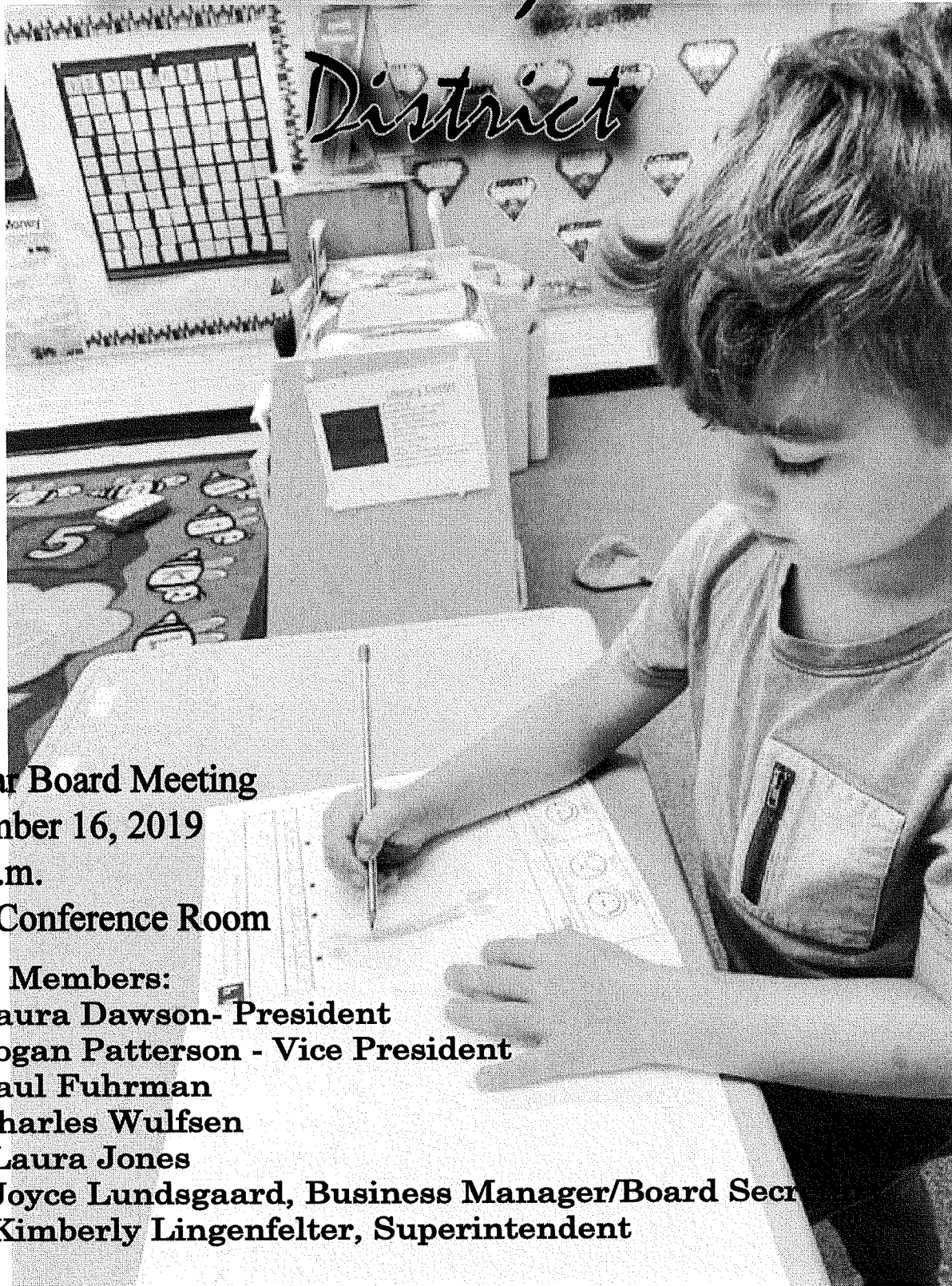


# Cherokee Community School District



**Regular Board Meeting**

**September 16, 2019**

**5:30 p.m.**

**WHS Conference Room**

**Board Members:**

**Ms. Laura Dawson- President**

**Mr. Logan Patterson - Vice President**

**Mr. Paul Fuhrman**

**Mr. Charles Wulfsen**

**Mrs. Laura Jones**

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

**Mrs. Kimberly Lingenfelter, Superintendent**

**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, September 16, 2019 @ 5:30 PM**

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

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

<ul style="list-style-type: none"> <li>1. Call the meeting to order</li> <li>2. Approve the agenda</li> <li>3. Roll call of members in attendance</li> <li>4. Action to excuse board members not in attendance</li> <li>5. Consent agenda               <ul style="list-style-type: none"> <li>A. Approve the minutes of the public hearing [8-19-19] and regular meeting [8-19-19]</li> <li>B. Approve financial statements</li> <li>C. Approve monthly bills</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>6. Communication and Reports               <ul style="list-style-type: none"> <li>A. Principals' Building Reports/ Instructional Coaches' Reports</li> <li>B. Directors'/ Superintendent's Report</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>7. Policy</li> </ul> <p>Clerical Change(s): None          Affirm: 413.1 Classified Employee Resignation; 413.2 Classified Employee Retirement; 413.3 Classified Employee Suspension; 413.4 Classified Employee Dismissal; 413.5 Classified Employee Reduction in Force; 414.1 Classified Employee Vacations - Holidays - Personal Leave; 414.2 Classified Employee Personal Illness Leave; 414.3 Classified Employee Family and Medical Leave; 414.3E1 Classified Employee Family and Medical Leave Notice to Employees; 414.3E2 Classified Employee Family and Medical Leave Request Form; 414.3R1 Classified Employee Family and Medical Leave Regulation; 414.3R2 Classified Employee Family and Medical Leave Definitions</p>
<ul style="list-style-type: none"> <li>8. New Business               <ul style="list-style-type: none"> <li>A. Discussion of/ action concerning Cybersecurity - EMC Insurance</li> <li>B. Discussion of/ information concerning CYSBA ball field relocation - Beck Engineering</li> <li>C. Discussion of/ action concerning FFA National Convention</li> <li>D. Discussion of/ action concerning contract amendments due to lane advancement</li> <li>E. Discussion of/ action concerning participation in IDATP (Iowa Drug and Alcohol Testing Program) for 2019-2020</li> <li>F. Discussion of/ action concerning transportation department purchases - 12 passenger vans</li> <li>G. Discussion of/ action concerning brands for the school district</li> <li>H. Discussion of/ action concerning Board Policy 401.7 Employee Travel Compensation (second reading)</li> <li>I. Discussion of/ action concerning FTE Per Position for the 2020-2021 school year</li> <li>J. Discussion of/ action concerning extending a contract to Korrie Coombs as WHS Student Council Sponsor</li> <li>K. Discussion of/ action concerning extending a contract to Amy Fowler and Dawn Henke as Co-Head FTC Coaches</li> <li>L. Discussion of/ action concerning extending a contract to Michael Wright as WHS Book Club Sponsor</li> <li>M. Discussion of/ action concerning extending a contract to Jim Leonard as CMS Boys Basketball Coach</li> <li>N. Discussion of/ information concerning steps in a school bond election</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>9. Welcome Visitors</li> </ul> <p>Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue.</p>
<ul style="list-style-type: none"> <li>10. Board Committee Reports               <ul style="list-style-type: none"> <li>A. Curriculum and Instruction – Fuhrman, Jones</li> </ul> </li> </ul>

**\* 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"> <li>B. Policy – Dawson, Wulfsen</li> <li>C. Finance* – Dawson, Patterson</li> <li>D. Building, Grounds, Capital Projects – Fuhrman, Jones</li> <li>E. Transportation, Nutrition – Patterson, Wulfsen</li> </ul>
<p>★ Closed Session - the board will enter into closed session for the purpose of discussing a student's violation of board policy 502.75 (Students and Illicit Drugs)</p>
<ul style="list-style-type: none"> <li>11. Discussion of/ action concerning a student's violation of board policy 502.75</li> <li>12. Items of Interest for the Next Meeting [October 21, 2019 @ 5:30 PM] <ul style="list-style-type: none"> <li>A. Discussion of/ action concerning cooperative sharing agreements</li> <li>B. Discussion of/ action concerning certified enrollment numbers</li> <li>C. Discussion of/ information concerning CCSD Job Descriptions</li> </ul> </li> </ul>
<p>13. Adjournment</p>

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

August 19th, 2019 @ 5:30 pm	September 16th, 2019 @ 5:30 pm	October 21st, 2019 @ 5:30 pm	November 18th, 2019 @ 5:30 pm
December 16th, 2019 @ 5:30 pm	January 20th, 2020 @ 5:30 pm	February 17th, 2020 @ 5:30 pm	March 16th, 2020 @ 5:30 pm
April 20th, 2020 @ 5:30 pm	May 18th, 2020 @ 5:30 pm	June 15th, 2020 @ 5:30 pm	July 20th, 2020 @ 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  
August 16, 2019**

The Cherokee Community School District Board of Education held a public hearing on Monday, August 16, 2019 at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, IA.

**1. Call the public hearing to order**

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

Board Members Present: Logan Patterson, Paul Fuhrman, Laura Jones

Absent: Laura Dawson and Chuck Wulfsen

**2. Approve the agenda**

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

**3. Overview of the instructional support program**

The ISP levy will be for a period of 5 years and will remain at the current 8% of the regular budget. The levy is used to fund curriculum, technology, band and vocal, and any other general fund purpose.

**4. Recognition of visitors**


There were no visitors present to file an objection.

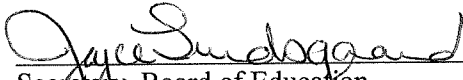
**5. Close the public hearing**

The hearing was closed.

**6. Adjournment**

Moved by Fuhrman, seconded by Jones to adjourn the meeting at 5:32 P.M. All Ayes

  
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President, Board of Education  
Cherokee Community School District

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

**Cherokee Community School District  
Regular Meeting  
August 19, 2019**

The Cherokee Community School District Board of Education held a regular meeting on August 19, 2019 following the public hearing. The meeting was held in the WHS Conference Room, 600 W. Bluff St., Cherokee, IA.

**1. Call the meeting to order**

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

**2. Approve the agenda**

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

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

Roll call of members in attendance was taken. Present were Paul Fuhrman, Laura Jones, Logan Patterson

**4. Action to excuse board members in attendance**

Moved by Jones, seconded by Fuhrman to excuse board members Dawson and Wulfsen. All Ayes

Other present: Kimberly Lingenfelter, Wade Riley, Scot Aden, Valery Fuhrman, Angela Carver, Tricia Vannatta, Rachel Lucas, Jen Burch, Nicole Kruse, Paul Struck, Joyce Lundsgaard

**5. Consent agenda**

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

- Minutes of the regular meeting – 7/15/19
- Financial Statements
- Monthly Bills

**6. Communication & Reports**

Director and administrative reports were given.

**7. Policy**

Moved by Jones, seconded by Fuhrman to approve policies 411.1 Classified Employee Defined; 411.2 Classified Employee - Qualifications, Recruitment, Selection; 411.3 Classified Employee Contracts; 411.4 Classified Employee Licensing-Certification; 411.5 Classified Employee Assignment; 411.6 Classified Employee Transfers; 411.7 Classified Employee Evaluation; 411.8 Classified Employee Probationary Status; 412.1 Classified Employee Compensation; 412.2 Classified Employee Wage and Overtime Compensation; 412.3 Classified Employee Group Insurance Benefits. All Ayes

**8. New Business**

**A. Discussion of/action concerning CYSBA ball field relocation**

Members of the CYSBA board were present to discuss the option for the baseball field relocation. The CYSBA board would like to move forward with relocating the field north of the current little league fields. Moved by Fuhrman, seconded by Jones to have Beck Engineering oversee the youth baseball field project and receive bids. All Ayes

**B. Discussion of/action concerning Instructional Support Resolution**

Moved by Jones, seconded by Fuhrman to approve the Resolution for the continued participation in the Instructional Support Program. Ayes: Fuhrman, Jones, Patterson

**C. Discussion of/action concerning the resignation of Dan Otto**

Moved by Jones, seconded by Fuhrman to approve the resignation of Dan Otto as a paraprofessional. All Ayes

**D. Discussion of/action concerning the resignation of Jen Nixon**

Moved by Fuhrman, seconded by Jones to approve the resignation of Jen Nixon as Head Varsity Softball Coach with appreciation for her years of service. All Ayes

**E. Discussion of/action concerning the resignation of Cory Ege**

Moved by Jones, seconded by Fuhrman to approve the resignation of Cory Ege as Head Varsity Baseball Coach with appreciation for his years of service. All Ayes

**F. Discussion of/action concerning the resignation of Jared Kirkeby**

Moved by Fuhrman, seconded by Jones to approve the resignation of Jared Kirkeby as Asst. Varsity Baseball Coach with appreciation for his years of service. All Ayes

**G. Discussion of/action concerning extending a contract to Rachel Lucas – Mentor Teacher**

Moved by Jones, seconded by Fuhrman to approve Rachel Lucas as a Mentor Teacher for Deanna Hohbach. All Ayes

**H. Discussion of/action concerning extending a contract to Brenda Ludwig**

Moved by Fuhrman, seconded by Jones to extend a contract to Brenda Ludwig as Building Custodian and Groundskeeper. All Ayes

**I. Discussion of/action concerning extending a contract to Tyus Adkins – Varsity Baseball**

Moved by Jones, seconded by Fuhrman to extend a contract to Tyus Adkins as Head Varsity Baseball Coach. All Ayes

**J. Discussion of/action concerning extending a contract to Jen Ohlendorf – Varsity Softball**

Moved by Fuhrman, seconded by Jones to extend a contract to Jennifer Ohlendorf as Head Varsity Softball Coach. All Ayes

**K. Discussion of/action concerning extending a contract to Yanive Flores-Richter**

Moved by Jones, seconded by Fuhrman to extend a contract to Yanive Flores-Richter as EL Paraprofessional. All Ayes

**L. Discussion of action concerning extending a contract to Teresa Adams**

Moved by Fuhrman, seconded by Jones to extend a contract to Teresa Adams as WHS Secretary. All Ayes

**M. Discussion of action/concerning extending a contract to Cheryl Peterson**

Moved by Jones, seconded by Fuhrman to extend a contract to Cheryl Peterson as WHS Paraprofessional. All Ayes

**N. Discussion of action/concerning extending a contract to Melissa Ebert**

Moved by Jones, seconded by Fuhrman to extend a contract to Melissa Ebert as Food Service/Driver. All Ayes

**O. Discussion of information concerning fall enrollment numbers**

Lingenfelter reviewed the current enrollment numbers. Current numbers indicate that the district will have an increase in enrollment for FY 20. Official count date is October 1.

**P. Discussion of/information concerning Board Policy 401.7**

The board reviewed policy 401.7 Employee Travel Compensation. Action will be taken at the September board meeting.

**Q. Discussion of information concerning IASB Fiscal Facts**

IASB School District Fiscal Facts including revenue and expenditures, enrollment trends, unspent balance trends, staffing levels and property tax rates were presented to the board.

**R. Discussion of/information concerning 2019-20 Statewide Comparability – FTE Per Position**

Lingenfelter reviewed the 2019-20 Statewide Comparability for FTE per position as requested by the board. Comparability was based on rank order of 5 districts larger and 5 districts smaller across the state. Discussion was held regarding the necessity to maintain 3 building principals after the new elementary is complete. The item will be on the agenda in September for further discussion.

**9. Adjournment**

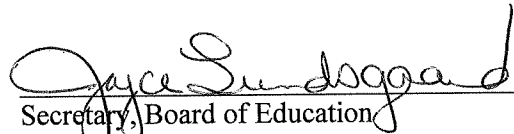
Moved by Jones, seconded by Fuhrman to adjourn the meeting at 7:01 P.M. All Ayes

Regular Meeting – September 19, 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

**Financial Report - 08/31/19**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 1,990,070.85	149,637.95	379,729.22	\$ 1,759,979.58
Management	660,768.94	1,086.05	121,590.78	540,264.21
Self-Insurance Fund	1,267,392.05	1,129.91	11,302.19	1,257,219.77
<b>Subtotal General Fund</b>	<b>3,918,231.84</b>	<b>151,853.91</b>	<b>512,622.19</b>	<b>3,557,463.56</b>
Activity	117,425.49	36,634.89	45,995.24	108,065.14
PPEL	158,898.33	20,453.96	59,001.65	120,350.64
Capital Projects (Sales Tax)	2,344,062.51	90,059.99	48,698.40	2,385,424.10
Bond Proceeds	11,468,285.22	24,591.78	561,672.54	10,931,204.46
Hot Lunch	237,433.38	23,778.71	3,932.81	257,279.28
Trust and Agency	40,466.24	0.30	2,200.00	38,266.54
<b>Total - All Funds</b>	<b>\$ 18,284,803.01</b>	<b>\$ 347,373.54</b>	<b>\$ 1,234,122.83</b>	<b>\$ 17,398,053.72</b>



Published Budget Report  
 All Funds  
 8/31/2019

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	527,150.38	<b>527,150.38</b>	<b>8,350,000.00</b>	6%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	11,533.44			
Inst. Staff Support Svcs	(2200-2299)	34,050.50			
General Administration	(2300-2399)	61,322.51			
Building Administration	(2400-2499)	91,762.66			
Business Administration	(2500-2599)	69,951.85			
Plant Operation & Maint	(2600-2699)	210,484.35			
Student Transportation	(2700-2799)	45,955.26			14%
<b>TOTAL SUPPORT SERVICES</b>			<b>525,060.57</b>	<b>3,810,000.00</b>	
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	18,691.91	<b>18,691.91</b>	<b>600,000.00</b>	3%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	978,669.30			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	-			
Transfer to Debt Service	(6240)(6900)	-			
<b>TOTAL OTHER EXPENDITURES</b>			<b>978,669.30</b>	<b>19,377,846.00</b>	5%
<b>TOTAL EXPENDITURES</b>			<b>2,049,572.16</b>	<b>32,137,846.00</b>	6%

Elementary School Addition/HS Locker Room Renovations

8/31/2019

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:		250,000	187,325	
Rebate		24,180	-	
	12,531,045	12,805,225	12,718,370	
<b>Cost:</b>			<b>Expended to Date</b>	<b>Remaining Balance</b>
Base Bid (Add'l Classroom, Temp Control, Fire Alarm System)		13,825,125	805,259	13,019,866
Contingency/Change Orders		150,000	-	150,000
CTS - Special Inspections		27,000	9,049	17,951
Life Cycle Cost Analysis		6,600	6,600	-
Plan Review Fee		6,732	6,732	-
FEH Design		789,276	691,166	98,110
FEH Design (Shipping/Blueprints, etc.)		9,865	9,865	-
Beck Engineering		194,960	141,839	53,121
Certified Testing - Soil Testing		2,815	2,815	-
Furniture		200,000		
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		600	600	-
Woodall Electric - Locate Wires		855	855	-
Relocate Baseball Field		150,000	-	150,000
		15,676,213	1,787,165	13,489,048
Balance 8/31/19			10,931,205	
Net "Bond Proceeds":		(2,870,989)		
Sale - Hospital		4,000,000		
SAVE \$\$		750,000		
Remaining for Other Priorities		1,879,011		

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

<u>Vendor ID</u>	<u>Don Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
Maint uniform shirts		
13763	360 Custom Designs	846.00
ISP Curriculum-White		
CMS Band		
WHS Ind Arts		
WHS FCS		
ISP Technology		
ISP Curriculum-PE		
Floor protectors		
CMS Ind Arts		
ISP Curriculum-White		
ISP Curriculum-1st grade reading		
ISP Technology		
Nurse supplies		
ISP Curriculum-Vannatta		
Toner cartridge		
ISP Technology supplies		
ISP Textbooks		
ISP Technology supplies		
13771	Amazon Capital Services	5,241.39
ISP Technology-ipads		
11505	Apple Computer, Inc.	897.00
Maint supplies		
Maint mop service		
Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	90.42
Instructional materials - C.Anderson		
13135	Bio Corporation	292.02
Maint supplies		
Maint supplies		
Maint supplies		
Maint supplies		
WHS Ind Arts		
WHS Ind Arts		
Trans supplies		
Trans repair parts		
Trans supplies		
Trans supplies		
Trans supplies		
Maint supplies		
Maint supplies		
Maint supplies		
ISP Technology-misc		
WHS Ind Arts		
WHS Ind Arts		
WHS Ind Arts		
Maint supplies		
Maint supplies		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Maint supplies	
	ISP Technology-misc	
	ISP Technology-misc	
10021	Bomgaars	705.60
	Ed Foundation-CMS book club	
13052	Book Vine, The	492.00
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repairs	
10396	Builder's Sharpening and Service	4,993.91
	Instructional materials - James DeVos	
14140	Capital Microscope Services, Inc.	856.80
	Maint-sanding stage floor	
14179	Carver, Willis	500.00
	ISP Technology-Projectors	
12726	CDW Government, Inc.	3,613.75
	Electrical work-WHS Chemistry room	
	Electrical work for WHS dishwasher	
10034	Champion Electric	500.44
	Publication-notice	
18221	Chronicle Times, The	38.21
	Sewer-929 N Roosevelt	
10084	City of Cherokee	361.80
	CMS repairs	
	WHS repairs	
20223	Control System Specialist	763.87
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	475.00
	Lanyards for district employees	
12371	Creative Services	535.00
	Art Materials-Reed	
	Art Materials-Reed	
	Art Materials-Reed	
11466	Dick Blick Art Materials	2,314.83
	TCIT training-lo Roosevelt teachers	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
14174	Early Opportunities Therapy Services	5,000.00
31620	Bus driver meal EATON, RANDY	8.00
13951	At Risk Edmentnum,, Inc.	1,382.50
13048	Paint machine repair EZ-LINER	367.25
11198	Kitchen inspection Fire Proof Plus, Inc.	169.50
11005	Roosevelt PE materials CMS PE materials Gopher Sport	1,268.48
13294	Maint supplies Maint supplies Maint supplies Home Depot Pro Institutional, The	3,439.39
10399	ISP Curriculum-Sociology ISP Curriculum-Sociology Houghton Mifflin Harcourt	3,204.48
10274	CMS FCS groceries WHS FCS groceries TAX OFF WHS FCS groceries Chamber coffee Hy-Vee Food Stores, Inc	120.77
18301	Conference registration- Hopkins ICSS	100.00
10002	Retirees lifetime passes Policies subscription Iowa Association of School Boards	792.50
30834	Boys/Girls membership IOWA BASKETBALL COACHES ASS'N	140.00
18342	Phone charges-CO Iowa Communications Network	325.61
11789	Background checks Iowa School Finance Information Service	150.00
12200	WHS Band music J.W. Pepper and Son, Inc.	43.99
13630	American flags Jungle's Flag Service	65.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Instructional materials - Lucas	
11068	Kaplan School Supply Corp	149.44
	CMS Ind Art materials	
14036	Kelvin LP	15.90
	WHS FCS supplies	
	CMS FCS supplies	
	WHS FCS supplies	
	CMS FCS supplies	
	WHS FCS supplies	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	327.70
	ISP Curriculum-Math 1 - 5	
11317	McGraw-Hill School Education Holdings, LLC	1,222.83
	ISP WHS Band repair	
	ISP WHS Band repair	
	CMS Band flip folders	
10894	MidBell Music, Inc.	185.78
	CMS Camera replacement	
14115	Midwest Technology Services, LLC	1,620.77
	WHS Gym AC	
	WHS AC auditorium repair	
	Maint supplies	
	WHS office repairs	
	Roosevelt classroom repairs	
	CMS AC repair	
	Dishwasher repair	
	Garbage disposal	
11495	Modern Heating and Cooling, Inc.	2,432.77
	PTA purchase-2nd grade play	
18968	MORNINGSIDE COLLEGE	258.00
	Trans repair parts	
	Trans supplies	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
10180	Motor Parts Sales	204.33
	FAST Bridge subscriptions	
10125	Northwest AEA	736.96
	Due-Kingdon	
13249	NWIBA Treasurer, Collen Hecht	25.00
	Trans repair parts	
11377	O'Reilly Automotive, Inc.	317.70
	Ed Foundation-2nd grade Zoo trip	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13217	Omaha's Henry Doorly Zoo and Aquarium	602.00
CMS Office-Microphone bundle		
14177	PEEQ Technologies, Inc.	191.00
Postage meter		
18326	Pitney Bowes	524.83
Bus driver meal		
10711	Rollefson, Jerry	14.85
Trans repair parts		
12768	School Bus Sales	12.80
Instructional materials - TK-Zwiefel		
Instructional materials- C.Anderson		
Lamination film		
PTA purchase-Jenness		
WHS Teachers' work room supplies		
Instructional materials- Maass		
Instructional materials - K.Todd		
Instructional materials - T.Vannatta		
Instructional materials- C.Anderson		
11884	School Specialty, Inc.	1,464.79
Youth Services worker		
13593	Seasons Center for Behavioral Health	22,000.00
Bus driver meal		
13439	Sizeland, Cynthia	6.93
Time and attendance agreement		
11578	Time Management Systems	128.67
Roosevelt window repair		
11624	Valley Glass Co	77.25
Cell phone-WHS principal		
18319	Verizon Wireless	455.01
CMS Ind Arts		
14012	Wynn, Alec	49.99

Fund Total: 73,120.81

Checking 1 Fund: 22 MANAGEMENT FUND

Insurance premium		
13585	SU Insurance Company	18,746.75

Fund Total: 18,746.75

Vendor ID Vendor Name Amount  
Checking Account Total: 91,867.56

Checking 2  
**Checking 2 Fund: 32 CAPITAL PROJECTS**  
 Engineering service-  
 elementary project  
 13841 Beck Engineering, Inc. 5,848.81  
 Elementary project  
 12487 Certified Testing Services, Inc. 8,482.50  
 Elementary/Locker room  
 20224 FEH Design 10,057.25  
 Elementary/WHS locker rooms  
 20070 Haselhoff Construction Inc. 966,087.07

Fund Total: 990,475.63

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

Chromebooks-2nd grade  
 12726 CDW Government, Inc. 500.00  
 Phone system  
 Phone system  
 Video Surveillance  
 Video Surveillance  
 Security Door Access  
 Phone system project  
 14115 Midwest Technology Services, LLC 92,002.37

Fund Total: 92,502.37

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

Painting -FB concessions  
 20049 Mongan Painting Company 4,788.00  
 Electrical panel  
 replacement  
 14181 Nelson Electric Co of Western Iowa 1,854.00  
 LC  
 Electrical work for new  
 boiler  
 12338 Nelson Electric 5,900.00  
 Retaining wall  
 11460 Waldner's Lawn Service 17,304.00

Fund Total: 29,846.00

Checking Account Total: 1,112,824.00

Checking 3  
**Checking 3 Fund: 21 STUDENT ACTIVITY FUND**

CMS Football officials -  
 9/17  
 30250 Aberson, Berwyn 80.00

Air pump  
 Athletic tape  
 X-Country



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13771	Amazon Capital Services	398.52
Volleyball medals		
X-Country medals		
30835	Awards Unlimited, Inc.	288.46
CMS Football officials - 9/17		
30766	Brown, Douglas	80.00
VB concessions		
CMS Student Council- concessions		
11224	Chesterman Co.	1,386.20
Varsity VB Tournament officials - 9/21		
JV Volleyball officials - 9/16		
12934	Cole, Brian	340.00
Play clock		
10223	Daktronics	105.00
Entry fee-livestock judging		
14180	FFA Fair Fund	10.00
B/G MS X-Country entry fee		
12787	Galva-Holstein Comm School District	150.00
Varsity Football officials - 9/20		
31129	GIBLER, RAY	115.00
CMS Football officials - 9/17		
13602	Goettsch, Eric	80.00
Hoops fund - VB jerseys		
30028	Graphic Edge, The	201.25
CMS Football officials - 9/17		
30936	HARRIMAN, WADE	80.00
Varsity Speech membership		
9th Speech membership		
30733	Iowa High School Speech Association	75.00
Varsity Football officials - 9/20		
14153	Kooiker, Evan	115.00
Lakes Conference dues		
30054	Lakes Conference	1,000.00
X-Country entry fee		
30730	LeMars Community Schools	120.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Varsity Football officials - 9/20		
30112	LUDWIG, BRUCE	115.00
Varsity VB Tournament officials - 9/21		
30845	Malsam, Jennifer	270.00
FB Concessions VB concessions VB concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	1,161.81
JV Volleyball officials - 9/16		
14159	Miller, Bria	70.00
Gate tickets		
10852	One Office Solution	17.97
Volleyball officials - 9/26		
30160	RICHARZ, DEB	105.00
Football fundraiser		
30698	Riddell/All American Sports Corp.	479.30
Varsity VB Tournament officials - 9/21		
31418	Rolfes, Mark	270.00
FB Fundraier-whiteboard		
11884	School Specialty, Inc.	260.21
8th Volleyball officials - 9/16		
7th Volleyball officials - 9/23		
7th Volleyball officials - 9/26		
13525	Sherkenbach, Bret	210.00
Volleyball officials - 9/26		
14154	Sibenaller-Woodall, Beth	105.00
8th Volleyball officials - 9/17		
30666	Slaughter, Brandon	70.00
B/G MS X-Country		
30731	Storm Lake High School	200.00
Fall musical-Performace royalty/material		
14172	TRW	2,112.00
Varsity Football officials - 9/20		
30505	Washburn, Matt	115.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
8th Volleyball officials - 9/17		
31139	Wesselman, Jim	70.00
Varsity Football officials - 9/20		
30933	Wick, Stephen	115.00
Varsity VB Tournament officials - 9/21		
12933	Wickstrom, Stanley	270.00
7th Volleyball officials - 9/26		
30337	Wiener, Arnie	70.00
8th Volleyball officials - 9/16		
7th Volleyball officials - 9/23		
13005	Zimmerman, Terri	140.00

Fund Total: 10,850.72

Checking Account Total: 10,850.72

<u>Checking</u>	<u>4</u>	<u>Fund: 61</u>	<u>SCHOOL NUTRITION FUND</u>
Food service-aprons			
13763	360	Custom Designs	609.00
Food items			
Food items			
11224		Chesterman Co.	477.50
Roosevelt milk			
CMS milk			
WHS milk			
CMS milk			
Roosevelt milk			
WHS milk			
CMS milk			
Roosevelt milk			
Roosevelt milk			
WHS milk			
CMS milk			
Roosevelt milk			
Roosevelt milk			
CMS milk			
WHS milk			
40114		Dean Foods North Central	1,806.68
Clothing Allowance			
40077		Dowdy, Carmen	100.00
Clothing Allowance			
13548		Driggs, Dianna	82.68
Food items			

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Food items		
40032	Earthgrains	437.90
Food service		
Food service		
13429	ECHO Group, Inc.	783.06
Supply items		
Food items		
10067	Fareway Stores, Inc.	71.13
Clothing Allowance		
40232	Gravenish, Cindy	100.00
Clothing Allowance		
40288	Halder, Kathi	100.00
Food service		
10274	Hy-Vee Food Stores, Inc	9.57
Clothing Allowance		
12942	Jacobson, Cara	100.00
Clothing Allowance		
13009	Jones, Marie	81.27
Food items		
40242	Keck Food Distribution	6,925.19
Food items		
Food credit		
Food items - ala carte		
Supply items		
Food credit		
Food items		
Food items - ala carte		
Food items - ala carte		
Food items		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	9,525.98
Clothing Allowance		
40115	Namanny, Sheryl	100.00
Clothing Allowance		
14128	Peterson, Rhonda	100.00
Clothing Allowance		
40001	Wilkie, Melissa	100.00

Fund Total: 21,509.96

Checking Account Total: 21,509.96

Checking

6

6 Fund: 81 NON-EXPENDABLE TRUST FUNDS

Burkhardt and Dawson  
Scholarship

14173 Buena Vista University and 600.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Jacquelin Lopez	
Rotary Club Scholarship		
14178	University of Northern Iowa and Grant Wulfsen	1,000.00

Fund Total: 1,600.00  
Checking Account Total: 1,600.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
Checking	1 Fund: 10 GENERAL FUND	
ISP Curriculum-Science		
14116	Accelerate Learning Inc.	48,762.67
Membership		
18320	ACDA	125.00
Conference meals-Aden		
13220	Aden, Scot	9.00
Maint supplies-air filters		
10004	Air Filter Sales and Service	1,110.84
Gas service-929 N Roosevelt		
Gas service-600 W Bluff-WHS		
Gas service-336 Gillette-Armory		
Gas service-320 Gillette-busbarn		
10094	Alliant Energy	337.00
Instructional materials - Wynn		
ISP Technology-ipad cases		
ISP Technology-ipad cases		
Ind Arts materials		
ISP Technology-ipad cases		
Instructional materials - Wynn		
ISP Technology-ipad cases		
Instructional materials - Wynn		
ISP Technology-ipad cases		
Ind Arts materials		
Instructional materials-Kremer		
ISP Technology-ipad cases		
ISP Technology-business lab		
ISP Technology		
Instructional materials - T.Stoneking		
13771	Amazon Capital Services	7,571.67
ISP Technology-MacBook Pro-teacher repla		
ISP Technology-MacBook Pro-teacher repla		
ISP Technology-MacBook Pro-teacher repla		
ISP Technology-MacBook Pro-teacher repla		
11505	Apple Computer, Inc.	40,835.00
Maint mop service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.14
ISP Technology		
12957	Asset Genie, Inc.	154.95

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Water softener	
	Busbarn water	
	Water-WHS nurse	
	Water-CMS nurse	
10079	Blaine's Culligan and Sundance Spas	216.22
	Maint-Air conditioner	
	Trans supplies	
	Trans repair parts	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint-mop service	
	Maint supplies	
	Maint supplies	
	Maint supplies	
10021	Bongaars	364.66
	ELI Fund-3rd grade	
	ISP Curriculum- Jaylene DeVos	
13052	Book Vine, The	965.72
	ELI summer school snacks	
11170	Brunsting, Amy	26.44
	Trans supplies	
	Maint supplies	
10396	Builder's Sharpening and Service	126.05
	Lodging for SAI Conference- Riley/Fuhrman	
	Employee pass cards	
	Superintendent office supplies	
	WHS Band	
	Ed Foundation-S.Riley	
	Ed Foundation-Creel	
	ISP Curriculum-L.Ebert	
	ISP Curriculum- 1st grade	
12882	Cardmember Service	6,191.47
	REA fund-pizza for training	
10610	Casey's General Store	111.89
	Phone charges-Roosevelt	
	Phone charges-CMS	
	Phone charges-WHS	
	Phone charges-WHS	
	Phone charges-Food service	
	PHone charges-busbarn	
	Phone charges-CO	
10113	Century Link	912.50
	Bleacher outlets	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Maint-outlet box at press box	
	Wiring for FB for fiber optic	
10034	Champion Electric	850.61
	DOT Physicals	
11157	Cherokee Regional Medical Center	300.00
	CMS Library subscription	
18221	Chronicle Times, The	282.00
	Water-208 E Indian	
	Sewer-206 E Indian-CMS	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-lawn	
	Water-600 W Bluff-lawn	
	Water-600 W Bluff-practice field	
	Water-208 E Indian-baseball field	
	Sewer-600 W Bluff-busbarn	
10084	City of Cherokee	2,662.19
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	125.00
	TSA annual administration fee	
11657	Department of Administrative Services	550.00
	Maint-parking lot paint	
10239	Diamond Vogel Paints	305.80
	ISP Curriculum	
13951	Edmentnum,, Inc.	3,980.00
	Conference meals-Fuhrman	
13305	Fuhrman, Valery	18.00
	Extermination service	
10979	Guardian Pest Solutions	157.50
	Maint supplies	
	Maint supplies	
	Maint supplies	
13294	Home Depot Pro Institutional, The	581.20
	Fuel - 17.304 gal	
	Fuel - 20.120 gal	
	Fuel - 14.006 gal	
	Fuel - 35.105 gal	
	Fuel - 21.208 gal	
	Fuel - 9.173 gal	
	Fuel - 1.26 gal	



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Fuel - 22.144 gal	
	Fuel - 19.752 gal	
	Fuel - 29.190 gal	
	Fuel - 17.621 gal	
	Fuel - 15.162 gal	
	Fuel - 21.975 gal	
	Fuel - 26.693 gal	
	Fuel - 21.966 gal	
	Fuel - 29.188 gal	
	Fuel - 24.988 gal	
	Emergency Go Buckets	
10274	Hy-Vee Food Stores, Inc	921.08
	Fall conference-lundsgaard	
12821	IASBO	178.00
	Phone charges-CO	
18342	Iowa Communications Network	308.53
	Membership fee- Vannatta/Puettmann	
31080	Iowa High School Music Association	25.00
	Conference registration- Wiederholt/Mallo	
	Membership	
13011	Iowa Pupil Transportation Association	955.00
	Security service Roosevelt	
	Security service WHS	
13165	Johnson Controls Security Solutions	1,281.81
	CMS FCS materials	
14027	Karels, Katie	8.39
	ISP Curriculum-Creel	
13546	Lab-Aids	1,148.57
	ISP Curriculum- L.Ebert	
	ISP Curriculum- L.Ebert	
13718	Learning without Tears	88.47
	Conference meals- Administrators	
13474	Lingenfelter, Kimberly	203.29
	Maint supplies	
	Industrial arts	
	Maint supplies	
11735	Marcus Lumber	53.15
	Vending machine	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	54.20
	Flex plan administrative fee	
13725	Mid-American Benefits, Inc.	168.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Electricity-206 E Indian-CMS	
	Electricity-929 N Roosevelt	
	Electricity-600 W Bluff-WHS	
	Electricity-600 W Bluff-concession	
	Electricity-Doupe ballfields	
	Electricity-334 Gillette Dr-Busbarn	
	Electricity-336 Gillette Dr-Armory	
12363	MidAmerican Energy Company	13,851.96
	ISP CMS band repairs	
	ISP CMS band repairs	
	ISP CMS band repairs	
	ISP CMS band repairs	
	ISP CMS band repairs	
	ISP CMS band repairs	
10894	MidBell Music, Inc.	651.89
	Art materials-Reed	
14037	Minnesota Clay Company	840.89
	AC CMS gym	
	Roosevelt AG	
	Maint-Freezer repair	
11495	Modern Heating and Cooling, Inc.	311.37
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
10180	Motor Parts Sales	117.03
	Ed Foundation-Carver	
14139	Moving Minds	1,077.57
	Maint supplies-keys	
	Maint supplies-keys	
	Maint supplies-keys	
10107	Nelson's Locksmith	97.00
	Membership dues-Vannatta	
13249	NWIBA Treasurer, Collen Hecht	25.00
	Trans repairs-bus 14	
11226	O'Halloran International	1,038.63
	ACH transaction	
	ACH transaction	
14167	Payment Spring	25.90
	Ed Foundation-Henke	
14144	Premier F and E	2,328.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Instructional materials - Wood		
11531	Really Good Stuff, LLC	201.86
Garbage collection		
10217	Sanitary Services, Inc.	63.60
Ed Foundation - L.Ebert		
11114	Scholastic, Inc.	98.44
Trans repair parts		
Trans repair parts		
12768	School Bus Sales	96.80
Instructional materials- Hare		
Roosevelt office shredder		
11884	School Specialty, Inc.	602.39
Annual fee		
13767	SOCS-FES	1,500.00
WHS Band		
14142	Stroetz, LLC	189.00
WHS glass		
Trans repairs-bus 5 windshield		
11624	Valley Glass Co	452.55
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Fuel		
Rebate		
10361	Your FleetCard Program	989.70

Fund Total: 147,616.59

Checking 1 Fund: 22 MANAGEMENT FUND  
WC insurance  
14160 Risk Administration Services, Inc. 3,888.00

Fund Total: 3,888.00

Checking 1 Fund: 71 SELF-INSURANCE FUND  
Flex Plan administration fee

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13725	Flex Plan administration fee	4,680.50
	Mid-American Benefits, Inc.	

Fund Total: 4,680.50  
Checking Account Total: 156,185.09

Checking 2

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13841	Elementary project-engineering services	3,899.21
	Beck Engineering, Inc.	

20070	Elem/WHS construction program	526,831.83
	Haselhoff Construction Inc.	

Fund Total: 530,731.04

Checking 2 Fund: 33 CAPITAL PROJECTS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
14075	WHS Cabling project	1,219.95
	Firefold	

12954	Chromebooks - 5th and 9th grades	47,478.45
	Sterling Computers Corporation	

Fund Total: 48,698.40

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

12882	Tool shed	1,000.00
	Cardmember Service	

13779	Abatement-WHS	34,080.00
	Earth Services and Abatement Inc,	

11184	CMS furniture	5,113.64
	Iowa Prison Industries	

11735	CMS flooring	3,726.92
	Marcus Lumber	

11495	Art room heat pump	5,037.00
	Modern Heating and Cooling, Inc.	

12338	Locker room panel	1,854.00
	Nelson Electric	

13215	Boiler	2,736.07
	Plains Boiler Service	

14144	CMS furniture	3,529.00
	Premier F and E	

Fund Total: 57,076.63  
Checking Account Total: 636,506.07

Checking 3

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Fundraising cards	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
31210	Ace Fundraising	7,040.00
Band registration		
12997	Adventureland Festival of Bands	220.00
Band registration		
13262	Algona Area Chamber of Commerce	175.00
Cheerleading supplies		
FB Sound System-Donation		
Medkit bag		
13771	Amazon Capital Services	763.36
Homecoming/Tomahawk		
11429	Anderson's School Spirit	288.75
Varsity Football Officials		
- 9/6		
13999	Baker, Craig	115.00
JV Football Officials - 9/9		
30766	Brown, Douglas	90.00
WHS Marching band-drum		
majors		
FB Fundraiser-Tool shed		
Activity tickets		
Weight room-mini bands		
12882	Cardmember Service	1,092.25
WHS concessions		
11224	Chesterman Co.	1,305.60
WHS concessions		
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	1,124.50
Weight room-squat bar		
14149	Elite FTS	357.17
Concessions		
10067	Fareway Stores, Inc.	19.68
FB speaker system		
FB speaker system		
FB speaker system		
FB speaker system		
FB speaker system		
FB speaker system		
12772	Full Compass Systems, LTD	8,318.60
Football fundraiser		
expenses		
14168	Gunter, Tony	398.59
JV Football Officials - 9/9		
30936	HARRIMAN, WADE	90.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Volleyball officials - 9/5		
31225	Hatting, Patricia	105.00
Football fundraiser- uniforms		
31069	Hauff Mid-America Sports, Inc.	15,517.75
Varsity Football Officials - 9/6		
14000	Hough, Michael	115.00
Football Hudl subscription- Booster Club		
14005	Hudl	1,999.00
VB practice shirts-resale VB team shirts-resale		
13992	Keva Boutique	825.00
Varsity Football Officials - 9/6		
14001	Luenberger, Brian	115.00
Vending machine		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	54.19
Varsity Football Officials - 9/6		
14002	McConnell, James	115.00
Entry fee-Volleyball		
30321	MOC/FV High School	140.00
Volleyball officials - 9/5		
30744	Pick, Steven	105.00
JV Football Officials - 9/9		
12650	Sanow, Brett	90.00
Entry fee-Volleyball		
30824	Sheldon High School	140.00
JV Football Officials - 9/9		
30666	Slaughter, Brandon	90.00
Varsity Football Officials - 9/6		
14003	Soenen, Mike	115.00
2019 Yearbook Final		
13776	Walsworth Publishing Company, Inc.	947.31
Volleyball officials - 9/12		
31044	Weisinksi, Stanley	105.00
Concessions		
10779	Wiese Oil and Supply	40.00

Vendor ID Vendor Name

Amount

Fund Total: 42,016.75

Checking Account Total: 42,016.75

Checking

4

Checking 4 Fund: 61 SCHOOL NUTRITION FUND

Food items

11224 Chesterman Co. 125.50

WHS milk

40114 Dean Foods North Central 116.29

Food items

40032 Earthgrains 235.35

Mileage

12942 Jacobson, Cara 29.58

Food items - ala carte

Food items

18253 MARTIN BROS. DISTRIBUTING CO.,  
 INC. 3,287.24

Fund Total: 3,793.96

Checking Account Total: 3,793.96

Checking

6

Checking 6 Fund: 81 NON-EXPENDABLE TRUST FUNDS

Pioneer Scholarship

14166 Ellsworth Comm College Cashier and  
 Bailey Engelke 500.00

Fund Total: 500.00

Checking Account Total: 500.00

# September 2019 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."

## District Goal Actions

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

- Several teachers attended a webinar to learn about a new supplemental online math program- First in Math. It is being offered free through the AEA at this time.
- RES will have 4 teachers attending the ITEC conference in October. We look forward to learning more from them after they return.
- All of the PK-1st grade classrooms are using a new online parent communication platform called ClassTag. It is a hybrid between Facebook and a texting app that allows two-way communication between the teacher and families.
- We will continue our implementation of the SAMR model to effectively integrate technology into teaching and learning.

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

- We have received all of the new science materials.
- We are continuing our professional development with AEA for small group reading. We are also able to lean into the several staff we have trained for CIM and Reading Recovery. This year we are so lucky to have three Reading Recovery trained teachers and four additional CIM trained teachers providing high quality/fidelity interventions for our students across all grade levels.
- The ECLC program is taking on new curriculum, Creative Curriculum. They are finding it to be highly aligned with the GOLD assessment program they are required to use. As they develop better understanding, they will be able to tie instructional planning to the assessments with ease.

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

- We will have 4 BVU students visit our classrooms to complete 10 to 15 hour observations for their classes.
- We have been able to put together the funding and schedule to allow 10 teachers to be trained for the Teacher Child Interaction Training (TCIT). This is an intensive training focused on proactive measures and responses the teacher can make to help address behavioral concerns in the classroom. The training is a pilot for the Department of Education (who supplied some of the funding).
- We have begun the fall PTA fundraiser with a goal of \$12,000. PTA wants to be able to add to the \$5,000 they have already set aside for the new elementary playground in addition to being able to continue funding their ongoing projects.
- We will begin the fall FAST testing next week.
- The Back To School Carnival was a great success again. We quickly went through the 500 hotdogs and popsicles. We had many fantastic partners who supported the event.
- On 9/26/19, Jan and I were able to present to the Rotary about the many successes and programs at RES.





# Cherokee Middle School

September 2019

<i>Construction</i>	We hope to be using the new road and parking lot with in the next week. Big thanks to all those who volunteered for crossing guard duty, especially the Cherokee Police Department.
<i>Communication</i>	Cherokee September Chamber Student of the Month is Aurora Christensen , daughter of Chris & Mandy Christensen. She will receive her award at the September 20th Chamber Coffee at the Cherokee Library.
<i>Professional Development</i>	Our upcoming PD schedule continues the rotation of topics relating to the mission, vision, goals and identified by staff as needs through an end of year survey. We have worked hard to plan, organize and schedule our rotation of topics for the upcoming school year. We will continue working on culture through our Culturize book study of Jimmy Casas. Our monthly rotation of topics includes: Data Empowerment, Tech Integration strategies, Instructional Strategies, CMS Empowerment with the Culturize book study, Relationship & Culture, Curriculum work and Communication.
<i>Data</i>	We started our MAP Testing early this year to get a jump start on using data and identifying ways to help our students improve. We tried a new format with our testing by having everyone take the test at the same time in the morning. This would mirror how we do our ISASP testing as well. We run a two hour late start schedule on these days.
<i>Social Emotional Learning</i>	The Northwest AEA has asked Cherokee Middle School to be a pilot school along with 6 other schools. We took a building team and district team to Sioux City for a two day training by some national trainers. The program is ISF (Interconnected School Frame Work) and it will help us take what we are already doing and give it a solid framework and also help us to analyze data better to make sound decisions for our students. We have many supports in place for our students and are ahead of most schools and this will give us the tools to create some structure and look at our data with more fidelity.



## WHS Building Report September 2019

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

### District Goals:

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

- Completed many technology requests this summer to get our technology up to speed in each classroom.
- We have spent a lot of time implementing new technology with our curriculum purchases. Many textbook companies offer online licenses for each student along with a classroom set of textbooks. The online licenses are updated frequently with new content and allow our curriculum to be current even though it is purchased every six years.

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

- We have established different action plans for focus on College and Career Readiness profile to make WHS more aligned with supporting our students in future planning endeavors.
- We will continue working on our curriculum outlines this fall, adding to the work the teacher did throughout the last school year. We are working with AEA content leaders to help us fine tune our curriculum work and take it to the next level.
- Our Science teachers are digging into their new curriculum this year. The Science teachers have spent time this summer learning the ins and outs of the new materials.

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

- We have had some great feedback on the addition to the “meet the teachers” and “WHS Alumni” spotlights on facebook. We plan on continuing this throughout the year.
- The emphasis at WHS during the 2018-2019 school year is **CULTURIZE & Building Relationships**. Have started our book study on Culturize, by Jimmy Casas, who will be coming to speak at our shared PD this year in February. The teachers are also able to take this for licensure renewal credit offered by Natalie and Linda through the AEA PD online courses.
- Wade and Natalie are presenting at the Leadership in Education Conference on October 14. We will highlight steps we've taken to collect our relationship data and build Braves Empowerment time in this presentation.
- October 15, we have a presentation for all WHS students on the importance of not texting while driving.
- We are off and running with our new Braves Empowerment time on Wednesdays. This 25 minute time slot is set aside each Wednesday to focus on building relationships in our building.
- WHS teachers are sharing fun lessons they're doing in their classes with our communication teacher leader, Jill Phillips. These are shared on social media to help tell our story and share all the great things happening at WHS.
- WHS is excited to have community stakeholders come in each Friday to greet our students before they enter the building on Fridays this year. Denny Holten is running a story on getting community members in the building greeting our students each Friday.
- We're gearing up for Homecoming with our theme of “Home of the Braves” and are excited for our new Student Council sponsor, Korrie Coombs.

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

# Notes for the Board from the Superintendent – September 2019

## 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
- EMC Insurance - Cybersecurity - on the agenda
- News from Technology Director, William Halder
  - Everything is going well for our department, working hard to finish up items left from summer.
  - We are clearing Technology Tickets as quickly as possible.
  - Thank you to the faculty/staff for their continued patience and support.

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

- Building Reports - Principals - on the agenda
- ISASP - Fact Sheet and Key Messages
- Purchasing Year: Fine Arts, Guidance, TAG, Career and Technology
- 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
- District Teacher Satisfaction Survey Plans
- Community Needs Assessment Survey Plans
- FFA National Convention - on the agenda
- CASA - Submitted 9/11/19
  - Assurances – English Learners, Professional Development, ESSA, Statewide Voluntary Preschool, Career and Technical Education
  - CSIP – Collecting and Analyzing Data, Goal Setting, Actions to Accomplish Annual and Long-Range Goals, Evaluation, Online Learning, Mentoring and Induction Plans, Professional Development Plan, Talented and Gifted, Career Planning
  - Preschool Desk Audit - IQPPS Implementation
- November 5, 2019 - School Board Election Date
  - Monday, August 26 - Candidate Filing Begins
  - Thursday, September 19 - Candidate Filing Deadline
- Board Committee Rotations - Management Team Meetings - To Be Determined

### **Transportation and Nutrition Update**

- News from Nutrition Director, Cara Jacobson
  - Wellness meeting met on the 12th. Discussed teaming up with CRMC for the 5-2-1-0 program, which CRMC received a grant for.
  - We also will be starting at each school a steps challenge, converting to miles, to see how far each school walks across the United States, by mapping out the miles.

### **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 2019

## Cherokee Community School District: *Empowering Learners*

- School year is going well. We are maintaining at about 800 on average for meals, and 170 for breakfast!
- National school lunch week is the 7-11 of October and we will be highlighting some new entrees!
- News from Transportation Director, Mike Wiederholt
  - Transportation Purchases for 19-20 - plans to be in attendance

### **Strategic Planning – Finance Update**

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- Contract Amendments due to Lane Advancements - on the agenda
- 2019-2020 FTE per Position - Comparability Averages - on the agenda

### **Building, Grounds, and Capital Projects Update**

- Steps in a school bond election - on the agenda
- CYSBA ball field relocation - on the agenda
- Meeting with Haselhoff Construction and FEH Design - Tuesday, September 24th
- 5 Year Maintenance Plan - FEH Design and Building/Grounds Committee - work in progress
- News from Mike Fiedler, Building and Grounds Director
  - Everything seems to be coming together as far as how school is running - hope locker rooms are finished soon.
  - The floor outside of the art rooms and bathrooms will be finished up this weekend.
  - My help seems to be getting along real nice as far as working for me and getting things done. We are moving forward and making headway as a team. All seems to be well right now.

### **IASB Update & Other**

- IASB Strategic Budget Reduction Workshop - Des Moines - September 26, 2019
- IASB Employee Relations Conference - Altoona - October 17, 2019
- IASB 74th Annual Convention - Des Moines - November 20-21, 2019
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

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

- Board Policy 401.7 - Employee Travel Compensation - on the agenda (second reading)
- Board Policy - 413.1-414.3R2 - 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>
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### **Board/Leadership Team Goal Statements**

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
2. Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
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# A New State Assessment for Iowa

## A HIGHER BAR FOR IOWA STUDENTS

Iowa adopted statewide standards in English language arts, math and science to ensure all students move from grade to grade with the skills and content necessary for success beyond high school.

Because Iowa raised the bar for what students are expected to know and be able to do, the state also changed the way progress is measured through state tests.

A new state test, the Iowa Statewide Assessment of Student Progress, replaced the Iowa Assessments. Students in grades 3 through 11 took the new test for the first time in spring 2019.

School-level results will be available to schools, parents and other stakeholders in October.

## HOW TO INTERPRET RESULTS

Results re-set the baseline for future progress on the new state test.

Because this is a new, different test for students, results should not be compared to previous years.

Results will be used to report to parents and communities and to assist schools with improvement planning.

## HOW PROFICIENCY WAS DETERMINED

Iowa Testing Programs and its vendor, Pearson, convened 185 Iowa educators and experts in July to determine through a collaborative, scientific process what "proficient" and "advanced" mean on the new state test.

The performance levels that resulted from that process were recommended for State Board of Education adoption in September.



## ABOUT THE IOWA STATEWIDE ASSESSMENT OF STUDENT PROGRESS (ISASP)

- Developed by Iowa Testing Programs at the University of Iowa in collaboration with Iowa educators
- First administered in spring 2019 to students in these subjects and grade levels:
  - Math:** Grades 3-11
  - English Language Arts:** Grades 3-11
  - Science:** Grades 5, 8 and 10
- Includes an online format and assessment of student writing
- Better reflects what is being taught in classrooms because it is more aligned with Iowa's academic standards
- Find more information about the test at: <http://iowa.pearsonaccessnext.com/>



CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 14 days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9) (2013).

Cross Reference: 411.3 Classified Employee Contracts  
413 Classified Employee Termination of Employment

Approved \_\_\_\_\_ Reviewed 2/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE RETIREMENT

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at any specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement is final, and such action constitutes termination of the employee's contract effective the day of the employee's retirement.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Legal Reference: 29 U.S.C. §§ 621 *et seq.* (2012).  
Iowa Code §§ 91A.2, .3, .5; 97B; 216; 279.19A, .46 (2013).  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 412 Classified Employee Compensation and Benefits  
413 Classified Employee Termination of Employment

Approved \_\_\_\_\_ Reviewed 2/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE SUSPENSION

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

Legal Reference: Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).  
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).  
Iowa Code §§ 20.7, .24 (2013).

Cross Reference: 404 Employee Conduct and Appearance  
413 Classified Employee Termination of Employment

Approved \_\_\_\_\_ Reviewed 2/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_



CLASSIFIED EMPLOYEE DISMISSAL

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

Legal Reference: Iowa Code §§ 20.7, .24 (2013).

Cross Reference: 404 Employee Conduct and Appearance  
413.3 Classified Employee Suspension  
413.5 Classified Employee Reduction in Force

Approved \_\_\_\_\_ Reviewed 2/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE REDUCTION IN FORCE

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given thirty days notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

Legal Reference: Iowa Code §§ 20.7, .24 (2013).

Cross Reference: 407.5 Licensed Employee Reduction in Force  
413.3 Classified Employee Suspension  
413.4 Classified Employee Dismissal  
703 Budget

Approved \_\_\_\_\_ Reviewed 2/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees who work twelve months a year will be allowed ten paid holidays if the holidays fall on a regular working day. The ten holidays are: New Year's Eve Day, New Year's Day, Easter Recess Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Thanksgiving Recess Day, Christmas Day, and Christmas Recess Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved \_\_\_\_\_ Reviewed 3/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees are granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one workday regardless of full-time or part-time status of the employee. A new employee will report for work at least one full workday prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 130 days for classified employees.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board and the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the board secretary to implement these benefits.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
26 U.S.C. §§ 2601 *et seq.* (2012)  
29 C.F.R. Pt. 825 (2012).  
Iowa Code §§ 20; 85.33, .34, .38(3); 279.40 (2013).  
1980 Op. Att'y Gen. 605.  
1972 Op. Att'y Gen. 177, 353.  
1952 Op. Att'y Gen. 91.

Cross Reference: 403.2 Employee Injury on the Job  
414.3 Classified Employee Family and Medical Leave  
414.8 Classified Employee Unpaid Leave

Approved \_\_\_\_\_ Reviewed 3/24/14, 12/19/16, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1-June 30. Requests for family and medical leave are made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

Legal Reference: Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
26 U.S.C. §§ 2601 *et seq.* (2012)  
29 C.F.R. Pt. 825 (2012).  
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2013).  
1980 Op. Att'y Gen. 605.  
1972 Op. Att'y Gen. 177, 353.  
1952 Op. Att'y Gen. 91.

Cross Reference: 409.3 Licensed Employee Family and Medical Leave  
414.2 Classified Employee Personal Illness Leave  
414.8 Classified Employee Unpaid Leave

Approved \_\_\_\_\_ Reviewed 3/24/14, 1/16/17, 9/16/19 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason: (check all that apply)

- for the birth of my child;
- for the placement of a child for adoption or foster care;
- to care for my child who has a serious health condition;
- to care for my parent who has a serious health condition;
- to care for my spouse who has a serious health condition; or
- because I am seriously ill and unable to perform the essential functions of my position.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows:  
(check one)

continuous

I anticipate that I will be able to return to work on \_\_\_\_\_.

intermittent leave for the:

- birth of my child or adoption or foster care placement subject to agreement by the district
- serious health condition of myself, parent, or child when medically necessary

Details of the needed intermittent leave:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

- \_\_\_\_\_ reduced work schedule for the:
- \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the school district
- \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary

Details of needed reduction in work schedule as follows:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 414.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be posted in staff work areas and Cherokee Schools website.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee requesting leave -- two types of leave.

1. Foreseeable family and medical leave
  - a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
  - b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received.



CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
2. Unforeseeable family and medical leave.
  - a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
  - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
  - c. A spouse or family member may give the notice if the employee is unable to personally give notice.
- D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
  1. Four purposes.
    - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
    - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
    - c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
    - d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
  2. Medical certification.
    - a. When required:
      - (1) Employees may be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
      - (2) Employees may be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
    - b. Employee's medical certification responsibilities:
      - (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
      - (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
      - (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

## E. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year.
2. Year is defined as:  
Fiscal year
3. If insufficient leave is available, the school district may:
  - a. Deny the leave if entitlement is exhausted
  - b. Award leave available

## F. Type of Leave Requested.

1. Continuous - employee will not report to work for set number of days or weeks.
2. Intermittent - employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for:
    - (1) Birth, adoption or foster care placement of child only with the school district's agreement.
    - (2) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits.
3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
  - a. Reduced work schedule family and medical leave is available for:
    - (1) Birth, adoption or foster care placement and subject to the school district's agreement.
    - (2) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
  - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

G. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

H. Use of paid leave for family and medical leave.

An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Common law marriage-according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Continuing treatment-a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is CLASSIFIED to practice in accordance with the laws and regulations of that country.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious health condition

- An illness, injury, impairment, or physical or mental condition that involves:
  - Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
  - Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
    - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
      - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
      - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  - Any period of incapacity due to pregnancy or for prenatal care.
  - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
    - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
    - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.

## CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Iowa law including common law marriages.

## CYSBA Baseball Relocation Field Items

-They saved the 6 light poles

They will need new pole bases

They will need the electric materials installed to the poles

They will need a electrician to wire the lights up

-They saved all the fencing

They would like the fencing install priced out

-They saved the bleachers

They would like prices for concrete under all bleachers as well as around the entire backstop

They would like prices for concrete sidewalk to the site from the road

They would like prices for concrete sidewalk from the new sidewalk to the west down the new drive to the site

-They would like prices of 2 new simple dugouts

-They saved the existing score board

They would like prices for a new score board

They will need electric materials to the new/old score board

-They would like prices for new bases/foul poles/infill

-They would like prices to sod the infield





**Project: Cherokee CSD Baseball Field Improvements Project**  
**BEI Project No.: E18052**  
**Owner: Cherokee Community School District**  
**Engineer: Beck Engineering, Inc.**  
**Date: September 12, 2019**

Division I - Cherokee CSD Baseball Field Grading Bid Items				Engineer's Estimate	
Item No.	Item	Unit	Quantity	Price/Unit	Total Price
1	Topsoil, On-Site	C.Y.	2520	\$12.00	\$30,240.00
2	Excavation, Class 10	C.Y.	9600	\$9.00	\$86,400.00
3	Temporary Traffic Control	LS	1	\$1,200.00	\$1,200.00
4	Conventional Seeding, Seeding, Fertilizing, and Mulching	AC	1.5	\$3,800.00	\$5,700.00
5	Storm Water Pollution Prevention Plan, Management	LS	1	\$4,000.00	\$4,000.00
6	Temporary RECP	S.Y.	5000	\$2.00	\$10,000.00
7	Rip Rap	TON	48	\$62.00	\$2,976.00
8	Silt Fence, Installation	L.F.	310	\$4.00	\$1,240.00
9	Silt Fence, Removal of Sediment	L.F.	310	\$1.00	\$310.00
10	Silt Fence, Removal of Device	L.F.	310	\$2.50	\$775.00
11	Stabilized Construction Entrance	S.Y.	120	\$12.00	\$1,440.00
12	Inlet Protection Device	EA	2	\$300.00	\$600.00
13	Inlet Protection Device, Maintenance	EA	2	\$100.00	\$200.00
14	Modular Block Retaining Wall	S.F.	355	\$30.00	\$10,650.00
15	Mobilization	LS	1	\$12,500.00	\$12,500.00
				Total=	\$168,231.00

Note: This estimate is based on replacing the eliminated baseball field to previous existing site conditions.

Division II - Cherokee CSD Baseball Field Site Furnishing Bid Items				Engineer's Estimate	
Item No.	Item	Unit	Quantity	Price/Unit	Total Price
1	Subbase, Modified, 2"	S.Y.	250	\$3.00	\$750.00
2	Pavement, PCC, 6" (Bleacher Pad & Dugouts)	S.Y.	250	\$52.00	\$13,000.00
3	Sod (Inside Fence)	SQ	395	\$55.00	\$21,725.00
4	Existing Chain Link Fence, 6', Installation (Existing Fencing/New Poles)	L.F.	710	\$16.00	\$11,360.00
5	Existing Chain Link Fence, 18', Installation (Existing Fencing/New Poles)	L.F.	110	\$50.00	\$5,500.00
6	Gates, Chain Link, 6' x 10'	EA	2	\$1,300.00	\$2,600.00
7	Bleachers, Installation	EA	1	\$1,800.00	\$1,800.00
8	Dugout Shelters	EA	2	\$4,500.00	\$9,000.00
9	Field Bases	LS	1	\$650.00	\$650.00
10	Foul Poles	EA	2	\$1,600.00	\$3,200.00
11	Light Pole Bases	EA	6	\$2,600.00	\$15,600.00
12	Electrical Materials	LS	1	\$25,000.00	\$25,000.00
13	Existing Score Board, Installation	LS	1	\$2,500.00	\$2,500.00
14	Infill Material	C.Y.	140	\$100.00	\$14,000.00
				Total=	\$126,685.00

Note: This estimate is based on replacing the eliminated baseball field to previous existing site conditions.

**What:** 92nd National FFA Convention & Expo

Every year, FFA members nationwide converge on the National FFA Convention & Expo to celebrate their accomplishments and find inspiration for their next steps. Motivational keynote speakers, energetic concerts, fulfilling workshops and a sweeping expo floor bustling with agricultural education and industry opportunities will have you snapping pics and grabbing videos of all of the experiences you'll remember forever.

**Where:** The main event is in Indianapolis, Indiana. We will be traveling through Illinois by charter bus to get there. The Itinerary shows each place we will be going and stopping.

**When:** Leave early morning Tuesday, October 29th and return Saturday, November 2

**Who:** The plan is to take 9 students from Cherokee plus Ms. Steckelberg, so 10 total individuals. We will be on a charter bus with 4 other schools, Boyden-Hull, Hartley-Melvin-Sanborn, South O'Brien, and Unity Christain. All schools plan to take 9-10 students plus at least 1 advisor.

**Vet Science:** This summer, Cherokee FFA got 1st place in the State Vet Science Career Development Event. Because they got 1st place, they are able to represent Iowa and compete at the national level. They will perform many different tasks, projects, and tests while in Indianapolis competing against chapters from all over the country.

**Cost:** The cost is around \$800 per student. They are responsible for paying their way. Here is a breakdown of the cost:

- \$535 (for students) \$650 (for me - I will share a room with another advisor on our bus):  
Includes transportation, tours, and hotels
- \$50: Concert
- \$34: Rodeo
- \$85: Registration
- \$100 - \$150: Food (Breakfast is included at all the hotels we stay at. We are planning on going to one nicer restaurant and then the rest of the meals will be more fast food type of places)
- **Estimated Total: \$854**

## SWAIN MOTOR COMPANY

110 E. Cedar Street  
Cherokee, IA 51012  
712-225-5322  
Fax: 712-225-5299

September 5<sup>th</sup>, 2019

Cherokee Community School District  
600 W. Bluff  
Cherokee, IA 51012  
% Transportation Director/ School Board

RE: Sealed Bid

Enclosed you will find information on the following vehicle that you have  
Open for bid's.

**Van # 1**

2019 Ford Transit T-350 LoRoof

148" 12 Passenger Van

VIN: 1FBZX2ZM2KKA48518

Mileage: 18,335

3.7L V-6

Remainder of Factory Warranty: Estimated In Service Date:01/10/19

Basic: 3 Year or 36,000 Miles (Balance 29 Months or 17,665 Miles)

Drive Train: 5 Year or 60,000 Miles (Balance 53 Months or 41,665 Miles)

Total Purchase Price: **\$ 30,695**

Any Applicable Tax or License Fee's Paid by School District.

Thank you for the opportunity to assist you in helping you locate your current  
Vehicle needs.

Sincerely;

  
Rick Swain

Swain Motor Company

## SWAIN MOTOR COMPANY

110 E. Cedar Street  
Cherokee, IA 51012  
712-225-5322  
Fax: 712-225-5299

September 5<sup>th</sup>, 2019

Cherokee Community School District  
600 W. Bluff  
Cherokee, IA 51012  
% Transportation Director/ School Board

RE: Sealed Bid

Enclosed you will find information on the following vehicle that you have Open for bid's.

### Van # 2

2019 Ford Transit T-350 LoRoof

148" 12 Passenger Van

VIN: 1FBZX2ZM1KKB60837

Mileage: 18,809

3.7L V-6

Remainder of Factory Warranty: Estimated In Service Date:02/11/19

Basic: 3 Year or 36,000 Miles (Balance 30 Months or 16,191 Miles)

Drive Train: 5 Year or 60,000 Miles ( Balance 54 Months or 40,191 Miles)

Total Purchase Price: \$ 30,695

Any Applicable Tax or License Fee's Paid by School District.

Thank you for the opportunity to assist you in helping you locate your current Vehicle needs.

Sincerely;



Rick Swain

Swain Motor Company



September 6, 2019

**Prepared For:**

Cherokee Community School District  
600 W Bluff Street  
Cherokee, IA 51012



**Dave Stevenson**  
SALES

1601 N 2nd Street (Hwy. 59 N.) • Cherokee, IA 51012  
Phone: (712) 225-5713 • 800-260-5713 • Cell: (712) 540-1848  
daves@holzhauermotors.com • www.holzhauermotors.com

Pre-Owned 2018 Ford Transit Wagon

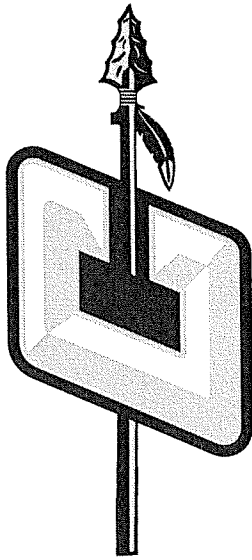
Options Include:

- White in Color
- Cloth Interior
- Rear Wheel Drive
- 6 Cylinder Engine
- 12 Passenger Seating
- Approximately 20,000 Miles
- 148 Wheelbase
- \*Subject to availability

Outright Price: \$29,600.00



1



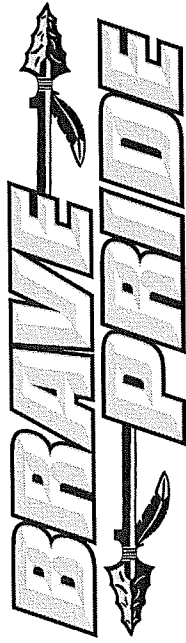
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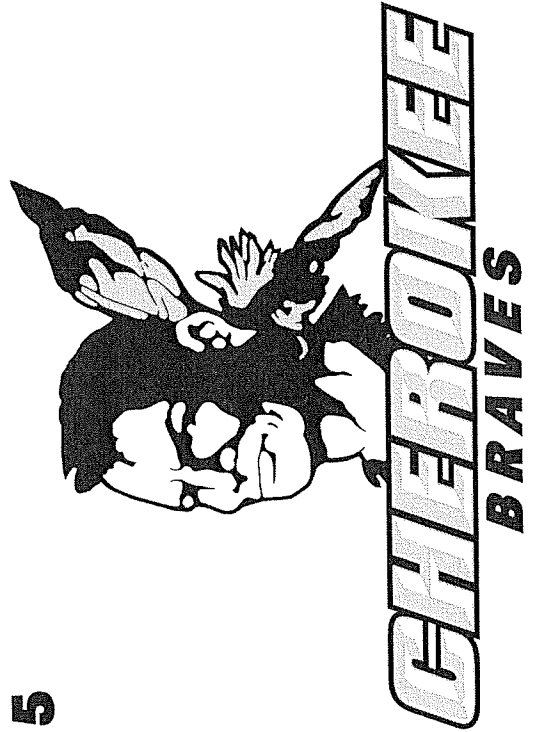
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## EMPLOYEE TRAVEL COMPENSATION

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

### Travel Outside the School District

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

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

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

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

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed 40 cents per mile. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Approved 6/15/1998 Reviewed 5/20/2013, 7/18/16, 2/18/19, 9/16/19  
Revised 6/18/2007, 9/16/19

## EMPLOYEE TRAVEL COMPENSATION

### Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 40 cents per mile. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board president to review the travel within the school district by the superintendent through the board's audit and approval process.

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

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

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

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



# FTE Per Position - Administration

## 2020-2021 Options for Board Consideration

*Certified Enrollment October 2018 for Cherokee CSD was 1,014.1 students*  
*Enrollment Count (not certified, but served) September 2019 is 1,175 students*

**Administrative Positions in Comparability Summary: Special Education Director, Curriculum Director, Dean of Students, Special Programs Director, School Administrative Manager [SAM], At-Risk Coordinator, Director of Teaching and Learning, Activities Director, Building Principal, Superintendent**

<b>CHEROKEE ADMIN/DIRECTORS</b>	<b>COMPARABILITY/AVERAGE</b>	<b>BOARD DECISION</b>
<b>SPECIAL EDUCATION FTE 0</b>	<b>SPECIAL EDUCATION = 2 districts</b>	<b>SPECIAL EDUCATION</b>
<b>CURRICULUM FTE 0</b>	<b>CURRICULUM = 2 districts</b>	<b>CURRICULUM</b>
<b>DEAN FTE 0</b>	<b>DEAN = 1 district</b>	<b>DEAN</b>
<b>SPECIAL PROGRAMS FTE 0</b>	<b>SPECIAL PROGRAMS = 2 districts</b>	<b>SPECIAL PROGRAMS</b>
<b>SAM FTE 0</b>	<b>SAM = 2 districts</b>	<b>SAM</b>
<b>AT-RISK FTE 0</b>	<b>AT-RISK = 1 district</b>	<b>AT-RISK</b>
<b>TEACHING &amp; LEARNING FTE 0</b>	<b>TEACHING &amp; LEARNING = 3 districts</b>	<b>TEACHING &amp; LEARNING</b>
<b>ACTIVITIES FTE 0.5</b>	<b>ACTIVITIES AVERAGE = 0.68</b>	<b>ACTIVITIES</b>
<b>PRINCIPAL FTE 3.0</b>	<b>PRINCIPAL AVERAGE = 2.9</b>	<b>PRINCIPAL</b>
<b>SUPERINTENDENT FTE 1.0</b>	<b>SUPERINTENDENT AVERAGE = 0.97</b>	<b>SUPERINTENDENT</b>
<b>TOTAL ADMIN FTE 4.5</b>	<b>TOTAL ADMIN AVERAGE = 5.31</b>	<b>TOTAL ADMIN</b>

**School Districts (FY18 Certified Enrollment) in Comparability Summary: Union (1054), Iowa Falls (1053), Shenandoah (1051), Roland-Story (1042), Red Oak (1033), Cherokee (1014), Clarinda (991), OABCIG (987), Okobojo (978), West Central Valley (962), Monticello (962)**

# FTE Per Position - Licensed

## 2020-2021 Options for Board Consideration

*Certified Enrollment October 2018 for Cherokee CSD was 1,014.1 students  
Enrollment Count (not certified, but served) September 2019 is 1,175 students*

<b>CHEROKEE LICENSED</b>	<b>COMPARABILITY/AVERAGE</b>	<b>BOARD DECISION</b>
<b>GUIDANCE FTE 3.0</b>	<b>GUIDANCE AVERAGE 2.95</b>	<b>GUIDANCE</b>
<b>NURSING FTE 1.67</b>	<b>NURSING AVERAGE 1.54</b>	<b>NURSING</b>
<b>SPECIAL EDUCATION FTE 8.4</b>	<b>SPECIAL EDUCATION AVERAGE 9.34</b>	<b>SPECIAL EDUCATION</b>
<b>TITLE FTE 1.78</b>	<b>TITLE AVERAGE 2.18</b>	<b>TITLE</b>
<b>EL PROGRAM FTE 1.0</b>	<b>EL PROGRAM AVERAGE 1.70</b>	<b>EL PROGRAM</b>
<b>TLC PROGRAM FTE 3.0</b>	<b>TLC PROGRAM AVERAGE 3.09</b>	<b>TLC PROGRAM</b>

**School Districts (FY18 Certified Enrollment) in Comparability Summary: Union (1054), Iowa Falls (1053), Shenandoah (1051), Roland-Story (1042), Red Oak (1033), Cherokee (1014), Clarinda (991), OABCIG (987), Okoboji (978), West Central Valley (962), Monticello (962)**