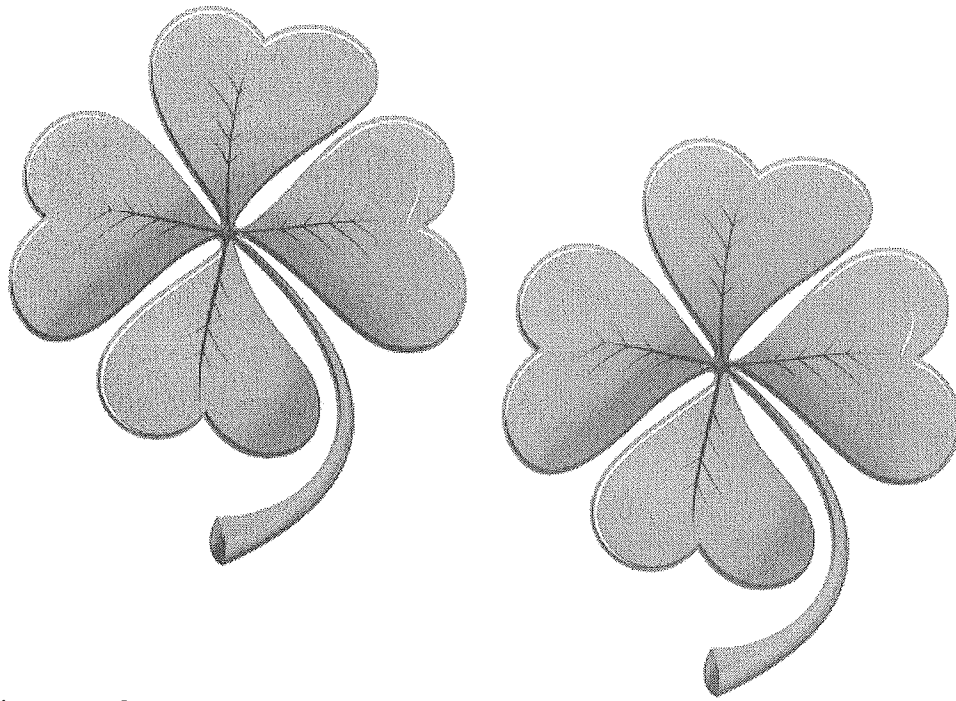


Cherokee Community School District



Regular Board Meeting

March 16, 2020

5:30 p.m.

WHS Conference Room

Board Members:

Mrs. Laura Jones- President

Mrs. Angie Anderson- Vice President

Mrs. Patty Brown

Mrs. Jodi Thomas

Mr. Charles Wulfsen

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary

Dr. Kimberly Lingenfelter, Superintendent

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, March 16, 2020 @ 5:30 PM**

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

Therefore, we encourage visitors to attend the meeting from the beginning.

<ol style="list-style-type: none"> 1. Call the meeting to order 2. Approve the agenda 3. Roll call of members in attendance 4. Action to excuse board members not in attendance
<ol style="list-style-type: none"> 5. Welcome Visitors Recognition of persons who wish to speak to the board regarding a school issue not on the agenda
<ol style="list-style-type: none"> 6. Consent agenda <ol style="list-style-type: none"> A. Approve the minutes of the public hearing [2-17-20], regular meeting [2-17-20], special meeting [3-02-20], and special meeting [3-09-20] B. Approve financial statements C. Approve monthly bills D. Approve resignations Rhonda Peterson - Food Service E. Approve retirements Carmen Henke - RES Title Teacher F. Approve internal transfers Andrea Gebers - from WHS Guidance Secretary to Accounts Payable Rachel Mallory - from Transportation Assistant to Transportation Director G. Approve contract extensions Kelly Goodlaxson - WHS Assistant Football Coach Jason Galeano - WHS Freshman Baseball Coach Scott Lovell - CMS Football Coach Jason Wood - Driver's Education Instructor Bev Reinholdt - Food Service Lori Aden - Food Service Peter Haag - WHS Mathematics Instructor
<ol style="list-style-type: none"> 7. Communication and Reports <ol style="list-style-type: none"> A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
<ol style="list-style-type: none"> 8. Policy Clerical Change(s): 506.1E7 Juvenile Justice Agency Information Sharing Agreement (Dates); 506.1R1 Use of Student Records Regulation (Dates); 506.2E1 Authorization for Releasing Student Directory Information (Dates); 506.2R1 Use of Directory Information (Dates) Affirm: 506.1 Student Records Access; 506.1E1 Student Records Checklist; 506.1E2 Request of Nonparent for Examination or Copies of Student Records; 506.1E3 Authorization for Release of Student Records; 506.1E4 Request for Hearing on Correction of Student Records; 506.1E5 Request for Examination of Student Records; 506.1E6 Notification of Transfer Student Records; 506.1E7 Juvenile Justice Agency Information Sharing Agreement; 506.1E8 Annual Notice; 506.1R1 Use of Student Records Regulation; 506.2 Student Directory Information; 506.2E1 Authorization for Releasing Student Directory Information; 506.2R1 Use of Directory Information
<ol style="list-style-type: none"> 9. New Business <ol style="list-style-type: none"> A. Discussion of/ information concerning Teacher Child Interaction Training [TCIT] - teacher presentation - Angela Carver B. Discussion of/ action concerning CYSBA - electrical items for field relocation project C. Discussion of/ action concerning the FY19 audit

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

<ul style="list-style-type: none"> D. Discussion of/ action concerning addition/changes to Board Policy 905.1E3 - Use of Facilities Forms, Fee Schedule, and Supervisor - Kenny Bern Field E. Discussion of/ action concerning EMC query concerning 2015 incident and \$1000 deductible transfer of rights to pursue claim F. Discussion of/ action concerning a date for the regular April board meeting - Admin/IC conflict with April 20-21 for ASCD Conference (WHS presenting) G. Discussion of/ action concerning a date for the budget hearing - Monday, April 6, 2020 @ 5:30 PM H. Discussion of/ action concerning a board resolution to levy property tax for fiscal year 2020-2021 for the regular program budget adjustment as allowed under section 257.14 Code of Iowa I. Discussion of/ information concerning dates for IASB work sessions with Harry Heiligenthal: Thursday, April 16th 1:00 PM - 4:00 PM Thursday, May 14th 1:00 PM - 4:00 PM J. Discussion of/ information concerning names for the PK-4 addition K. Discussion of/ information concerning steps in a school bond election
10. Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues
11. Board Committee Reports <ul style="list-style-type: none"> A. Curriculum and Instruction – Anderson and Thomas B. Policy – Brown and Wulfsen C. Finance* – Brown and Wulfsen D. Building, Grounds, Capital Projects – Anderson and Jones E. Transportation, Nutrition – Jones and Thomas
12. Items of Interest for the Next Meeting [April 20, 2020 @ 5:30 PM] <ul style="list-style-type: none"> A. Discussion of/ information concerning the 2020-2021 Budget B. Discussion of/ information concerning CCSD's Wellness Policy C. Discussion of/ information concerning date for Superintendent Evaluation - Wednesday, April 29, 2020 at 5:30 PM
13. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2019-2020

April 20th, 2020 @ 5:30 pm	May 18th, 2020 @ 5:30 pm	June 15th, 2020 @ 5:30 pm	July 20th, 2020 @ 5:30 pm
August 17th, 2020 @ 5:30 pm	September 21st, 2020 @ 5:30 pm	October 19th, 2020 @ 5:30 pm	November 16th, 2020 @ 5:30 pm
December 21st, 2020 @ 5:30 pm	January 18th, 2021 @ 5:30 pm	February 15th, 2021 @ 5:30 pm	March 15th, 2021 @ 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
Public Hearing
February 17, 2020**

The Cherokee Community School District Board of Education held a public hearing on Monday, February 17, 2020 beginning at 5:30 P.M. The hearing was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, Iowa.

1. Call the hearing to order

The hearing was called to order at 5:31 P.M.

Board members present: Laura Jones, Angie Anderson, Jodi Thomas, Chuck Wulfsen
Absent: Patty Brown

2. Approve the agenda

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

3. Public hearing on the 2020-21 school calendar

The proposed 2020-21 school calendar was presented.

4. Objections to the proposed 2020-21 school calendar


There were no objections to the calendar.

5. Close the public hearing

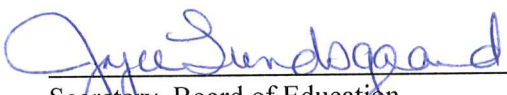
The public hearing was closed.

6. Adjournment

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



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Regular Meeting
February 17, 2020**

The Cherokee Community School District Board of Education held a regular meeting on February 17, 2020 following the public hearing. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, Iowa.

1. Call the meeting to order

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

2. Approve the agenda

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

3. Roll call of members in attendance

Roll call was taken. Present were Laura Jones, Angie Anderson, Jodi Thomas, Chuck Wulfsen

4. Action to excuse board members not in attendance

Moved by Anderson, seconded by Thomas to excuse Patty Brown not in attendance. All Ayes

Others present: Kim Lingenfelter, Wade Riley, Mike Wiederholt, Paul Struck, Joyce Lundsgaard, Community Members

5. Consent Agenda

Moved by Thomas, seconded by Anderson to approve the consent agenda noting appreciation for Lou Graybill and Mike Wiederholt's many years of service to the district and also appreciation to Wade Riley for his service. All Ayes

- Minutes of the regular meeting – 1/20/20
- Financial Statements
- Monthly Bills
- Resignations: Wade Riley, WHS Principal
- Retirements: Lou Graybill – Accounts Payable – 25 years
Mike Wiederholt – Transportation Director – 18 years
- Internal Transfers: Nicole Kruse to RES Paraprofessional and Missi Rogge to RES Secretary
- Contract extensions: Zoe Meadows – Assistant Individual Speech; Adam Rapp – WHS Assistant Football Coach; Audriana Goble – RES Paraprofessional; Connor Aden – Technology Assistant

6. Welcome Visitors

Visitors were welcomed. No one was present to speak to an item not on the agenda.

7. Communication & Reports

Director and administrative reports were given.

The board reviewed the performance profiles recently release by the state for the new ISASP assessments taken spring of 2019. The overall performance scores were RES-42.01, priority status; CMS – 53.34, acceptable and WHS – 54.62, acceptable. RES staff is working with the AEA to begin developing a formal action plan. Board members expressed concerns that all building principals were unable to attend the meeting due to parent teacher conferences.

8. Policy

Moved by Thomas, seconded by Wulfsen to affirm 505.1 Student Progress Reports and Conferences; 505.2 Student Promotion, Retention, Acceleration; 505.3 Student Honors and Awards; 505.4 Testing Program; 505.5 Graduation Requirements; 505.6 Early Graduation; 505.7 Commencement. All Ayes

9. New Business

A. Discussion of/action concerning the 2020/21 school calendar

Moved by Anderson, seconded by Thomas to approve the calendar option with a 2-day break. School start date will be August 24th and last day for students will be May 27th. All Ayes

B. Discussion of/action concerning enrollment of student in Lakes Partnership

Moved by Thomas, seconded by Anderson to approve the enrollment of a student into the Lakes Partnership School Consortium. All Ayes

C. Discussion of/action concerning out of state travel - NASA

Moved by Anderson, seconded by Thomas to approve out of state travel for the NASA trip 3/26/20-3/30/20 for four students and sponsor James DeVos. All Ayes

D. Discussion of information concerning date for the budget hearing

The budget hearing will be held on Monday, April 6, 2020 at 5:30 P.M.

E. Discussion of information concerning IASB work sessions

Tentative dates for Iowa Association of School Board (IASB) work sessions were reviewed.

F. Discussion of information concerning names for the PK-4 addition

The board discussed options for naming the PK-4 addition. A community survey will be done for input.

10. Exempt Session

The board entered exempt session at 6:34 P.M. for the purpose of discussing collective bargaining strategies and issues.

The board resumed in open session at 7:10 P.M.

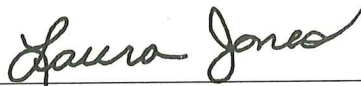
11. Board Committee Reports

Wulfsen reported that the facilities committee met to discuss the facility use policy which will be brought to the board for review at the March meeting.

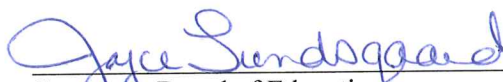
12. Adjournment

Moved by Anderson, seconded by Wulfsen to adjourn the meeting at 7:15 P.M. All Ayes

Regular Meeting – Monday, March 16th, 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Special Meeting
March 2, 2020**

The Cherokee Community School District Board of Education held a special meeting on Monday, March 2, 2020 beginning at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, Iowa.

1. Call the meeting to order

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

2. Approve agenda

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

3. New Business

a. Discussion of/action to enter into closed session

Moved by Thomas, seconded by Wulfsen to enter in closed session as provided in section 21.5(1)(e) of the open meetings law to discuss whether to suspend or expel a student. Roll call vote was taken.

Ayes: Laura Jones, Jodi Thomas, Chuck Wulfsen, Patty Brown –Present by phone, Angie Anderson- Present by phone.

b. Conduct student hearing

The board entered into closed session at 5:31 P.M.

c. Discussion of/action to exit closed session

The board resumed in open session at 6:38 P.M.


d. Discussion of/action to suspend or expel a student

Moved by Thomas, seconded by Wulfsen to accept the out of school suspension already served by the student. No further suspension or expulsion was issued. All Ayes

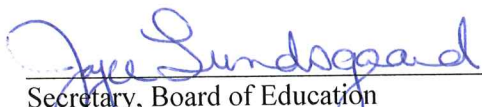
4. Adjournment

Moved by Thomas, seconded by Wulfsen to adjourn the meeting at 6:38 P.M. All Ayes

Regular Meeting – Monday, March 16 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - 2/29/20

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,678,350.52	1,207,083.14	1,029,056.22	\$ 2,856,377.44
Management	691,106.29	2,784.00	3,888.00	690,002.29
Self-Insurance Fund	1,223,551.91	2,800.91	18,187.12	1,208,165.70
Subtotal General Fund	4,593,008.72	1,212,668.05	1,051,131.34	4,754,545.43
Activity	131,788.02	30,741.92	33,139.52	129,390.42
PPEL	112,872.39	2,633.55	16,989.76	98,516.18
Capital Projects (Sales Tax)	2,503,802.23	77,003.10	30,312.50	2,550,492.83
Bond Proceeds	6,877,302.57	14,813.93	433,273.50	6,458,843.00
Debt Service	54,620.18	1,991.62	-	56,611.80
Hot Lunch	265,793.02	53,041.91	37,667.83	281,167.10
Trust and Agency	37,055.48	250.16	250.00	37,055.64
Total - All Funds	\$ 14,521,622.43	\$ 1,391,152.62	\$ 1,602,764.45	\$ 14,310,010.60

Published Budget Report
 All Funds
 2/29/2020

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	4,703,016.45	4,703,016.45	8,350,000.00	56%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	116,884.88			
Inst. Staff Support Svcs	(2200-2299)	376,209.64			
General Administration	(2300-2399)	209,728.35			
Building Administration	(2400-2499)	399,717.88			
Business Administration	(2500-2599)	288,550.27			
Plant Operation & Maint	(2600-2699)	725,246.84			
Student Transportation	(2700-2799)	293,414.59			
TOTAL SUPPORT SERVICES			2,409,752.45	3,810,000.00	63%
NON INSTRUCTIONAL PGMS	(3000-3999)	324,396.54	324,396.54	600,000.00	54%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	5,961,854.47			
Debt Service	(5000-5999)	381,826.65			
AEA Support Direct	(5200)	459,202.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			6,802,883.12	19,377,846.00	35%
TOTAL EXPENDITURES			14,240,048.56	32,137,846.00	44%

Elementary School Addition/HS Locker Room Renovations

2/29/2020

Revenue:	Subtotals	Total	Received to Date	
2018 GO Bond	9,400,000		9,400,000	
Premium	598,041		598,041	
Discount - UW Fee (Janney)	(83,642)		(83,642)	
2019 GO Bond	2,600,000		2,600,000	
Premium	34,421		34,421	
Discount - UW Fee (Baird)	(17,775)		(17,775)	
Net GO Bond Proceeds		12,531,045	12,531,045	
Est Investment Income:		325,000	314,806	
Rebate		24,180	-	
	12,531,045	12,880,225	12,845,851	
Cost:			Expended to Date	Remaining Balance
Base Bid (Add'l Classroom, Temp Control, Fire Alarm System)		13,825,125	5,162,558	8,662,567
Contingency/Change Orders		225,000	85,160	139,840
CTS - Special Inspections		50,000	40,559	9,442
Life Cycle Cost Analysis		6,600	6,600	-
Plan Review Fee		6,732	6,732	-
FEH Design		789,276	721,359	67,917
FEH Design (Misc./Restroom/H.S. Office)		16,514	16,514	-
Beck Engineering		194,960	186,820	8,140
Certified Testing - Soil Testing		2,815	2,815	-
Furniture		200,000	27,695	172,305
Technology		100,000		
Playground Equipment		100,000		
Piper Jaffray		52,700	52,700	-
Ahlers Law		33,435	33,435	-
Moody's		26,250	26,250	-
UMB/S&P		1,900	1,900	-
Service Lines - Relocation		15,057	15,057	(0)
Woodall Electric - Locate Wires		855	855	-
Relocate Baseball Field		168,231	-	168,231
		15,815,449	6,387,008	9,228,441
Balance 2/29/20			6,458,843	
Net "Bond Proceeds":		(2,935,225)		
Sale - Hospital		4,000,000		
SAVE \$\$		750,000		
Remaining for Other Priorities		1,814,775		

*Funds not spent may remain in Capital Project Funds, subject to legal guidance

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
Gas service-600 W Bluff-WHS		
Gas service-336 Gillette		
Gas service-929 N Roosevelt		
Gas service-320 Gillette-busbar		
10094	Alliant Energy	3,678.77
Perkins fund-K.Karels		
ISP Technology supplies		
ISP Technology chromebook bags		
Ind Tech materials		
Instructional materials - Wynn		
Perkins fund-K.Karels		
Perkins fund-K.Karels		
ISP Technology		
Credit recovery books		
ISP Technology-CD/DVD cleaners		
ISP Technology		
13771	Amazon Capital Services	3,089.30
Lodging - Band Director		
Lodging - Band Director		
Lodging - Band Director		
Lodging - Band Director		
10715	Americinn	257.58
Mileage		
19024	ANDERSON, CHARITY	122.40
Maint mop service		
Maint mop service		
Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	90.42
Water softener salt		
Roosevelt water softener		
Trans water		
WHS nurse office-water		
CMS nurse office-water		
10079	Blaine's Culligan and Sundance Spas	278.35
Maint supplies		
Trans supplies		
Trans supplies		
Trans supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
10021	Bomgaars	122.09

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	SAI Conference lodging- Lingenfelter	
	Trans repairs	
	VB Coaches registration	
	Perkins - Wynn-Sawstop	
	ISP Curriculum-Vannatta	
	Ind Tech - shed plans	
	Conference travel-flight- Aden	
	ECLC registration	
	PTA purchase-Jensen-Art Show	
	PTA purchase-1st grade- stoneware plates	
12882	Cardmember Service	8,231.90
	Maint-water treatment	
14189	Carroll Control Systems, Inc.	651.00
	Roosevelt Book Fair start- up cash	
13234	Cash and Joyce Lundsgaard	100.00
	Gas service-CMS	
14204	Center Point Energy Services, Inc.	7,222.11
	Phone charges - CMS Fire Alarm	
	Phone charges-Roos Fax	
	Phone charges-Roos Fire Alarm	
	Phone charges - CMS	
	Phone charges - WHS	
	Phone charges - WHS	
	Phone charges-Roosevelt	
	Phone charges-Food service	
	Phone charges-busbarn	
	Phone charges-Central office	
10113	Century Link	1,183.94
	Electrical work-	
10034	Champion Electric	34.60
	Vending machine	
11224	Chesterman Co.	7.75
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-bus	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
10084	City of Cherokee	2,619.17
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	300.00
	Speech coaches meals	
10967	De Vos, James	47.60

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Groceries		
14295	Ehrig, Mary Beth	29.99
WHS auditorium repair		
14092	Elevate Roofing	558.52
VB Coaches Lodging		
10019	Gateway Hotel and Conference Center	266.56
Moving playhouse		
14296	Gravenish, Dennis	150.00
Extermination service		
10979	Guardian Pest Solutions	157.50
Maint-VB Sleeve covers		
14240	H2I Group	792.00
TAG-CMS Quiz Bowl		
30893	Hartley-Melvin-Sanborn Schools	75.00
SpEd Tuition		
14294	Heartland School	2,590.00
Helping Hands-deoderant		
10850	Henke, Dawn	10.00
Maint supplies		
13294	Home Depot Pro Institutional, The	149.97
Fuel - 13.215 gal		
Fuel - 12.560 gal		
Fuel - 24.535 gal		
Fuel - 20.465 gal		
Fuel - 4814074681		
Fuel - 10.191 gal		
Fuel - 4814092545		
Fuel - 26.481 gal		
Fuel - 6.082 gal		
Fuel - 19.308 gal		
Fuel - 26.270 gal		
Fuel - 22.089 gal		
Fuel - 17.322 gal		
Fuel - 24.817 gal		
Fuel - 15.261 gal		
Fuel - 10.686 gal		
Fuel - 14.106 gal		
Fuel - 27.580 gal		
Fuel - 15.533 gal		
Fuel - 10.042 gal		
Fuel - 21.184 gal		
Fuel - 7.286 gal		
Fuel - 16.216 gal		
PTA purchase-Sleezer-		
Spelling Bee prizes		
Fuel - 16.714 gal		

<u>Vendor</u>	<u>Vendor Name</u>	<u>Amount</u>
Fuel - 11.245 gal		
WHS FCS groceries-Culinary		
1		
UPS Shipping-music return		
10274	Hy-Vee Food Stores, Inc	1,129.19
Conference registration-		
Lundsgaard		
12821	IASBO	178.00
District needs assessment		
survey		
10002	Iowa Association of School Boards	1,700.00
Conference registration-		
Kingdon		
31036	Iowa Bandmasters Association	141.00
Background check		
11789	Iowa School Finance Information Service	12.00
Security service-Roosevelt		
13165	Johnson Controls Security Solutions	149.08
Diplomas/covers		
12270	Jostens	45.35
Tree removal WHS		
13838	K and M Tree Service	700.00
WHS FCS materials		
14027	Karels, Katie	39.02
Mileage		
13811	Landhuis, Josh	38.40
Roosevelt nurse supplies		
10060	MacGill and Company	82.37
WHS Ind Tech resale		
WHS Ind Tech materials		
WHS Ind Tech materials		
WHS Ind Tech resale		
WHS Ind Tech materials		
WHS Ind Tech materials		
11735	Marcus Lumber	612.66
Electricity-206 E Indian-		
CMS		
Electricity-929 N Roosevelt		
Electricity-600 W Bluff-WHS		
Electricity-600 W Bluff-		
concessions		
Electricity-Doupe		
Ballfields		
Electricity-334 Gillette-		
busbarn		
Electricity-336 Gillette-		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Armory		
12363	MidAmerican Energy Company	10,018.84
ISP CMS Band-bongos		
ISP CMS Band repair-trombone		
10894	MidBell Music, Inc.	99.53
Maint repair		
Maint repair		
Maint supplies		
14115	Midwest Technology Services, LLC	543.84
Roosevelt heat pump		
Maint supplies		
Maint repair-CMS freezer		
11495	Modern Heating and Cooling, Inc.	893.97
Trans repair parts		
Trans repair parts		
10180	Motor Parts Sales	37.88
Social Studies training		
NASA-Ed Foundation		
10125	Northwest AEA	1,525.00
Trans repairs-bus 12		
11226	O'Halloran International	261.25
WHS/CMS/Roosevelt annual operation contr		
13215	Plains Boiler Service	583.33
CMS Band music		
10472	Popplers	36.90
Administrators-conference lodging		
Administrators-conference lodging		
13594	Prairie Meadows	244.16
PSAT testing		
12655	PSAST/NMSQT	255.00
Postage-WHS		
10830	Purchase Power	700.00
CMS Book Club		
11092	Sampson, Lisa	35.17
Garbage collection		
10217	Sanitary Services, Inc.	2,531.02
Snow removal-sand		
Snow removal-CMS 2/7		
Snow removal-Roosevelt 2/7		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13615	SCE	1,665.00
Roosevelt library supplies		
11884	School Specialty, Inc.	83.62
SpEd Tuition		
13182	Storm Lake Community School District	9,549.15
Item not covered		
13585	SU Insurance Company	789.30
Fuel		
18315	Todd, Austin	25.00
Glass installation-bus #10		
11624	Valley Glass Co	165.00
Bus driver class		
College Now(League) - 1st Semester		
10248	Western Iowa Tech Comm College	31,246.62
Fuel rebate		
Fuel - 52.370 gal		
Fuel - 60.002 gal		
Fuel -		
Fuel -		
Fuel - 20.005 gal		
Fuel - 60.061 gal		
Fuel - 61.046 gal		
Fuel - 46.013 gal		
Fuel - 42.011 gal		
Fuel - 68.795 gal		
Fuel - 20.005 gal		
Fuel - 60.033 gal		
Fuel - 47.136 gal		
Fuel - 76.921 gal		
Fuel - 43.537 gal		
Fuel - 53.916 gal		
Fuel - 62.602 gal		
Fuel - 155.64 gal		
Fuel - 21.72 gal		
Fuel - 20.49 gal		
Fuel - 37.083 gal		
Fuel - 45.588 gal		
Fuel - 37.010 gal		
Fuel - 47.688 gal		
Fuel - 38.070 gal		
Fuel - 36.000 gal		
Fuel - 25.008 gal		
Fuel - 15.011 gal		
Fuel - 4.316 gal		
Fuel - 55.053 gal		
Fuel - 74.284 gal		
Fuel - 68.023 gal		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10715	Americinn	772.74
Track warmups		
13464	Ankrum, Kim	54.00
Act Fund-Arrow sign		
JETS registration-3 teams		
Softball bats-Fundraiser account		
Band awards		
12882	Cardmember Service	1,697.80
State Wrestling meal money		
13234	Cash and Joyce Lundsgaard	130.00
Vending machine		
Concessions		
CMS Student Council-concessions		
11224	Chesterman Co.	762.25
All-State Speech banner		
10967	De Vos, James	45.00
Concessions		
10067	Fareway Stores, Inc.	22.01
Official-8th Girls Basketball - 2/20		
Official-8th Girls Basketball - 2/13		
Official-8th Girls Basketball - 2/18		
13602	Goettsch, Eric	225.00
Official - 8th Girls Basketball - 2/24		
30936	HARRIMAN, WADE	75.00
Hoops fund-CMS Football pants		
Wrestling headgear/blood remover		
31069	Hauff Mid-America Sports, Inc.	541.25
Boys basketball fundraiser-resale		
13483	Hurd, Mark	235.00
Regional basketball - 2/15		
Regional basketball - 2/19		
30902	Iowa Girls High School Athletic Union	6,228.00
State X-Country tickets		
State X-Country tickets		
10115	Iowa High School Athletic Association	210.00
WHS Speech		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Large Group All-State Speech		
30733	Iowa High School Speech Association	504.00
Concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	141.00
Track shot put bags		
31995	MF ATHLETIC CO.	35.63
CMS Wrestling official		
14293	Mize, Jeff	150.00
Band registration		
18968	MORNINGSIDE COLLEGE	250.00
NASA-Act Fund		
10125	Northwest AEA	940.00
Official-8th Girls Basketball - 2/13		
31293	Oswald, Kyle	75.00
CMS Wrestling official		
13817	Ryan, Dan	150.00
Official - 8th Girls Basketball - 2/24		
Official - 8th Girls Basketball - 2/25		
13525	Sherkenbach, Bret	150.00
Booster Club		
14291	SimpliFaster	2,688.00
Wrestling entry fee		
11063	Spirit Lake Community Schools	125.00
CMS Trackwrestling		
31417	SportsEngine % Trackwrestling	50.00
Official - 8th Girls Basketball - 2/25		
14066	Weaver, Andrew	75.00
Official-8th Girls Basketball - 2/20		
Official-7th Basketball - 2/20		
31125	ZAHNLEY, DOUG	150.00

Fund Total: 16,595.68

Checking Account Total: 16,595.68

Checking

4

Checking

4

Fund: 61

SCHOOL NUTRITION FUND

Food items

Food items

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
11224	Chesterman Co.	537.50

WHS milk		
Roosevelt milk		
CMS milk		
Roosevelt milk		
WHS milk		
Roosevelt milk		
CMS milk		
CMS milk		
Roosevelt milk		
WHS milk		
WHS milk		
CMS milk		
CMS milk		
Roosevelt milk		
40114	Dean Dairy Holdings LLC	1,686.84
Food items		
Food items		
40032	Earthgrains	513.00
Food service equipment		
40074	Hobart Sales and Service	11,913.05
Food items		
40242	Keck Food Distribution	4,166.51
Food items		
Food items		
Food items - ala carte		
Food items		
Food items - ala carte		
Food items - ala carte		
Food items		
Food items - ala carte		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	6,769.33

Fund Total:	25,586.23
Checking Account Total:	25,586.23

02/21/2020 8:40 AM

User ID: LDG

<u>Vendor ID</u>	<u>Don Vendor Name</u>	<u>Amount</u>
Checking	3	
Checking	3 Fund: 21 STUDENT ACTIVITY FUND	
All-State Speech meal money		
13234	Cash and Joyce Lundsgaard	510.00
Softball fundraiser		
14287	Palmer Candy Co.	79.50
All-State Speech Radio Broadcasting		
All-State Speech-TV News-Wild West		
All-State-TV New-Mom		
All-State-Readers Theatre		
31086	VORLAND PHOTOGRAPHY	336.72

Fund Total: 926.22

Checking Account Total: 926.22

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
	Braves Mentoring materials	
	ISP Technology supplies	
	WHS Special Ed	
	Instructional Supplies	
	WHS FCS-fashion design	
	Perkins equipment - Karels	
	ASVAB prep/study guides	
13771	Amazon Capital Services	850.30
	Mop & Towel Laundry	
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.14
	Industrial Arts Wynn	
	Trans Supply	
	Main Supplies	
	Maint supplies	
	Main Supplies	
	Maint supplies	
	Main Supplies	
	Maint supplies	
10021	Bomgaars	159.38
	Roosevelt library books	
13052	Book Vine, The	334.50
	Main Repairs	
10034	Champion Electric	15.36
	Vending Machine	
11224	Chesterman Co.	29.00
	Publication Expense	
18221	Chronicle Times, The	94.00
	Sewage	
10084	City of Cherokee	842.29
	Ground maint-road patch material	
13804	Frank Dunn Co.	799.00
	Coaches Travel	
14078	Gunter, Tony	266.56
	Conference Lodging & Meals	
13508	Halder, William	296.93
	SpEd Tuition	
14294	Heartland Foundation	3,330.00
	Helping Hands	
10850	Henke, Dawn	16.32
	Trans Repair Parts	
	Credit memo	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Credit memo		
20299	Hoglund Bus Co., Inc.	35.18
Maint supplies		
Maint supplies		
Maint supplies		
13294	Home Depot Pro Institutional, The	2,781.64
CMS Ag Exploratory		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
Gasoline		
FCS supplies		
FCS supplies		
FCS supplies		
10274	Hy-Vee Food Stores, Inc	484.86
IASB Workshop Fees		
10002	Iowa Association of School Boards	375.00
Conference registration-		
J.Vannatta		
31036	Iowa Bandmasters Association	141.00
Data		
18342	Iowa Communications Network	327.34
Accounts Payable State		
Medicaid		
12846	Iowa Department of Human Services	6,460.92
Background checks		
11789	Iowa School Finance Information Service	180.00
ITEC conference-Halder		
12600	ITEC	175.00
WHS Band Instruct Supplies		
WHS Vocal music		
12200	J.W. Pepper and Son, Inc.	498.09
WHS FCS Supplies		
WHS FCS Supplies		
WHS FCS-fabric-Fashion Design		
FCS Fashion Design		
14027	Karels, Katie	99.66
CMS Extra Activity		
WHS Extra Activity		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
18253	MARTIN BROS. DISTRIBUTING CO., INC.	235.68
Instructional Supplies		
13717	MaryRuth Books	148.50
Employees Physical Exam		
14250	Mercyone Mercy Medical Services	100.00
WHS Band-credit		
WHS Band resale credit		
ISP Repairs		
ISP Repairs		
ISP Repairs		
ISP Repairs		
ISP CMS Band repair-King Trombone		
10894	MidBell Music, Inc.	212.11
Diesel exhaust fluid		
12876	Midwest Lubricants, Inc.	79.75
Other Tech Services		
14115	Midwest Technology Services, LLC	699.96
Building Repair Outside Labor		
WHS Repairs		
11495	Modern Heating and Cooling, Inc.	297.50
Transportation Supplies		
Trans Supplies		
10180	Motor Parts Sales	15.38
Trans Tires		
10425	Northside Tire Inc	247.00
CMS office-postcards		
WHS FCS - global map		
ISP Curriculum - UTT		
Early Literacy Supplies		
10125	Northwest AEA	304.02
Trans Repair Parts		
Trans repair parts		
11226	O'Halloran International	61.43
SpEd hearing equipment		
13094	Phonak	178.99
Equipment Repair		
13215	Plains Boiler Service	583.33
Snow Removal CMS		
Snow Removal ROOS		
Snow Removal WHS		
13615	SCE	2,445.00

<u>Vendor Name</u>	<u>Amount</u>
Library Book Fair	
10349 Scholastic Book Fairs -30	1,703.04
Roosevelt Book Fair	
13825 Scholastic Book Fairs -8	2,071.48
Trans Repair Parts	
12768 School Bus Sales	30.37
Jan SpEd Transportation	
11955 Siouxland Regional Transit System	694.20
Trans Repair Parts	
Trans Repair Parts	
Trans Repair Parts	
Trans Repair Parts	
X10000430101	
Trans Repair Parts	
Trans Repair Parts	
Trans repair parts	
12233 Thomas Bus Sales of Iowa, Inc.	750.33
Medicaid	
12838 Timberline Billing Service LLC	815.23
Purchased Services	
11578 Time Management Systems	324.00
Trans repairs	
11624 Valley Glass Co	165.00
Fuel for suburbans	
13564 Vannatta, Joe	88.21
Cell phone-Tech Director	
18319 Verizon Wireless	453.51
Trans Supplies	
10809 Wiederholt, Mike	31.03

Fund Total: 31,357.52

Checking 1 Fund: 22 MANAGEMENT FUND

SU insurance	
13585 SU Insurance Company	18,746.75

Fund Total: 18,746.75

Checking Account Total: 50,104.27

Checking 2 Fund: 32 CAPITAL PROJECTS

Construction Services	
12487 Certified Testing Services, Inc.	1,242.50
Construction Services	
20070 Haselhoff Construction Inc.	500,326.52

Fund Total: 501,569.02

STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved _____

Reviewed 10/20/2014, 5/15/17,
3/16/20

Revised _____

STUDENT RECORDS ACCESS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

STUDENT RECORDS ACCESS

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference:

20 U.S.C. § 1232g, 1415 (2010).
34 C.F.R. Pt. 99, 300, .610 *et seq.* (2010).
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10
281 I.A.C. 12.3(4); 41;

Cross Reference:

501 Student Attendance
505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being
603.3 Special Education
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order				•	•				Lawfully Issued
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		506.1E2
National Institute of Education			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the _____ Community School District's official student records of:

(Legal Name of Student) (Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes _____

School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ from 20 ____ to 20 ____
(Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

I do
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the _____ Community School District's official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the Cherokee Community School District (hereinafter "School District") and Northwest Iowa Mental Health Center dba Seasons Center for Behavioral Health (hereinafter "Agencies") .

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective until terminated by either agency.

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

ANNUAL NOTICE

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.

USE OF STUDENT RECORDS REGULATION

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student ID number, user ID or other unique personal identifier, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. Pt. 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved _____

Reviewed 6/19/2017, 3/16/20

Revised _____

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Cherokee Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; email address, grade level, enrollment status, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September, 1st of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Cherokee Community School District Parental Directions to Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than September 1st, 20__.
Additional forms are available at your child's school.

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school will contain the following statement which is published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st of school calendar year to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

DATED _____, 20 ____.

March 2020 ECLC and Roosevelt Board Report

Valery Fuhrman, ECLC and Elementary Principal and Jan Tjeerdsma, Instructional Coach

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

<p>Goal 1: Technology</p>	<ul style="list-style-type: none"> ● Many 2nd-4th grade classrooms are reporting increased use of Google Classroom. ● 2nd grade met with Linda Ducomuun to learn more about using Google Sheets templates to graph student progress. ● Last week during book study, we explored innovative ways technology can be incorporated in our classrooms. The focus of one chapter was leveling the playing field for students who do not have access to devices or internet at home. The chapter also gave some suggestions for parental involvement.
<p>Goal 2: Iowa Core</p>	<ul style="list-style-type: none"> ● All RES Social Studies Curriculum representatives (Jen Burch, Connie Boekhout, Angela Carver, Mandi Koedam, and Tony Gunter) attended the Year 3 Training. A lot of work was done on developing units and considering assessments for the units. ● ISASP Test Preparations: <ul style="list-style-type: none"> ○ 3rd and 4th grade teachers have spent time analyzing the ISASP tests for test preparation. ○ Jan and I made a presentation to all 3rd and 4th grade students to show what the test format looks like. ○ I helped locate instructional resources that align with the language of how test questions are asked. Teachers are also considering how current instructional materials align. ○ Teachers have embedded more aligned skills, such as typing, into classroom activities. ● A book study topic this month was effective lesson planning. We focused on "more meat" and "less glitter." Teams discussed a backwards approach to lesson design, building activities and assessments around core standards. Lessons can be engaging and fun but must be tied to our learning targets. ● Our instructional framework focus this month was Instructional Plans. Classroom lesson, activities, and assessment must be aligned to state standards. They must also be sequenced from basic to complex and build on prior student knowledge. Evidence that lessons provide regular opportunities to accommodate individual student needs is an additional requirement. We opened our professional development on Feb. 26 with an activity demonstrating this concept.
<p>Goal 3: Communication</p>	<ul style="list-style-type: none"> ● Parent Teacher Conferences attendance was 94% for spring conferences. ● ECLC has a Parent Advisory meeting scheduled on 3/12/2020. ● PTA is having a Bingo night for families on 3/12/2020.

Additional:

- The teacher team met with AEA to complete the SAMI rubric. They will be meeting again to complete the Action Plan on addressing areas of the rubric.
- New TCIT round has begun with 6 teachers and 4 paras.



Cherokee Middle School

March 2020

<p>Communication</p>	<p>Cherokee Middle School March Chamber Student of the Month is Harper Benson, daughter of Todd and Melanie Benson. Harper will receive her award at the next Chamber Coffee.</p>
<p>Professional Development</p>	<p>During professional development this month, we worked on many different things. During Data Empowerment time, we celebrated student's growth and looked at additional ways to help students. During our relationship & culture time, we talked about ways to continue improving our connections and building relationships and relating Jimmy Casas' message from our collaborative PD. Sara Youngers, from the AEA, shared some additional reading strategies for all content areas. We also learned some additional socio-emotional strategies.</p>
<p>Building News</p>	<p>Our CMS staff walking journey is currently up to 11,399 miles and only 4 states left to reach all of them. Our last stop is the Hawaiian Islands! There are now 9 staff members in the Million Step Club with the addition of Mr. Todd, Mrs. Reuter and Mrs. Haack.</p> <p>Our ISF team (Interconnected System Framework) has been meeting to continue working on building structures and ways to implement additional supports for students with the guidance from AEA personnel.</p> <p>We will be interviewing Monday for the 6th grade Social Studies position. We have several quality candidates to interview.</p> <p>On March 5th the CMS Band and Choir put on an excellent "Pops Concert" at WHS Auditorium. We had a great turnout and the students did an excellent job.</p> <p>CMS wrapped up the winter sports season as girls' basketball and wrestling finished up in February. Our next season will be boys' and girls' track.</p>
<p>ISASP</p>	<p>We are gearing up for the 2019-2020 ISASP (Iowa Statewide Assessment of Student Progress) administration. Teachers are currently going through proctoring training. Our tests were scheduled on Tuesdays and Thursdays. Our testing dates for grades 5-8 are March 24, 26 and 31. Our 5th & 8th graders will also take the Science test on April 7. We look forward to seeing the results and our students progress from last year. Another opportunity to see a "snapshot" of their growth journey.</p>



WHS Building Report March 2020

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



Technology	<ul style="list-style-type: none"> Teachers are making use of our Swivl Cameras and iPads to record lessons in their classrooms. They're meeting with Natalie to reflect and collaborate on ideas to enhance teaching and learning. They do this once each semester. We added two more iPads for our staff to use as a learning tool to continually utilize effective instruction within the classroom. WHS staff members have been taking advantage of these.
Iowa Core	<ul style="list-style-type: none"> WHS ISASP testing will be the week of March 17-20. Social Studies teachers are attending a work day with AEA staff next month to continue developing their lessons and units with the new standards. Fine Arts, CTE and Guidance are purchasing materials this year. They're meeting with reps from companies to make the best decisions for students in purchasing curriculum. We are currently doing diagnostic decoding probes for students that we feel need extra help in reading. We will be offering two courses next year to help build essential comprehension and decoding skills for those who need the extra boost. We are working on our course description book adding courses to meet state requirements and prepare our students for success after they leave WHS. We will be registering students for the 2020-2021 school year on April 8.
Communication	<ul style="list-style-type: none"> Instructional Coaches continue to meet with each of our TLC leaders to help develop plans on improving communication, looking at data, and curriculum. We are thrilled to have Ms. Phillips handling the WHS communication and telling the story of all of the great things happening at WHS.
Staff Positives	<ul style="list-style-type: none"> Teachers are busy lining up their "teacher walks" where they will be observing someone who teaches their subject area outside the district. This is a great opportunity to learn new things and collaborate with others. Mrs. Barkley and Mr. Riley was selected to present at ASCD in Des Moines on April 20 and 21st with our Climate Culture presentation. We are one of the 12 presentations in the entire state presenting at this conference.
Student Positives	<ul style="list-style-type: none"> SAC is representing the student body in principal interviews on Friday, 3/16. The students are excited about the incentives we've attached to their ISASP scores this year. We hope this motivates them to try their best. NHS students are very excited to host Donkey Basketball on April 27th. This will be their large service project for the year where the proceeds will go back to each school's food pantries.
Looking Ahead...	<ul style="list-style-type: none"> ISASP Testing will be March 17-20, 2020 Mrs. Heater, Mr. Stoneking, and Mr. Riley have been preparing for an interactive career fair taking place on April 8.

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

Notes for the Board from the Superintendent – March 2020

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

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

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

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

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder
 - The Technology Department has been working diligently to keep up with demands for chromebook repairs, iPad management and staff requests as quickly as possible. Connor Aden has been a quick study in the repair of chromebooks and the Google Admin duties related to emails, drives and settings. We are making headway in getting back to a fully functioning department, way to go Aden.
 - I am working on E-Rate to get funding for an upgrade to our network and hope to have something to the board next month as far as what CCSD would be responsible for acquiring the equipment.

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

- Building Reports - Principals - on the agenda
- Purchasing Year: Fine Arts, Guidance, TAG, Career and Technology - April Board Meeting
- Iowa Department of Education Public Reporting Site: reports.educateiowa.gov

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

Communication Update – Board/Leadership Team Goal Statement #3

- Building Reports - Principals - on the agenda
- Teacher Child Interaction Training [TCIT] - on the agenda
- Date for regular April board meeting - on the agenda
- Snow Makeup Days for Students: Thursday, May 28 and Friday, May 29
- Names for the PK-4 Addition - SIAC agenda - Monday, April 6

Transportation and Nutrition Update

- News from Food Services Director, Cara Jacobson
 - Busy time of year, doing evaluations at each school, signing up for programs for next year, doing our projection for next year as we lay out our procurement plan, and gearing up for Summer Lunch!
 - I have hired Bev Reinholdt to start March 30th. Bev has baking experience, as well as kitchen experience, and will mix well with my current staff. I am hiring Lori Aden, to take the position of Rhonda Peterson, who retired last Thursday the 5th of March.
 - We purchased a new refrigerator in the kitchen to replace one that went out over the holidays. We also purchased new ovens at the Middle school. They are new to us, but were in a business that had too many sets, so this one rarely was used. We had ongoing issues with ours, so Hobart offered them to me for \$6000, 1/2 the price of new ones. The Middle school does not use these daily, so I thought they would be fine.
 - We are starting to look at new transportation cold and hot units, as they are old, and we will be

Board/Leadership Team Goal Statements

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
2. Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

Notes for the Board from the Superintendent – March 2020

Cherokee Community School District: *Empowering Learners*

transporting more cold food next year, as both Roosevelt (new) and Middle school will have ovens, so more product can be cooked on site!

- We will be providing Free breakfast at the high school, during testing the 17-20. This was approved through Dee Murphy, as our account balance is able to sustain that.
- News from Transportation Director, Mike Wiederholt
 - Getting all the spring activities in the books as they are coming in and spraying all the buses inside with a disinfectant after both morning and afternoon routes.
 - Again thank you everyone for your support for the last 18 years.

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- FY19 Audit - on the agenda
- Date for Budget Hearing - Monday, April 6, 2020 - 5:30 PM
- Date for Superintendent Evaluation - Wednesday, April 29, 2020 - 5:30 PM (tool, standards, and artifacts will be sent via email)
- Possible Dates for IASB Work Sessions with Harry Heiligenthal from 1:00 PM - 4:00 PM - Thursday, April 16th; Thursday, May 14th

Building, Grounds, and Capital Projects Update

- Steps in a school bond election - on the agenda
- Meeting with Haselhoff Construction and FEH Design - Tuesday, March 17th at 9:00 AM @ CMS
- CYSBA - on the agenda
- News from Mike Fiedler, Building and Grounds Director
 - All is going well, we are getting ready for the Spring Sports Season. Tennis courts are set up and ready, but they are in rough shape. New sod will be laid in between infield and outfield of the boys baseball fields, when weather permits, as with concrete work and the availability of Benson Construction. Girls' softball field will receive new red rock, brought in from Minnesota, on Monday March 16th for the infield and new black dirt will be used along fence lines to fill in some of the dirt that has run off over the last couple of years. Long jump pads will be repaved when it warms up, the material is here and ready to go.
 - The Team seems to be keeping up with all the repairs; the lights in front of the school are finally working, after not working for the last three years.
 - Boiler inspection report came back with no deficiencies!

IASB Update & Other

- Safety Group Risk Management Web-based Workshop - April 15, 2020
- Policy, Leadership, and Legal Issues Conference - Altoona - April 23, 2020
- Fiscal Management Conference - Altoona - July 15, 2020
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

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

- Board Policy - 506.1-506.2R1 - on the agenda
- Board Policy 905.1E3 - Use of Facilities Forms, Fee Schedule, and Supervisor - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

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

https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&utm_source=govdelivery

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

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.

Mid American for only the service for the new field and conduit for the wire to get us there was \$6,171.08
Nelson Electric for wiring and service work to get everything running \$8,500
Musco for the lightning bases- \$14,500
Installation for the lightning bases- \$4,000 (this is just an estimate from Tyler for Beck Engineering as he didn't receive a quote for this)
These items bring us to a total of \$33,171.08

Willis Carver is going to do the boring to get the new service up to the new field so there no cost for that. We feel that this will take care of the remaining items.

Thanks,
Rachel Lucas

USE OF FACILITIES FORMS, FEE SCHEDULE, AND SUPERVISOR

Building Use Policy – Administrative Rules

Mission Statement: It is the goal of the Cherokee Community School District to make school buildings, sites, and equipment available to the community when they are used to promote cultural, educational, civic, community, or recreational purposes.

USER GROUP CLASSIFICATION GROUPS

The classification of the group or organization is determined by its status and activity. The following classification criteria, listed in priority order below, should be followed for the use of all facilities.

Class 1: School Related Activities

All activities directly related to school such as music events, athletic events, school productions, activity gatherings, staff meetings, etc.

Class 2: Public Agencies

Activities sponsored by municipal parks and recreation departments, human services, county, state and federal meetings, elections and activities. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

Class 3: Youth organizations

District nonprofit, tax exempt, nonreligious, chartered youth groups sponsoring youth activities during their regular program season or year (Boy Scouts, Girl Scouts, 4-H). A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

Organized youth sports not open to all who wish to participate, adult league sports, and instructional classes sponsored by public agencies for which the participant pays a fee shall be a Class 6 activity.

Class 4: Nonprofit, private, Civic and Service Groups

District nonprofit groups will be considered as groups whose activities are open to the public when no admission is charged, or if a charge is made, the net proceeds go entirely to charitable or district purposes. For purposes of determining nonprofit organizations, a tax exempt identification number may be required. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

Class 5: Nonprofit Group Offering Educational and Recreational Activities

Youth camps, if no salary is paid to camp staff and the cost of the camp is only to cover actual expenses. If the camp does not meet these criteria, it will be considered profit-making (Class 6). Church youth and family recreational activities, (excluding church services and religious activities) if no salary is paid to activity staff and a charge for the activity only cover actual expenses. If the activity does not meet these criteria, it will be classified as Class 6. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

Class 6: Private Interest or Profit-Making Groups and Organizations

Out-of-district youth or adult groups, private interest groups, profit making activities, church services religious classes and activities, and private parties. The user will be assessed necessary charges for actual expenses and facility supervision personnel. A charge will be assessed to the sponsoring group for a trained facility supervisor if one is needed.

The following fee schedule shall apply for facility use:

Class 1: No Charge

Class 2, Class 3, Class 4, Class 5

Rental of gym, auditorium, commons, classrooms:

*Cost of one trained supervisor \$25/hour

**Rental of kitchens:

 With 1 cook – weeknights \$25/hour

 With 1 cook – Weekends & Holidays \$30/hour

Hours begin as soon as the school supervisor arrives and continues until that person leaves following completion of the activity.

Class 6:

Rental of gym, auditorium, commons, classrooms, baseball and softball fields:

*Cost of one trained supervision \$25/hour

Utility Fee \$10/hour

**Rental of kitchens:

With 1 cook – weeknights \$25/hour

With 1 cook – Weekends & Holidays \$30/hour

*** Use of Kenny Bern Ball Field

- \$300 up to 4 hours, additional \$300 over 4 hours (Double Headers are \$600)
- Personnel Charges:
- Trained Supervisor \$25 per hour
- Custodian: \$35 per hour (amount includes overtime, IPERS, and taxes)
- Building/Event Supervisor: \$35 per hour (amount includes IPERS and taxes)
- Note: At least one staff person must be on duty for all facility rental events
- Facility must be left in the same condition as it was found, if not, charges for custodial time for clean up will be charged.
- Hours begin as soon as the school supervisor arrives and continues until that person leaves following completion of the activity.

*A member of the organization using the facilities may appoint a person from its group to serve as the Trained Facility Supervisor.

**Organizations renting school kitchens are required to hire a member of the District's food service staff to operate equipment and supervise food preparation, service, and clean up. Food brought into food preparation and service areas is subject to inspection. These rules are necessary for safety and to curb possible contamination of food served to students.

Trained Facility Supervisor

Instructions:

- Keys are to be checked out from the building office – 8:00 a.m. and 4:00 p.m.
- Keys, checklist, and sign in sheet need to be returned to the building office on the next school day following the event for which they were used.
- Keys may not be loaned to any other person or group.
- The attached list of rules must be followed.
- Supervise the entire activity. Be visible and accessible.
- Report to the building principal any problems with a group or individual participants.
- Periodically check restrooms and surrounding hallways.
- Only persons associated with the approved event are permitted in the building.
- If there is damage done, please report it on the checklist.
- If there is a facility problem or an emergency that requires immediate attention call maintenance at 712-221-0572.
- Make an inspection of the facility after the event is completed. Unless other arrangements have been made, the group using the facilities is responsible for cleanup, storing of equipment, and making sure the facility is left in the same condition as when the group arrived.
- Make sure equipment is stored, lights turned off, and the building is secure before leaving.
- Report incidents of personal injury on the checklist. Explain the nature of the injury and actions taken following the injury.
- Be sure personal and confidential materials of school employees are protected.
- Additional instructions may be necessary for specific events.

It is the goal of the Cherokee Schools to allow facilities to be used for educational, recreational, and civic purposes. Your Cherokee Schools are happy to make facilities open to our citizens and only ask for a few simple considerations. Please treat your facilities with respect and leave the facilities in the same condition in which you found them.

Guidelines for Facility Use:

- Use of alcohol and tobacco products in school buildings or on school grounds is prohibited.
- Children who come with their parents to events must be supervised by parents and remain in the same room with parents at all times.
- Set up and storing of equipment are the responsibilities of the group using the facilities. In cases of sensitive equipment, the District may require set up by a school employee.
- Participants are to remain in the area designated for their specific activity, do not attempt to enter other parts of the building.
- Participants may be required to sign in.

- Gym Guidelines:
 - No street shoes on gym floor. Participants must change into gym shoes that are clean and dry.
 - No slam dunking, hanging on baskets, or grasping the rim.
 - No food or drink in the gym.
 - Equipment must remain in the gym – no basketballs, volleyballs, etc. in hallways.
- Special rules may apply for specific events.
- Rules subject to change without notice.

Building Use Checklist – School Employee or Trained Facility Supervisor

Please sign and return completed checklist on the school day following use of the building.

Group or Organization Using Facilities _____

Date of Usage _____

Duration of Activity: Starting time _____ AM/PM to ending time _____ AM/PM

Please complete at conclusion of building use:

- _____ Equipment stored
- _____ Restrooms checked
- _____ Locker rooms checked
- _____ Lights turned out
- _____ Restrooms _____
- _____ Hallways _____
- _____ Area of use _____
- _____ Doors locked

Injuries? (Person injured, How Occurred, Action taken):

Damage to equipment or facilities? (Please explain):

Problems with equipment or facility? (Please explain):

Supervisor comments:

I have read the rules of building use and enforced them according to the requirements of the Cherokee Community School District Board of Education.

Signature of Trained Facility Supervisor or School Employee

Date