ISP Curriculum- Jaylene DeVos	
13052	Book Vine, The	1,159.24
	Nurse supplies	
13669	Brown, Jillian	17.67
	Trans repair parts	
	Trans repair parts	
10396	Builder's Sharpening and Service	29.78
	PTA purchase-Burch	
13322	BURCH, JENNIFER	25.31
	Maint-keys	
11211	Burke Engr Sales Co.	15.60
	Infocus-mouting component	
12726	CDW Government, Inc.	85.89
	Food service phone	
10113	Century Link	3.08
	Board minutes	
18221	Chronicle Times, The	182.25
	Sewer-929 N Roosevelt-July	
	REA fund-Carnival sign	
10084	City of Cherokee	546.01
	Roosevelt air compressor	
20223	Control System Specialist	310.00
	Maint-Field paint	
10239	Diamond Vogel Paints	965.00
	Shredding	
11580	Document Depot and Destruction, Inc.	80.00
	PTA purchase-1st grade	
13001	Dorothy Pecaut Nature Center	91.00
	FCS refrigerator repair	
10245	Ebert TV and Applcance	152.90
	AT Risk-licenses	



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13320	Edgenuity Inc	8,400.00
Maint-Fire damper motor		
12756	Energy Control Technologies, Inc.	320.15
ISP Curriculum-WHS FCS		
10141	Goodheart-Wilcox	416.56
CMS PE		
CMS PE		
11005	Gopher Sport	1,682.84
Extermination service		
10979	Guardian Pest Solutions	157.50
TAG scoring		
10399	Houghton Mifflin Harcourt	430.65
WHS FCS groceries		
Ag materials		
WHS FCS groceries		
10274	Hy-Vee Food Stores, Inc	169.74
ICCA membership-Hammen		
31544	Iowa Cheerleading Coaches' Association	45.00
Ed Foundation-Jaylene DeVos		
11562	IOWA STATE CENTER	295.00
WHS vocal music		
12200	J.W. Pepper and Son, Inc.	191.24
JMC message center		
JMC message center		
JMC message center		
11639	JMC Computer Service, Inc.	1,709.65
Conference mileage		
12921	Lickiss, Becky	157.08
Maint-lumber		
Ind Arts - plywood		
Maint - ceiling tile		
Ind Arts		
11735	Marcus Lumber	348.16
WHS FCS groceries		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	41.03
ISP Curriculum-Math		
ISP Curriculum-pre algebra		
11317	McGraw-Hill School Education Holdings, LLC	788.26
Electricity-Doupe Ballfields		
Electricity-336 Gillette- Armory		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Electricity-334 Gillette- busbarn	
	Electricity-600 W Bluff	
	Electricity-600 W Bluf- concessions	
12363	MidAmerican Energy Company	4,445.87
	ISP band repair	
	ISP Instrument repair	
	ISP Instrument repair	
	WHS Band resale	
	WHS Band resale	
	WHS Band resale	
	ISP Instrument repair	
	CMS Band resale	
	CMS band	
	ISP band repair	
10894	MidBell Music, Inc.	1,226.70
	OPUS/All-State vocal music	
11920	MIDI Lieder	45.00
	Walk in freezer repairs	
	Walk in freezer repairs	
	CMS gym ac	
11495	Modern Heating and Cooling, Inc.	1,366.71
	Trans supplies	
	Trans supplies	
	Trans repair parts	
	Trans repair parts- headlight	
	Trans repair parts-oil filters	
	Trans supplies	
10180	Motor Parts Sales	87.10
	Tires	
	Tires	
	Trans tires bus 5	
10425	Northside Tire Inc	1,017.59
	Membership dues-Vannatta	
	Dues-Kingdon	
13249	NWIBA Treasurer, Collen Hecht	20.00
	Trans repair parts-filters	
11226	O'Halloran International	56.74
	ISP Curriculum-3rd gr Social Studies	
10166	Pearson Education	2,261.17
	SpEd hearing equipment	
	SpEd hearing equipment	
13094	Phonak	3,153.19

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User ID: LDG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	ISP Curriculum-1st grade reading	
13492	Really Great Reading	2,090.00
	Maint grounds	
13588	Reams Sprinkler Supply	206.30
	REA fund-Lockin-carpet remnant	
10537	Robinson's Furniture and Floors	100.00
	Trans repair parts-filters	
	Trans repair parts	
	Trans repair part-credit	
12768	School Bus Sales	48.90
	SpEd - Lucas	
11884	School Specialty, Inc.	330.70
	Maint supplies-all buildings	
	Maint supplies	
	Maint supplies	
	Maint supplies	
13294	SUPPLYWORKS	382.53
	Administration fees	
10923	TASC	916.50
	SpEd material-Fuller	
13589	Teachtown	511.27
	Trans repair parts-Seat belt	
12233	Thomas Bus Sales of Iowa, Inc.	69.96
	Annual fire alarm testing	
	Annual fire alarm inspection-Roosevelt	
14006	Thompson Innovation	2,280.00
	Annual maint contract-timeclocks	
11578	Time Management Systems	2,756.00
	Cell phone charge-WHS principal	
18319	Verizon Wireless	412.67
	Discount	
10402	Wigman Company	289.08
	Preschool table	
13814	Worthington Direct	405.35
	Maint-tools/supplies	
13883	Zoro Tools, Inc.	599.43

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>		
			<b>Fund Total:</b>	<b>53,047.57</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 22</b>	<b>MANAGEMENT FUND</b>	
Insurance				
13585	SU Insurance Company	22,605.50		
			<b>Fund Total:</b>	<b>22,605.50</b>
<b>Checking</b>	<b>1</b>	<b>Fund: 71</b>	<b>SELF-INSURANCE FUND</b>	
Administration fee				
13725	Mid-American Benefits, Inc.	1,564.00		
			<b>Fund Total:</b>	<b>1,564.00</b>
			<b>Checking Account Total:</b>	<b>77,217.07</b>
<u>Checking</u>	<b>2</b>			
<b>Checking</b>	<b>2</b>	<b>Fund: 36</b>	<b>PHYSICAL PLANT &amp; EQUIPMENT</b>	
WHS Auditorium project				
13771	Amazon Capital Services	113.92		
Skid loader				
13398	Clark Equipment Co. d/b/a Bobcat Company	37,128.04		
WHS Auditorium project				
12772	Full Compass Systems, LTD	135.00		
CMS Furniture				
11184	Iowa Prison Industries	1,818.00		
Gym concessions doors				
12318	JR's Sales and Service	1,371.00		
Concession stand counter tops				
13993	Leo's Kitchen's, Ic.	864.00		
Misc repairs				
Misc repairs				
Misc repairs				
12338	Nelson Electric	1,558.33		
Teacher chairs				
10852	One Office Solution	1,272.00		
Fiber project-Armory/busbarn				
13988	Perrin's	2,000.00		
WHS concrete leveling				
14008	Precision Concrete Cutters	7,191.00		
			<b>Fund Total:</b>	<b>53,451.29</b>
			<b>Checking Account Total:</b>	<b>53,451.29</b>
<u>Checking</u>	<b>3</b>			
<b>Checking</b>	<b>3</b>	<b>Fund: 21</b>	<b>STUDENT ACTIVITY FUND</b>	
CMS Student council - shirts				
13763	360 Custom Designs	550.00		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Med Kits	
	Volleyball foam rollers	
	Speech-camcorder	
13771	Amazon Capital Services	448.34
	Volleyball medals	
	Cross country medals	
30835	Awards Unlimited, Inc.	287.40
	Varsity Football - 9/21	
13999	Baker, Craig	105.00
	Volleyball official - 9/25	
30159	BASALYGA MONELL, JILL	100.00
	Volleyball official - 9/25	
30955	Basalyga, Russ	100.00
	Freshman/JV Football -9/17	
30766	Brown, Douglas	90.00
	BB/SB concessions	
	Concessions	
11224	Chesterman Co.	1,016.30
	CMS Student Council	
	concessions	
	Volleyball concessions	
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	1,224.75
	FB Fundraiser	
12371	Creative Services	262.02
	Yearbook refund	
14010	Dolphin, Julie	40.00
	FB/BB-SB concession freezer	
	repairs	
10245	Ebert TV and Applicance	419.90
	FB concessions	
10067	Fareway Stores, Inc.	135.90
	Official	
13602	Goettsch, Eric	80.00
	Chain gang vests	
31069	Hauff Mid-America Sports, Inc.	20.50
	Varsity Football - 9/21	
14000	Hough, Mike	105.00
	FB concessions	
10274	Hy-Vee Food Stores, Inc	67.36
	Pre All State Vocal	
10550	Iowa Choral Directors Association	40.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Registration fee-Marching Band		
All State Band registration Membership		
31080	Iowa High School Music Association	328.00
WHS Vocal Jazz Clinic		
30938	IOWA LAKES MUSIC DEPARTMENT	100.00
Lakes Conference Dues-2018-19		
30054	Lakes Conference	1,000.00
X-Country		
30730	LeMars Community Schools	100.00
Varsity Football - 9/21		
14001	Luenberger, Brian	105.00
Varsity Football - 9/21		
14002	McConnell, Jim	105.00
Basketball pins		
30236	NEFF COMPANY	107.00
Registration fee		
13729	North Stars Band, Inc.	175.00
Freshman/JV Football -9/17		
30319	Parrott, Brian	90.00
Heatset-football supplies		
30320	PORTA PHONE	674.50
Varsity/JV Volleyball Tournament entry f		
30824	Sheldon High School	140.00
8th Volleyball - 9/24		
13525	Sherkenbach, Bret	70.00
Freshman/JV Football -9/17		
30666	Slaughter, Brandon	90.00
Yearbook refund		
13235	Sleezer, Michelle	40.00
Varsity Football - 9/21		
14003	Soenen, Mike	105.00
Yearbook refund		
14009	Tuggle, Torrie	40.00
8th Volleyball - 9/24		
8th Volleyball - 9/25		
30978	Tuttle, Mary	140.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Popcorn machine repair		
11624	Valley Glass Co	190.00
Freshman/JV Football -9/17		
31584	Wessling, Doug	90.00
JV Volleyball Tournament entry fee		
30832	Western Christian High School	80.00
8th Volleyball - 9/25		
30337	Wiener, Arnie	70.00
Concessions		
10779	Wiese Oil and Supply	40.00
SB Entry fee		
13477	Woodbury Central High School	80.00

Fund Total: 9,051.97

Checking Account Total: 9,051.97

Checking

4

Checking 4 Fund: 61 SCHOOL NUTRITION FUND

Straps for van		
10021	Bomgaars	94.91
Food item credit		
Food items		
Food items		
11224	Chesterman Co.	427.50
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
40114	Dean Foods North Central	1,090.45
Food items		
Food items		
Food items		
40032	Earthgrains	484.80
Food items		
10067	Fareway Stores, Inc.	22.82
Food service		
11198	Fire Proof Plus, Inc.	100.50
Supply items		
Food items - ala carte		
Food items - ala carte		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	
	Food items		
	Food items - ala carte		
	Food items - ala carte		
	Food items - ala carte		
	Food items		
	Food items		
	Food items - ala carte		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	12,228.30	
			<b>Fund Total: 14,449.28</b>
			<b>Checking Account Total: 14,449.28</b>



<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Amount</u>		
Checking		1			
Checking		1	Fund: 10	GENERAL FUND	
	Lodging-SAI administrators				
	Conference lodging-				
	cancelled				
	Instructional materials -				
	Jensen-Art				
	Ed Foundation - Miller-				
	Laursen				
	Transaction fee				
	Administrators conference				
	meals/parking				
	Maint supplies				
12882	ATIRAccredit MasterCard			1,490.69	
					Fund Total: 1,490.69
					Checking Account Total: 1,490.69
Checking		2			
Checking		2	Fund: 36	PHYSICAL PLANT & EQUIPMENT	
	Auditorium stage				
	sound/lights				
12882	ATIRAccredit MasterCard			35.08	
					Fund Total: 35.08
					Checking Account Total: 35.08

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
Welding gases		
13610	Airgas USA, LLC	89.32
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	791.82
ISP Technology-Bags		
ISP Curriculum- 1st grade		
Business lab computers		
ISP Curriculum- 1st grade		
ISP Curriculum- 1st grade		
ISP Technology-tools		
ipad cases		
13771	Amazon Capital Services	5,894.08
Macbooks		
ISP Curriculum-WHS PE		
ISP Curriculum-WHS PE		
ISP Curriculum-WHS PE		
Macbooks		
ISP Curriculum-WHS PE		
11505	Apple Computer, Inc.	29,382.00
Trans repair parts		
Trans supplies		
Trans supplies		
Maint supplies-Ind Arts room		
Maint supplies-Ind Arts room		
Maint supplies-Ind Arts room		
Maint supplies-Ind Arts room		
Maint supplies-Ind Arts room		
Maint supplies		
Maint supplies		
Maint supplies		
Maint-Ind Arts room		
Maint supplies		
Maint supplies-Ind Arts room		
Maint supplies-Ind Arts room		
Maint supplies		
10021	Bomgaars	214.07

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Instructional materials-Anderson		
10157	Carolina Biological Supply Co	5.65
Projectors		
Replacement for prometean board		
Replacement for prometean board		
12726	CDW Government, Inc.	7,298.16
ISP Curriculum- T.Stoneking		
10221	Cengage Learning	2,909.50
For sale		
For sale		
Salaries		
18221	Chronicle Times, The	290.03
Sewer-206 E Indian-CMS		
Sewer-600 W Bluff-busbar		
Sewer-636 Gillette-Armory		
Sewer-600 W Bluff-WHS		
Sewer-600 W Bluff		
Sewer-600 W Bluff-lawn		
Water-600 W Bluff-lawn		
10084	City of Cherokee	3,414.33
Legal service		
10305	Cornwall, Avery, Bjornstad, Scott and Davis	450.00
Roosevelt copier staples		
13762	Counsel	211.50
Grounds maint-parking lot paint		
10239	Diamond Vogel Paints	363.50
Ed Foundation-Lego League registration		
12999	FIRST	311.95
CMS PE		
11005	Gopher Sport	5,015.93
SpEd Sensory room-Lucas		
13959	Got Special Kids	878.82
Classroom supplies		
Classroom supplies		
10921	Heater, Jolleen	29.06
At Risk classroom maerials		
10850	Henke, Dawn	145.34
Phone charge-food service		
18342	Iowa Communications Network	1,171.50

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Conferene registration		
13011	Iowa Pupil Transportation Association	630.00
District subscription fee		
11789	Iowa School Finance Information Service	1,433.48
Security system		
Security system		
13165	Johnson Controls Seurity Solutions	1,245.57
WHS HVAC		
11735	Marcus Lumber	390.49
Electricity-929 N Roosevelt		
Electricity-206 E Indian-CMS		
12363	MidAmerican Energy Company	7,616.81
ISP Band repairs		
ISP Band repairs		
ISP Band repairs		
ISP Band repairs		
ISP Band repairs		
ISP Band repairs		
10894	MidBell Music, Inc.	952.90
WHS Ind Arts		
10162	Midwest Technology Products	508.64
Ed Foundation - 1st Grade		
13953	Murray McMurray Hatchery	592.76
Trans repair parts		
Trans repair parts		
Trans repair parts		
Trans repairs		
Trans repairs		
11226	O'Halloran International	848.09
Bond poster		
10188	Pilot Rock Signs	76.99
SpEd - Leavitt		
11770	Pioneer Valley Books	55.00
Cable winch		
12938	Raveling, Bill	50.00
Student subscriptions		
11072	Renaissance Learning, Inc.	3,933.00
Garbage collections		
10217	Sanitary Services, Inc.	2,497.04
SpEd - Cormany		
11884	School Specialty, Inc.	112.83

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Youth Services Worker		
13593	Seasons Center for Behavioral Health	17,000.00
Ed Foundation - James DeVos		
30560	Vernier	1,673.99

Fund Total: 98,484.15

Checking Account Total: 98,484.15

<u>Checking</u>	2	Fund: 33	Local Option Sales and Service Tax Fund
Website-bond referendum			
13968	Blink Marketing, Inc.		1,286.25

Fund Total: 1,286.25

<u>Checking</u>	2	Fund: 36	PHYSICAL PLANT & EQUIPMENT
WHS paint room lights			
11939	WOODALL ELECTRIC		1,262.00

Fund Total: 1,262.00

Checking Account Total: 2,548.25

<u>Checking</u>	3	Fund: 21	STUDENT ACTIVITY FUND
VB fundraiser-warmups			
13763	360 Custom Designs		1,700.00
Freshman/JV Football - 8/27			
7th/8th Football -			
30250	Aberson, Berwyn		170.00
Braves Cards			
31210	Ace Fundraising		8,298.00
Scrimmage officials			
13994	Badar, Tracy		25.00
Officials - Varsity			
Football - 8/24			
13828	Baker, Keith		105.00
Scrimmage officials			
30457	Beltman, Mark		25.00
VB Tournamet - 9/15			
30762	Brighton, Mark		270.00
Freshman/JV Football - 8/27			
Freshman/JV Football -9/10			
7th/8th Football -			
30766	Brown, Douglas		260.00
Student council-vending			
machine cash			
13234	Cash and Joyce Lundsgaard		150.00
Scrimmage officials			
30871	Christians, Aaron		25.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
VB Tournamet - 9/15		
12934	Cole, Brian	270.00
Freshman/JV Football - 8/27		
Freshman/JV Football -9/10		
13602	Goettsch, Eric	180.00
7th/8th Football -		
7th/8th Football - 9/18		
30936	HARRIMAN, WADE	160.00
Scrimmage officials		
31035	HARRIS, MARK	25.00
FB Fundraiser-wrist coaches		
31069	Hauff Mid-America Sports, Inc.	230.00
FB fundraiser-HUDL Assist - Athletic Boo		
14005	Hudl	1,000.00
Speech membership-Freshman		
30733	Iowa High School Speech Association	75.00
Officials - Varsity Football - 8/24		
30201	JOHNSON, BRETT	105.00
Officials - Varsity Football - 8/24		
13995	Johnson, Dwayne	105.00
VB Tournamet - 9/15		
30845	Malsam, Jennifer	270.00
Volleyball entry fee		
30321	MOC/FV High School	130.00
Freshman/JV Football -9/10		
30319	Parrott, Brian	90.00
Volleyball official - 9/11		
30744	Pick, Steven	100.00
Football play signs		
10188	Pilot Rock Signs	415.00
Officials - Varsity Football - 8/24		
13996	Pollow, Gene	105.00
Scrimmage officials		
13518	Reinke, Dennis	25.00
Football knee pads		
30698	Riddell/All American Sports Corp.	115.15

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>	
8th Volleyball - 9/10			
7th Volleyball - 9/13			
7th Volleyball - 9/17			
7th Volleyball - 9/20			
13525	Sherkenbach, Bret	280.00	
Freshman/JV Football - 8/27			
Freshman/JV Football -9/10			
7th/8th Football - 9/18			
30666	Slaughter, Brandon	260.00	
Officials - Varsity Football - 8/24			
12810	Spier, Ray	105.00	
All State Clinic fee			
30805	Spirit Lake High School	50.00	
VB Tournamet - 9/15			
31416	Walling, Mary	270.00	
Volleyball official - 9/11			
31139	Wesselman, Jim	100.00	
		<b>Fund Total:</b>	<b>15,493.15</b>
		<b>Checking Account Total:</b>	<b>15,493.15</b>

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>	
Checking	4	Fund: 61	SCHOOL NUTRITION FUND	
Credit				
Food items				
11224	Chesterman Co.		81.00	
Summer Lunch credit				
WHS milk				
CMS milk				
40114	Dean Foods North Central		436.59	
Food items				
40032	Earthgrains		104.55	
Kitchen suppression system inspection				
11198	Fire Proof Plus, Inc.		153.00	
Conference registration				
12942	Jacobson, Cara		581.41	
			<b>Fund Total:</b>	<b>1,356.55</b>
			<b>Checking Account Total:</b>	<b>1,356.55</b>

<u>Checking</u>	<u>6</u>	<u>Fund: 81</u>	<u>NON-EXPENDABLE TRUST FUNDS</u>
Checking	6	Fund: 81	NON-EXPENDABLE TRUST FUNDS
KCHE scholarship			
13972	Morningside College and Lindsay Williams		500.00
Schoarship-Vera Pratt			
14004	University of Northwestern and Ben		200.00

Vendor ID   Vendor Name  
Hart

Amount

Fund Total: 700.00  
Checking Account Total: 700.00



# September 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.

- Our 2nd grade rooms are waiting for delivery of the new Chromebooks.
- Mr. Wood, the RES Model Teacher, is prepping some new Google Extensions to be able to share with RES teachers. These extensions allow all students universal access to allow text to be read and speech to text.
- The staff is in the process of implementing the SAMR Technology Model in their classrooms. Our focus this year will be Substitution and Augmentation. We discussed specific ways to implement this model.

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

- PD on September 5th focused on unpacking and reviewing ELA standards. The staff highlighted their grade-level standards & applied these to their textbooks/curriculum maps.
- PD on September 12th focused on the Characteristics of Effective Instruction (Engagement, Matching teaching strategies, and Differentiation)
- Mrs. Burch and Mrs. Carver will be attending a series of trainings this year (beginning in September) provided by AEA on implementing the new Social Studies standards. They will help transfer this learning to other teachers during PD time.
- The Science Committee Teachers will be attending AEA training on 10/11/18 for integrating science and literacy. This is a purchasing year for science curriculum. I am hopeful this training will help RES consider how to integrate content areas and to allow purchasing to include momentum for this.

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

- Our stakeholders have been very active with "liking" and commenting on the Communication Teacher posts on Facebook. Parents have commented on enjoying seeing their student in action in the classroom.
- The RES Building Leadership Team (BLT) met on Sept. 11 and discussed the ESSA assurances related to parental engagement in our district. They reviewed existing initiatives and discussed ways to enhance or broaden these initiatives to meet the intent outlined with the new legislation.

## Other Notes:

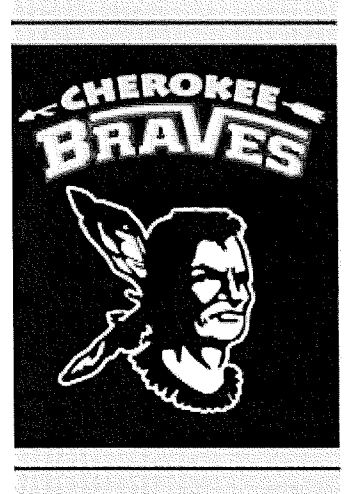
- RES is celebrating the Bond Referendum passing with our voters. We have some dream hats on right now considering the possibilities.
- Fall FAST Testing is being planned for with the assistance of Mrs. James, RES' School Improvement TL. FAST testing will include the reading and math components. This testing is completed to meet the requirements of the DE's Early Literacy Initiative ( <https://www.legis.iowa.gov/docs/ACO/chapter/281.62.pdf> ) as well as their Differentiated Accountability ( <https://educateiowa.gov/sites/files/ed/documents/DifferentiatedAccountabilitySummary2017-2018.pdf> ) expectations.

<p><b>Goal #1</b> <b>Technology Integration</b></p>	<p><b>Goal #2</b> <b>Iowa Core and CEI</b></p>	<p><b>Goal #3</b> <b>Communication</b></p>
<p><b>Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.</b></p> <p>By the end of the 2018-2019 school year, teachers and students are using the (Substitution, Augmentation, Modification, Redefinition) SAMR model and implementing Substitution and Augmentation in their lessons as evidence in walk throughs, pineapple charts, and/or lesson plans.</p> <ul style="list-style-type: none"> <li>• 2019-2020 implementing SA + Modification + Redefinition</li> <li>• Database of current lessons that are revamped to include SAMR principles</li> </ul>	<p><b>Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.</b></p> <ol style="list-style-type: none"> <li>1. By the end of 2018-19, all teachers will review, modify, and/or create completed curriculum maps (using the provided template) to include the main units, power standards, time frame, essential questions, evaluation/assessment, ICC/program specific standard alignment. <i>We recognize that curriculum is never a finished product and curriculum maps will continue to evolve.</i> Curriculum maps will be reviewed by the lead teacher and assigned administrator.</li> <li>2. Once a quarter each CCSD teacher will record an instructional lesson and complete a response including specific reflection how the Characteristics of Effective Instruction were present in the lesson. The reflection questions will be provided by the Instructional Coaches. The response will be a conversation between the building Instructional Coach and the teacher.</li> </ol>	<p><b>Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.</b></p> <p>The TLC Communication leaders will incorporate the use of media outlets to better inform our community of the positive success of students and staff. Each leader will post/report four times a month. To support the Communication leader in this goal, each CCSD teacher will share a classroom happening at least once a semester which will be used to showcase different grade levels.</p>
<p><b>Alignment with ICC 21st Century Tech Standards</b></p> <ul style="list-style-type: none"> <li>-Analyze current technology use and alignment with the ICC 21st Century Tech Standards.</li> <li>-Study how technology can be integrated into classroom instruction to more fully align.</li> </ul>	<p><b>Math- year 2 implementing new texts</b></p> <ul style="list-style-type: none"> <li>-Study more about math instructional shifts/best practices with DE assistance</li> <li>-Utilize Achieve the Core materials to review priority standards for grade levels</li> <li>-Analyze curriculum for what it offers and what needs supplemented</li> <li>-Time with grade level team to plan instruction</li> </ul> <p><b>Social Studies- Year 2- Transitions, shifts, Practices</b></p> <ul style="list-style-type: none"> <li>-Study more about the new standards</li> <li>-Unpack the standards</li> <li>-Analyze the impact</li> <li>-Begin planning for implementation, instructional shifts, and unit development</li> </ul>	<p><b>Within Building</b></p> <ul style="list-style-type: none"> <li>-Ensure shared teachers and specials are aware of schedule changes</li> <li>-Ensure reading group helpers are aware of changes</li> <li>-Put events in the daily announcements</li> </ul> <p><b>Deeper With Families</b></p> <ul style="list-style-type: none"> <li>-Be clear with communicating learning goals</li> <li>-Each teacher will communicate regularly with families- Facebook, Remind, Shutterfly, etc</li> <li>-Each grade level will host an event to ask families to come to school including communication of learning goals</li> </ul>
<p><b>Study the SAMR model to learn more about Substitution and Augmentation.</b></p> <ul style="list-style-type: none"> <li>-Analyze current technology use and alignment with the SAMR model.</li> </ul>	<p><b>Science- year 4- Full Implementation</b></p> <ul style="list-style-type: none"> <li>-Time with grade level team to review, modify, and create units.</li> <li>-Time to develop/gather curriculum materials and consider curriculum purchase needs.</li> </ul>	<p><b>With the larger community- year 2 for PIE partners</b></p>

# CMS Principally Speaking

## August 2018

Cherokee Community School District



### District Mission

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

- Mentoring program is off to a great start! Thanks to our community for stepping up and helping with this initiative. We have 36 mentors and 24 students in the program.

### District Goals

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

- Students are getting back into the swing with their computers this year. Students have been utilizing Google Classroom and technology tools in their classes.

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

- Individualized professional development plans will be due September 15th. Many of the staffs focus has been on the Iowa Core and what can benefit students.
- APL refreshers will be given during Wednesday's staff development, and we are creating a video library of APL strategies for teachers to view when needed.

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

- A conscious effort has been made through the use of our communication outlets through social media and local news to give stakeholders a glimpse into our daily classroom activities and learning opportunities.



# CMS Building Goals

## 2018-2019

### TECHNOLOGY

- Teachers and students are using the SAMR model focusing on Substitution, and Augmentation in their lessons.
- Students are using technology focused on the classroom learning.

### IOWA CORE

- All teachers will review and modify curriculum outlines.
- Teachers will video lessons once per quarter starting second quarter. They will meet with IC to reflect on characteristics of effective instruction of that lesson.

### COMMUNICATION

- Teachers will share pic and brief synopsis of something happening in the classroom with the Communication Teacher Leader at least once per semester for publication on social media or newspaper.
- Teachers will share positive happenings with parents through phone calls and Proud Brave cards.

### POSITIVE CULTURE

- Cultivate a positive culture and be a champion for students through the study of principles in Culturize book by Jimmy Casas.





## WHS Building Report September 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. Plan on attending Linn-Mar CSD’s Innovation Day on October 8, 2018. We have a few teachers who will be piloting a scaled homework system (1-4) here at WHS.
- All students now have access to their 1:1 device here at WHS.
- We added a Hyperdoc for WHS lesson plans to all stakeholders in the community to easily access.
- 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. The first Chapter brought up many great conversations that made us all reflect on our practices.
- Impero is still a work in progress for our district.
- Implementation of the SAMR (Substitution, Augmentation, Modification, and Redefinition) model will be a part of our WHS Building Goals for 2018-2019.

#### **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.
- Everyone is working on their action plans in support of Teacher Collective Efficacy.
- Worked on Instructional Strategies during PD on Sept. 12. We met with team leaders and groups and planned for an upcoming Professional development time in October.

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

- WHS Staff has all agreed and signed John Gordon’s Positive Pledge for the 2018-2019 school year.
- Established a WHS Twitter page to share information throughout the district. Many departments worked on Facebook pages to share out what’s happening. Teachers have been sending photos about amazing things that have been happening in their own classrooms.
- The IC team has published their first newsletter for the CCSD staff. It highlighted different strategies, tech tools, and ideas that teachers can use in their classrooms.
- We brought in Jostens to put on a (C2G) Commitment to Graduate assembly for all students. All students signed a banner that will be put up in their halls to remind them of their commitment to graduate from WHS.
- At WHS this year we will be using the #InnovateWHS on Twitter and Facebook with exciting and new things going on here at WHS.
- Faculty, Staff, and students gearing up for Homecoming Week Sept. 17-21st.
- Financial planning night for Juniors and Seniors was Sept. 10th

**Mr. Wade Riley- WHS Principal**

**Mrs. Natalie Barkley- WHS Instructional Coach**

**Mrs. Lickiss- WHS Model Teacher**

# #WHS Building Goals

2018-2019

## « TECHNOLOGY »

- Teachers and students are using the SAMR model implementing Substitution, Augmentation, Modification, and Redefinition in their lessons as evidence in walk throughs, pineapple charts, and/or lesson plans.
- Students are using technology focused on the classroom learning.

## « IOWA CORE »

- All teachers will review and modify curriculum maps.
- Teachers will video lessons once per quarter and will meet with IC or Principal to reflect on characteristics of effective instruction within that video lesson.

## « COMMUNICATION »

- Teachers will share things happening in the classroom with the Communication Teacher at least once per semester.

## « POSITIVE ENVIRONMENT »

- Cultivate a positive culture by utilizing growth mindset strategies. We will take and reflect on the Positive Pledge each quarter to help influence a productive work environment.
  - WHS Core Values: Teamwork, Success and Integrity



PTA Minutes  
August 27, 2018

Present: Susan Jensen, Wendy Richardson, Joni DeVos, Jillian Brown, Kathy Nelson, Nicole Kruse, Angela Carver, and Amy Patterson

1. Treasure Report: \$12068.00
2. Approved requests 1<sup>st</sup> grade field trips and TK request (send email to see if technology would cover request).
3. Discussed Sandy Hook project, it is no cost and takes place from September 24<sup>th</sup> -28<sup>th</sup>.
4. Approved teachers slush fund for \$75, Joni and Amy will ask to speak with teachers on an early out day about requests and slush funds.
5. Chocolate bars have been ordered and will start after Color run in completed. Amy will order bags.
6. Officers were elected:  
President: Joni DeVos  
Vice President: Jenna Johnson  
Secretary: Natasha Timmerman  
Treasurer: Amy Patterson
7. PTA decided to have another fundraiser with the Get Moving Crew. It was decided that this year would be a Color Run on Sunday afternoon at Spring Lake Park to include the community. October 7<sup>th</sup> at 2:30pm is when registration starts and the run will take place at 3pm. UPDATE: Fundraiser has started and incentives have been decided and ordered. PTA needs volunteers to assist with run. Assembly will be held at the school after the fundraiser is over to recognize students and classrooms.

# Notes for the Board from the Superintendent – September 2018

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

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

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

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

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder
  - Great news! 5th and 9th grade chromebooks arrived and we started distributing them to the students. Thank you to the teachers for their patience. The 2nd grade chromebooks are here, but we are on hold until the charging cabinets get here sometime after Sept. 24th. They are currently using the iPads, which they used last year.
  - The E-Rate projects are slowly moving forward. The equipment is trickling in and by the end of this month we should have all the equipment on site. We will then start the process of configuration, testing and placement with expected switch over in mid to late October. The fiber is in place between the bus barn and Armory; we will be connecting within the next 2 weeks.

### 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](http://reports.educateiowa.gov)

This website provides access to a variety of reports covering multiple areas including district profiles, financial reports and school plans.

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

- Building Reports – Principals – on the agenda
- FFA National Convention - on the agenda
- TLC Meetings - District Teacher Leaders - School Website & Facebook
- CASA
  - Assurances – English Learners, Professional Development, ESSA, Statewide Voluntary Preschool, Career and Technical Education - Submitted 8/28/18
  - CSIP – Collecting and Analyzing Data, Goal Setting, Actions to Accomplish Annual and Long-Range Goals, Evaluation, Online Learning, Mentoring and Induction Plans, Talented and Gifted Plan, Career Planning - Submitted 9/07/18
  - Preschool Desk Audit - IQPPS Implementation - Opens 9/15/18
  - Federal Title Programs - Department of Education Approved 9/04/18
- Board Committee Rotations – Management Team Meetings - on the agenda

October 1 <sup>st</sup> , 2018 @ 5:30 Board Policy Grievances	November 5 <sup>th</sup> , 2018 @ 5:30 Student Achievement Data – APR SIAC Members Invited	December 6 <sup>th</sup> , 2018 @ 5:30 Building, Grounds & Capital Projects
February 4 <sup>th</sup> , 2019 @ 5:30 Curriculum & Instruction Foreign Language, Health, PE, ELL	March 4 <sup>th</sup> , 2019 @ 5:30 Transportation & Nutrition Wellness Policy Review	April 1 <sup>st</sup> , 2019 @ 5:30 Finance – Budget Hearing – 5 Year SIAC Members Invited

### 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 – September 2018

## Cherokee Community School District: *Empowering Learners*

### Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson
  - Lunch is starting out great! Our new addition, Melissa Ebert, has been wonderful!
  - I knocked on wood last year, as we had no refrigeration issues. This year is a different story and all of them at the high school have been causing problems, we have definitely used our maintenance insurance policy. I am very thankful for Jeff always being on top of things as well.
  - We do have a pipe break under the sink, that will be fixed over a holiday. Thankful again, that it is not in the middle of the floor.
  - We have added parfaits to the high school a la carte and also as a breakfast option, and they are a huge hit!
- News from Transportation Director, Mike Wiederholt
  - Very busy with all the sports and field trips - we have had to cut some field trips short just to have buses and drivers back - otherwise normal small repairs and maintenance
  - Salesman expects the new bus to be delivered in November

### Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report – on the agenda
- Fiscal Year 2018 – on the agenda
- CCSD Job Descriptions - on the agenda
- Bond Referendum Vote - on the agenda
- Contract Amendments due to Lane Advancements - on the agenda

### Building, Grounds, and Capital Projects Update

- Steps in a school bond election - on the agenda
- News from Jeff Miller, Building and Grounds Director
  - New basketball hoops are now installed in the WHS gym
  - New flag should be installed this week

### IASB Update & Other

- Board Self-Evaluation - due to Laura Dawson today
- Strategic Budget Reduction Workshop - Des Moines - October 4, 2018
- Fall 2018 Regional Workshops - Spencer - October 10, 2018
- Employee Relations Conference - Altoona - October 18, 2018
- IASB 73<sup>rd</sup> Annual Convention – Des Moines – November 14-16, 2018
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

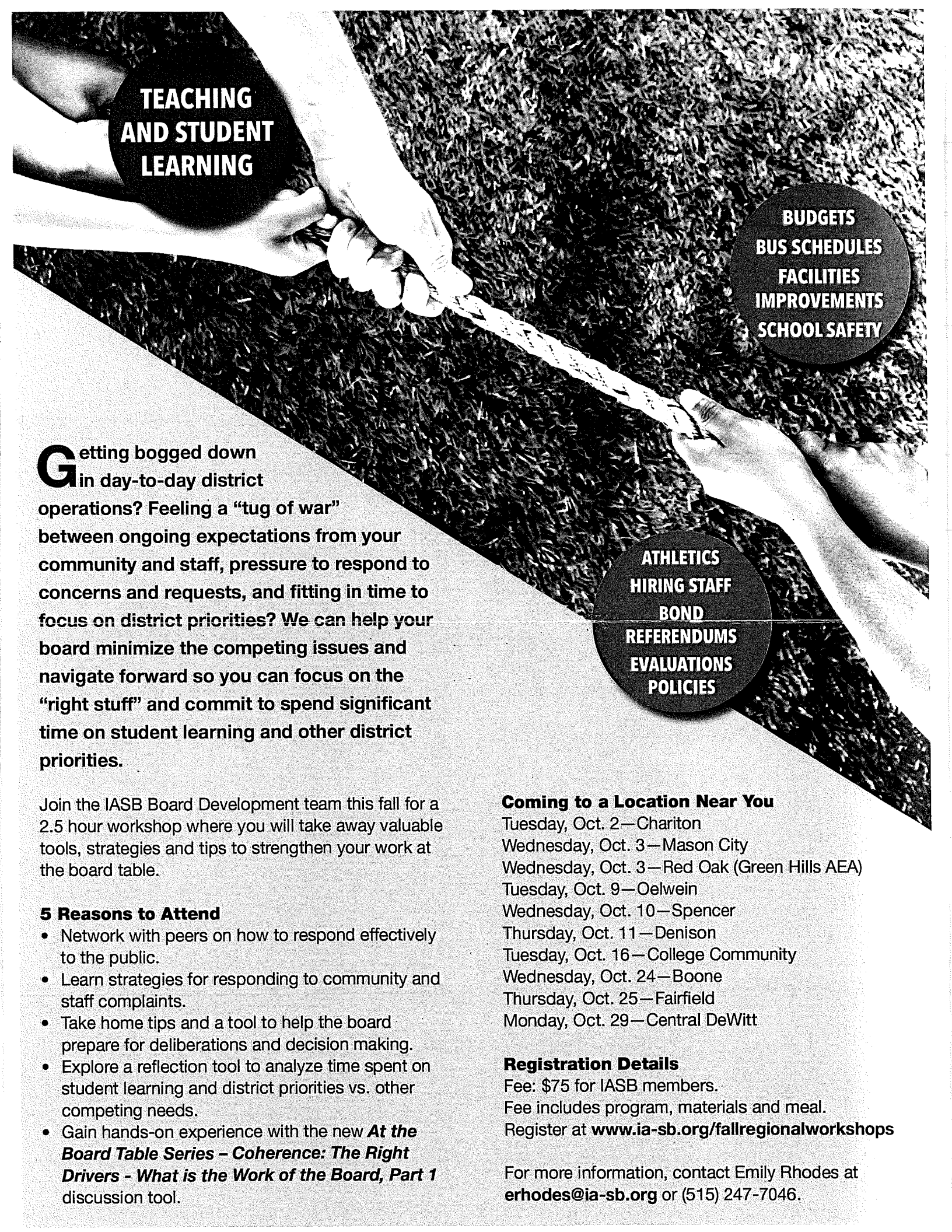
### Policy/Legislative Update [IASB/SAI/RSAI/IDOE]

- Board Policy – Students and Illicit Drugs and Graduation Requirements – on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

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

### 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.



**TEACHING  
AND STUDENT  
LEARNING**

**BUDGETS  
BUS SCHEDULES  
FACILITIES  
IMPROVEMENTS  
SCHOOL SAFETY**

**G**etting bogged down in day-to-day district operations? Feeling a “tug of war” between ongoing expectations from your community and staff, pressure to respond to concerns and requests, and fitting in time to focus on district priorities? We can help your board minimize the competing issues and navigate forward so you can focus on the “right stuff” and commit to spend significant time on student learning and other district priorities.

Join the IASB Board Development team this fall for a 2.5 hour workshop where you will take away valuable tools, strategies and tips to strengthen your work at the board table.

#### **5 Reasons to Attend**

- Network with peers on how to respond effectively to the public.
- Learn strategies for responding to community and staff complaints.
- Take home tips and a tool to help the board prepare for deliberations and decision making.
- Explore a reflection tool to analyze time spent on student learning and district priorities vs. other competing needs.
- Gain hands-on experience with the new *At the Board Table Series – Coherence: The Right Drivers - What is the Work of the Board, Part 1* discussion tool.

**ATHLETICS  
HIRING STAFF  
BOND  
REFERENDUMS  
EVALUATIONS  
POLICIES**

#### **Coming to a Location Near You**

Tuesday, Oct. 2—Chariton  
Wednesday, Oct. 3—Mason City  
Wednesday, Oct. 3—Red Oak (Green Hills AEA)  
Tuesday, Oct. 9—Oelwein  
Wednesday, Oct. 10—Spencer  
Thursday, Oct. 11—Denison  
Tuesday, Oct. 16—College Community  
Wednesday, Oct. 24—Boone  
Thursday, Oct. 25—Fairfield  
Monday, Oct. 29—Central DeWitt

#### **Registration Details**

Fee: \$75 for IASB members.  
Fee includes program, materials and meal.  
Register at [www.ia-sb.org/fallregionalworkshops](http://www.ia-sb.org/fallregionalworkshops)

For more information, contact Emily Rhodes at [erhodes@ia-sb.org](mailto:erhodes@ia-sb.org) or (515) 247-7046.

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. The school district, however, cannot save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).  
42 U.S.C. §§ 1983, 1985 (2006).  
Iowa Code ch. 670 (2009).

Cross Reference: 709 Insurance Program

Approved 3/18/1996 Reviewed 3/14/16, 9/17/18 Revised \_\_\_\_\_

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting of (September or October board meeting of even-numbered years) to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2009).

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.2 Vice-President

Approved 3/18/1996 Reviewed 3/14/16, 9/17/18 Revised \_\_\_\_\_

VICE-PRESIDENT

If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the board is elected by a majority vote at the organizational meeting of *(September or October board meeting of even-numbered years)* to serve a one-year term of office.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5 (2009).

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.1 President

Approved \_\_\_\_\_

Reviewed 3/14/16, 8/17/18

Revised \_\_\_\_\_

SECRETARY-TREASURER

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent's secretary will assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-4, .6-.15; 299.10, .16 (2009).  
281 I.A.C. 12.3(1).  
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
704.3 Investments  
707 Fiscal Reports  
708 Care, Maintenance and Disposal of School District Records

Approved 3/18/1996

Reviewed 3/14/16, 9/17/18

Revised \_\_\_\_\_

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37 (2009).

Cross Reference: 200 Legal Status of the Board of Directors

Approved \_\_\_\_\_ Reviewed 3/14/16, 9/17/18 Revised \_\_\_\_\_

### AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2009).  
281 I.A.C. 12.3(3), .3(8); .5(8).  
O.A.G., Nov. 18, 1993

Cross Reference: 103 Long-Range Needs Assessment  
211 Open Meetings  
212 Closed Sessions  
215 Board of Directors' Records  
605.1 Instructional Materials Selection  
900 Principles and Objectives for Community Relations

Approved 3/18/1996

Reviewed 3/14/16, 9/17/18

Revised \_\_\_\_\_



## AD HOC COMMITTEES EXHIBIT

### Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

### Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

### Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

## DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8 (2009).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 101 Educational Philosophy of the School District  
200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved 3/18/1996 Reviewed 3/14/16, 9/17/18 Revised \_\_\_\_\_

ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the board agenda. The proposed policy changes will be distributed and public comment will be allowed at the meeting prior to final board action. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board after allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code § 279.8 (2009).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved 3/18/1996 Reviewed 3/14/16, 9/17/18 Revised 12/17/2012

DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2011).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved \_\_\_\_\_

Reviewed 3/14/16, 9/17/18

Revised 12/17/2012

# PRE-CONVENTION

Wednesday, Nov. 14

## DELEGATE ASSEMBLY

9 a.m.-Adjournment

Make your voice heard! The Delegate Assembly will discuss education issues and set the 2019 Legislative Action Priorities, Beliefs and Resolutions. Nominations for seats on the IASB Board of Directors will also be generated at caucuses.

Delegates! Signing up for an afternoon event in advance helps ensure you are guaranteed a seat in your favorite workshop.

## PRE-CONVENTION WORKSHOPS

### Board Member Orientation

9-11:30 a.m.

Learn about your role as a board member, from student learning to finance to community relations. Both new and veteran board members welcome!

### School Finance 101—Basic\*

9-11:30 a.m. OR 1-3:30 p.m.

If you're a newer board member, you'll value this introduction and overview of basic school finance concepts and terminology. The session will introduce budgeting and funding components in relation to your role on the board.

### School Finance 201—Intermediate\*

9-11:30 a.m. OR 1-3:30 p.m.

When the terms "authorized budget" or "unspent balance" come up in a board meeting, you'll know what they mean after attending this intermediate level workshop. You'll also understand trends using real-world data to help you meet the challenges your district may face.

### School Finance 301—Advanced\*

9-11:30 a.m. OR 1-3:30 p.m.

This advanced level provides a more in-depth analysis of important concepts such as cash/fund balance, spending authority, use of the School Budget Review Committee (SBRC), fiduciary responsibility and more.

### *NEW!* Board Secretary Workshop\*

1-3:30 p.m.

We're excited to announce an all-new learning experience designed especially for board secretaries! Planned and led by board secretary peers, this workshop will provide nitty-gritty strategies and time for sharing and networking.

### Real Colors for Board Teams: Building a Stronger Educational Community

Marlin Jeffers

*Educational Consultant, Real Colors Facilitator*

9-11:30 a.m. OR 1-3:30 p.m.

Effective communication is key to fostering strong relationships. Marlin Jeffers will lead you through the "four-color temperaments," a process to build awareness of different communication-styles (including yours!). You'll discover strategies for improved communication and learn to work together more effectively as a board... team and with your school community.

### School Safety in Balance—Ensuring Safety while Maintaining a Positive Environment

Michael Dorn—Back by Popular Demand!

*Executive Director, Safe Havens International Inc.*

1-3:30 p.m.

Recent events have created a need for school leaders to reevaluate school safety plans and procedures. In this all-new workshop, Mike Dorn will share proven techniques and strategies used by school districts nationwide to enhance school security. Co-sponsored by EMC Insurance Companies and Jester Insurance Services.

### Member-Vendor Social

3:30-5 p.m.

Take advantage of this opportunity to interact and network with more than 170 vendors in a relaxed, informal environment. Check out their goods and services, enjoy free giveaways and complimentary refreshments.

**\* Session now offering SBO credit!**

**Buffet lunch from 11:30 a.m.-1 p.m. included.**

# CONVENTION

Thursday, Nov. 15

Registration opens at 7 a.m., exhibits open at 9 a.m.

## GENERAL SESSION KEYNOTE SPEAKERS

**Matt Beaudreau – 8 a.m.**

*Crossing the Generational Divide: Unlocking the Hidden Potential of Generations for Empowered Leadership*

Effective communication is essential for collaboration at the board table. With so many generations (five!) working side by side in school systems today, how can board teams possibly achieve this seemingly unattainable goal? Generational kinetic expert Matt Beaudreau knows it's possible, and he's here to help break through the chasm of miscommunication.



**Kevin Honeycutt – Noon**

*Becoming the Headlights for the Drive to Bright Futures*

Dynamic speaker Kevin Honeycutt returns to the general session stage! As a board member, you have a governance role, with the end goal of student achievement and future success. Becoming a learning leader can help in this important role. Technology integrationist Kevin Honeycutt will share strategies and ideas to empower and energize leaders who learn to impact students in your school community!



**James Spellos – 3:45 p.m.**

*Education Will Never Be the Same: Hot Technologies in 2019*

Technology revolutionizes how we work, teach and learn, but it's constantly changing. How do you, as a board member, keep pace with these rapidly improving technological advancements? Technology guru James Spellos will share cool, fun, new technology tools and the impact they can have to move schools and students forward.



## EDUCATION SESSIONS AND DEEPER DIALOGUES

Convention attendees can choose between 40+ breakout session topics and two session formats—education sessions and deeper dialogues. Led by your peers, local and nationally renowned experts and IASB staff, sessions are focused on issues impacting K-12, AEA and community college board members and administrators.

### Topics include:

- |  |   |
|--|---|
| School Safety—Approaches to Prevent Violence           | Mental Health Issues and Legislation              |
| Using Social Media—Tips & Cautions                     | Cybersecurity—What You Need to Know               |
| Collective Bargaining—One District's Success Story     | Sexual Harassment—Providing a Safe School Culture |
| Effective Superintendent Evaluation                    | Student Expulsion—Basis & Processes               |
| Classroom Innovation: Project-Based Learning           | Advocacy for SAVE                                 |
| Iowa's New Statewide Assessment: Update & Implications | Flexibility Legislation Updates                   |
| Unifying After Tough Decisions & Split Votes           | Sharing & Reorganization—Learn from Peers         |
| Meaningful Board Self-Assessment                       | Open Meetings Law Basics & Specific Issues        |

## EXHIBIT HALL AND REFRESHMENTS

9 a.m.-2 p.m.

Network with and learn from vendors in the Exhibit Hall! These organizations offer important services and products to help your schools succeed. Refreshments will be served throughout the day in the Exhibit Hall for your convenience.

# STEPS in a SCHOOL BOND ELECTION

## FALL 2017 - Roosevelt Elementary School

For additional information contact Gary Schwartz, Consultant School Facilities  
Gary.Schwartz@iowa.gov

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### Step One: Determining Needs

**Why is there a need?** Costly repairs (HVAC, Roof, Secure Building Entrance, Cafeteria) and an offer from CRMC for \$4 million dollars created a "repair or replace" mindset. A public forum was facilitated on Wednesday, August 30.

**Who determines the need?** Public forum attendants reviewed data presented by the board of directors, administrators, FEH Design, and Piper Jaffray. Small groups brainstormed positives and negatives for both repairs and replacement. The consensus was that replacement between \$18 and \$21 million would be a better "forward thinking" taxpayer investment than repairs estimated at \$12 million.

### Step Two: Assessing Needs

- Board assumes responsibility legally to investigate need by motion in minutes
- Board appoints a chairperson to head a citizens' committee
- Chairperson appoints subcommittees
- Chairperson of each subcommittee acts as a steering committee for the board
- Steering committee makes recommendation to the board which is accepted in minutes
- Iowa Code 296.1 - bonding capacity is 5% of actual valuation
- Iowa Code 298.18 - a school board may certify an amount, not to exceed \$2.70 per \$1,000 of assessed evaluation, to pay the principal and interest owed in any one year

### Step Three: Educational Specifications

- Board employs architectural firm to study specifications and develop sketches

### Step Four: The Bond Issue Petition

- Board must project dollar figure total cost of the project from estimated square feet needed
- Board must employ legal consultant to draw up petition and be in charge of legal proceedings
- Arrange information meetings for all petition takers with facts and figures
- Circulate petitions (political block system)
- 25% of legally qualified voters in last election of school officials (201) must sign the petition
- Legal voter of the district must file petition with the president of the board

### Step Five: Calling the Election

- Board president calls a meeting of the board within ten days of receiving the petition to set the time, date, and place of the election and then notifies the county commissioner
- County commissioner publishes notice at least 4 days and not more than 20 days before the election
- Special elections in an even numbered year are held on the first Tuesday in February, the first Tuesday in April, the second Tuesday in September, or the first Tuesday in December

## **Step Six: Campaigning for Passage**

- Citizens' committee informs the voting public by public meetings, club presentations, newspaper ads, leaflets, door to door, brochures, and telephone committees
- Iowa Code 75.1 - a bond election for school buildings and/or sites must be approved by at least 60 percent of those voting (board must wait six months, if bond fails, for another proposal)

## **Step Seven: Preliminary Plans**

- Board must approve final preliminary plans and instruct the architect to proceed with the final building plans and specifications (record action in minutes)
- Board must submit final plans to state fire marshal for approval

## **Step Eight: Selling Bonds**

- Board employs a competent bonding attorney
- A brochure describing the financial condition of the district is prepared
- Notice of sale of bonds is published for two or more successive weeks in newspaper, including time and place of the sale and amount to be offered
- Bonds shall not run for more than twenty years and be payable semiannually
- When the bonds are issued, the secretary of the board registers them in a book kept for that purpose, signs them along with the board president, and delivers them

## **Step Nine: Final Plans, Specifications, and Bidding**

- Board approval of the final plans and specifications should be recorded in minutes
- Board must hold a public hearing to enter into a contract for public improvement, which must be published in the newspaper at least 10 days before the hearing
- School district must advertise sealed bids for construction by publishing a notice to bidders
- Notice to bidders should be published at least once weekly in a newspaper not more than 45 days before the date for filing bids
- Notice to bidders must include time and place for filing sealed proposals, when they will be opened and considered, the general nature of the public improvement, and when work must be commenced and completed
- Bidders shall accompany bids with bid security - faithful performance of the contract
- Bids received after the deadline for submission shall not be considered

## **Step Ten: Construction**

- Iowa - Design/Bid/Build process - lowest responsive and responsible bidder is awarded the contract
- Architect must regularly and frequently inspect the project
- No changes in plans or specifications without written change orders signed by the architect
- Board may employ a construction manager on a large project
- Board should instruct secretary to pay for work completed and for materials received, as approved by the architect

## **Step Eleven: Completion**

### **Open House for the Public**

### **Additional Resources**

<http://www.edfacilities.org/ir/irlinks.html#orgs>

<https://www.educateiowa.gov/documents/school-bonds/2013/05/steps-school-bond-election>