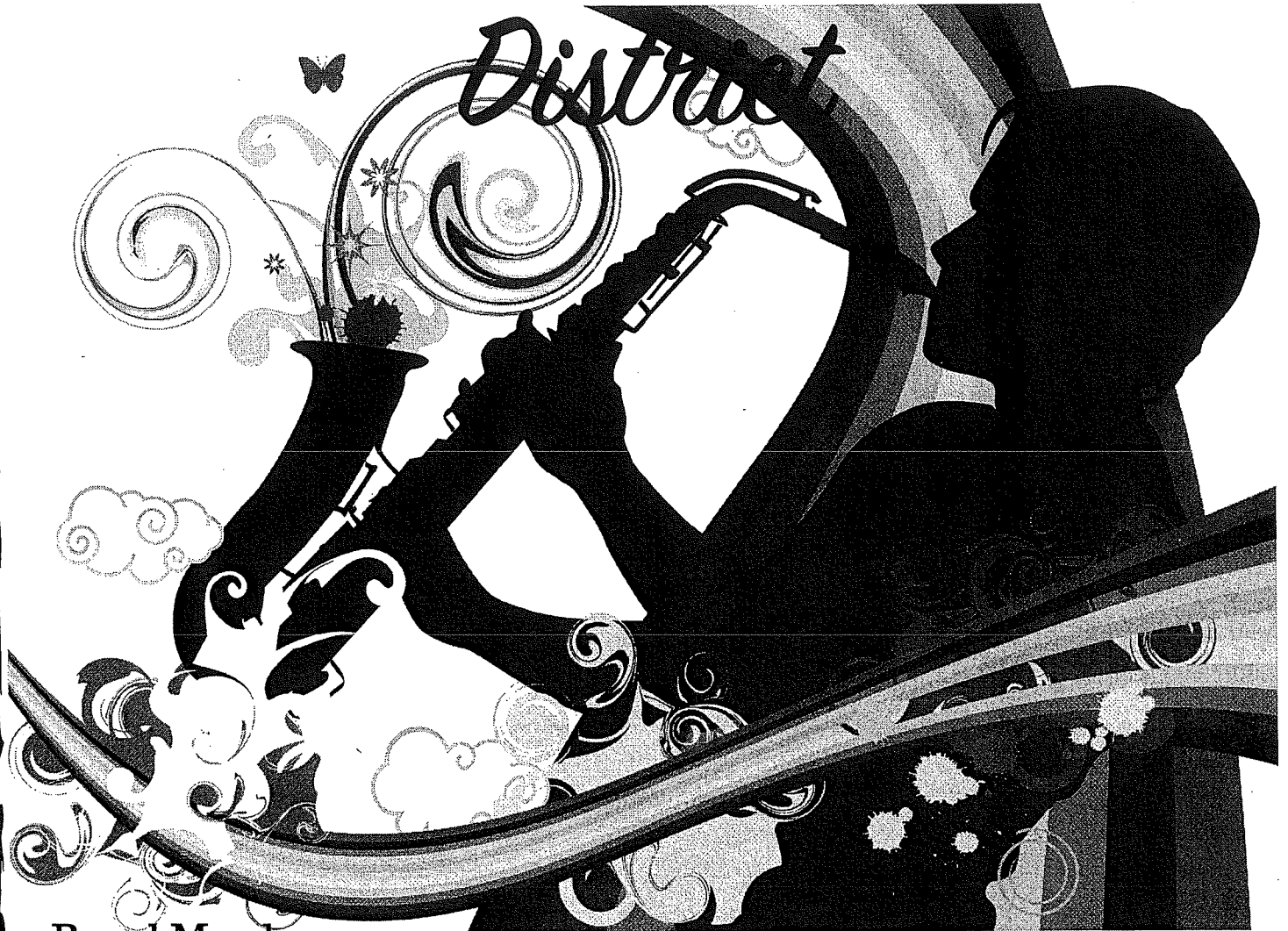


Cherokee Community School



Board Members:

Mrs. Jodi Thomas- President
Mrs. Angie Anderson-Vice President
Mrs. Patty Brown
Mr. Brian Freed
Mr. Ray Mullins

Regular Board Meeting
January 17, 2022
5:30 p.m.
WHS Library

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary
Dr. Kimberly Lingenfelter, Superintendent

**Board of Education Work Session – No Action
Cherokee Community School District
WITCC Campus – 200 Victory Drive, Cherokee, Iowa
Agenda for Monday, January 17, 2022 @ 8:15 AM**

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

- | |
|--|
| <ol style="list-style-type: none">1. Tour of WITCC2. Call the work session to order3. Pledge of Allegiance and Mission Statement4. FEH Design - Project Schedule - Questions/Answers5. Transportation Department - Fleet, Routes, Activities, Purchases6. Nursing Department - Essential Functions, Guidance7. Budget and Finance Department - Negotiations, Comparability, 5 Year Projection Tool8. Board Self-Assessment Tool, Superintendent Evaluation Tools9. Visit with Student Groups10. Building and Grounds Department - 5 Year Plan, Summer 2022, ESSER Projects11. Activities Department - Essential Functions12. Technology Department - 5 Year Plan, Purchases, ANP Partner13. Curriculum and Instruction Department - PD Rotation, Virtual PD for Staff, Curriculum Cycle14. Cherokee Education Association (CEA) - Initial Proposal15. Administrative Team - Board Goals, Future Positions, JMC Tutorial16. Management Team Meeting Topics17. Adjournment |
|--|

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, January 17, 2022 @ 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.

NOTICE: If you have comments that you wish to be considered please submit those comments to: Kimberly Lingenfelter, Superintendent, at klingenfelter@ccsd.k12.ia.us by January 17, 2022 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

- | |
|--|
| <ol style="list-style-type: none">1. Call the meeting to order2. Pledge of Allegiance and Mission Statement3. Approve the agenda4. Roll call of members in attendance5. Action to excuse board members not in attendance6. Welcome Visitors |
|--|

*** 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.**

Recognition of persons who wish to speak to the board regarding a school issue not on the agenda

7. Consent agenda

- A. Approve the minutes of the regular meeting [12-20-21]
- B. Approve financial statements
- C. Approve monthly bills
- D. Approve resignations
Collin Johnson - CMS Boys Basketball Coach
Missi Rogge - CES Secretary
Laura Brecht - Ag Instructor and FFA Advisor
- E. Approve retirements
- F. Approve internal transfers
- G. Approve contract extensions
Matt Malausky - Year 1 Mentor for Seth Swedorski

8. Communication and Reports

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

9. Policy

Clerical Change(s): Clerical changes and edits as recommended by Siobhan Schneider, IASB Policy/Legal Services Director, via a Cherokee CSD policy manual review received on 12/22/21

Affirm: 302.1 Superintendent Qualifications, Recruitment, Appointment; 302.2 Superintendent Contract and Contract Nonrenewal; 302.3 Superintendent Salary and Other Compensation; 302.4 Superintendent Duties; 302.5 Superintendent Evaluation; 302.6 Superintendent Professional Development; 302.7 Superintendent Civic Activities; 302.8 Superintendent Consulting Outside Employment; 303.1 Administrative Positions; 303.2 Administrator Qualifications, Recruitment, Appointment; 303.3 Administrator Contract and Contract Nonrenewal; 303.4 Administrator Salary and Other Compensation; 303.5 Administrator Duties; 303.6 Administrator Evaluation; 303.7 Administrator Professional Development; 303.8 Administrator Civic Activities; 303.9 Administrator Consulting Outside Employment; 304.1 Development and Enforcement of Administrative Regulations; 304.2 Monitoring of Administrative Regulations; 305 Administrator Code of Ethics; 306 Succession of Authority to the Superintendent; 307 Communication Channels [IASB recommends rescinding Policy 307 as similar information is contained in 213.1 Public Complaints, 401.4 Employee Complaints, and 502.4 Student Complaints and Grievances]

10. New Business

- A. Discussion of/ information concerning moving the regular February board meeting to Monday, February 28, 2022 - 5:30 PM
- B. Discussion of/ information concerning the 2022-2023 School Calendar

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

12. Board Committee Reports

- A. Curriculum and Instruction – Anderson and Thomas
- B. Policy – Brown and Freed
- C. Finance* – Freed and Mullins
- D. Building, Grounds, Capital Projects – Brown and Mullins
- E. Transportation, Nutrition – Anderson and Thomas

13. Items of Interest for the Next Meeting [February 28, 2022 @ 5:30 PM]

- A. Discussion of/ action concerning the 2022-2023 School Calendar
- B. Discussion of/ information concerning a date for a Budget Hearing - Monday, April 4

14. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2021-2022

December 20th, 2021 @ 5:30 pm	January 17th, 2022 @ 5:30 pm	February 28th, 2022 @ 5:30 pm	March 21st, 2022 @ 5:30 pm
April 18th, 2022 @ 5:30 pm	May 16th, 2022 @ 5:30 pm	June 13th, 2022 @ 5:30 pm	July 18th, 2022 @ 5:30 pm
August 15th, 2022 @ 5:30 pm	September 19th, 2022 @ 5:30 pm	October 17th, 2022 @ 5:30 pm	November 21st, 2022 @ 5:30 pm

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

**Cherokee Community School District
Regular Meeting
December 20, 2021**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, December 20, 2021 at 5:30 P.M. The meeting was held in the WHS Library at 600 W. Bluff St., Cherokee, Iowa.

1. Call the meeting to order

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

2. Pledge of Allegiance and Mission Statement

The Pledge of Allegiance and Mission Statement were recited.

3. Approve the agenda

Moved by Anderson, seconded by Mullins to approve the agenda. All Ayes

4. Roll call of members in attendance

Roll call was taken. Board members present: Patty Brown, Ray E. Mullins II, Brian Freed, Angie Anderson, Jodi Thomas

6. Welcome Visitors

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings. There were no public comments.

7. Consent Agenda

Moved by Anderson, seconded by Brown to approve the consent agenda. All Ayes

- Minutes of the meetings – Regular Meeting – 11/15/21; Special Meeting – 11/15/21; Special Meeting- 11/23/21
- Financial Statements
- Monthly Bills
- Resignation:
 - Jodi Mongan – WHS JV Volleyball Coach
 - Mike Nixon – CMS Football Coach
 - Larry Eberly – WHS Custodian
 - Adam Rapp – WHS Paraprofessional, CMS Girls/Boys Basketball
 - Rebecca Hopkins – CMS Social Studies Teacher, effective December 22, 2021
 - Kasey Stowater – CMS Boys Basketball Coach
- Contract Extensions:
 - Katie Hilmo - CMS Paraprofessional
 - Samantha Krusemark - CES Paraprofessional
 - Jacob Bruce - CMS Girls Basketball Coach
 - Roddy Retleff – WHS Custodian
 - Seth Swedorski – CMS Social Studies Teacher, pending BOEE licensure

8. Communication & Reports

Administrator and Director reports were given and are included in the board packet.

9. Policy

Discussion, no action to affirm board policies 302.1 Superintendent Qualifications, Recruitment, Appointment; 302.2 Superintendent Contract and Contract Nonrenewal; 302.3 Superintendent Salary and Other Compensation; 302.4 Superintendent Duties; 302.5 Superintendent Evaluation; 302.6 Superintendent Professional Development; 302.7 Superintendent Civic Activities; 302.8 Superintendent Consulting Outside Employment; 303.1 Administrative Positions; 303.2 Administrator Qualifications, Recruitment, Appointment. The board will review the policies at the board planning workshop in January.

10. New Business

A. Discussion of/information concerning CMS Lego League

CMS students and Lego League coaches gave information on the CMS Lego League program. The students presented their exhibits and robot they constructed for a recent competition.

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

Moved by Brown, seconded by Freed to approve a request to the School Budget Review Committee for Modified Supplemental Amount for Limited English Proficient Excess Cost for FY21 in the amount of \$53,410.15. All Ayes

C. Discussion of/action concerning Board Policy 210.8 Board Meeting Agenda

Discussion, no action to approve Board Policy 201.8 Board Meeting Agenda. The policy will be reviewed at the board workshop in January.

D. Discussion of/action concerning Board Policy 212.1 Exempt Meetings

Moved by Anderson, seconded by Brown to approve Board Policy 212.1, Exempt Meetings. All Ayes

E. Discussion of/action concerning Board Policy 213 Public Participation in Board Meetings

No action to approve Board Policy 213, Public Participation in Board Meetings. Discussion was held regarding petitions and notification to the board secretary for public comment. The policy will be reviewed at the board workshop in January.

F. Discussion of/action concerning the At-Risk Dropout Prevention Plan for 2022-23

Moved by Brown, seconded by Mullins to approve the At-Risk Dropout Prevention Plan for the 2022-23 school year including a request to the School Budget Review Committee for Modified Supplemental Amount for the At-Risk Drop Out Prevention Plan in the amount of \$187,923. All Ayes

G. Discussion of/action concerning substitute pay for the 2022-23 school year

Moved by Brown, seconded by Freed to set substitute teacher pay at \$140 for the 2022-23 school year. All Ayes

H. Discussion of/action concerning Simbli-Board Management Software

The board reviewed the Simbli-Board Management Software. More information will be gathered and it will be discussed at the board workshop in January.

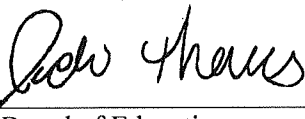
I. Discussion of/information concerning Board Planning Workshop

The board planning workshop will be held on Monday, January 17, 2022.

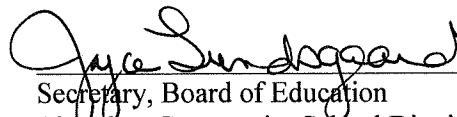
11. Adjournment

Moved by Brown, seconded by Anderson to adjourn the meeting at 6:36 P.M. All Ayes

Regular Meeting – January 17th, 2022 – 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - 12/31/21

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,031,142.31	1,159,348.55	1,069,127.77	\$ 3,121,363.09
Management	880,454.67	19,119.61	116,496.40	783,077.88
Self-Insurance Fund	1,019,580.52	2,766.15	24,535.93	997,810.74
Subtotal General Fund	4,931,177.50	1,181,234.31	1,210,160.10	4,902,251.71
Activity	125,845.41	22,499.37	15,737.88	132,606.90
PPEL	1,083,882.33	34,833.34	25,435.95	1,093,279.72
Capital Projects (Sales Tax)	2,020,751.37	127,785.29	773,251.92	1,375,284.74
Bond Proceeds	-	720,565.43	720,565.43	-
Debt Service	41,506.49	13,791.52	-	55,298.01
Hot Lunch	296,679.14	163,802.94	46,965.71	413,516.37
Trust and Agency	37,587.17	1.53	-	37,588.70
Braves Bank	3,687.72	835.94	-	4,523.66
Total - All Funds	\$ 8,541,117.13	\$ 2,265,349.67	\$ 2,792,116.99	\$ 8,014,349.81

* \$720,565.43 transferred from SAVE/Hospital Proceeds to Capital Projects for Elementary Addition

Published Budget Report
 All Funds
 12/31/2021

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	3,486,673.01	3,486,673.01	9,500,000.00	37%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	150,919.99			
Inst. Staff Support Svcs	(2200-2299)	343,257.65			
General Administration	(2300-2399)	169,471.04			
Building Administration	(2400-2499)	294,144.55			
Business Administration	(2500-2599)	342,298.76			
Plant Operation & Maint	(2600-2699)	685,130.16			
Student Transportation	(2700-2799)	175,732.25			
TOTAL SUPPORT SERVICES			2,160,954.40	4,500,000.00	48%
NON INSTRUCTIONAL PGMS	(3000-3999)	279,900.21	279,900.21	650,000.00	43%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	1,986,561.62			
Debt Service	(5000-5999)	221,465.63			
AEA Support Direct	(5200)	494,552.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			2,702,579.25	4,808,325.00	56%
TOTAL EXPENDITURES			8,630,106.87	19,458,325.00	44%

Elementary School Addition/HS Locker Room Renovations

12/31/2021

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:		347,000	346,283
PTA - Playground Equipment		10,000	10,000
Rebate		41,318	41,318
	12,531,045	12,929,363	12,928,646

Cost:		Expended to Date	Remaining Balance
Base Bid (Add'l Classroom, Temp Control, Fire Alarm System)	13,825,125	13,824,978	147
Contingency/Change Orders	52,228	52,228	(0)
CTS - Special Inspections	65,150	65,150	-
Life Cycle Cost Analysis	6,600	6,600	-
Plan Review Fee	6,732	6,732	-
FEH Design	785,329	785,329	-
FEH Design (Misc./Restroom/H.S. Office)	37,782	37,782	-
Beck Engineering/Baseball Relocation	208,548	208,548	-
EDA - Commissioning	10,200	9,495	705
Concrete - CES Bus Lane/Dumpster	37,943	37,943	(0)
CES - Add'l Fencing	3,431	3,431	-
LED Sign	2,588	2,588	-
JP Boiler Services	1,652	1,652	-
Waldners -Hydro Seeding	1,800	1,800	-
Certified Testing - Soil Testing	2,815	2,815	-
Furniture	275,000	278,954	(3,954)
Technology	100,000	96,299	3,701
Playground Equipment	150,000	138,924	11,076
Piper Jaffray	52,700	52,700	-
Ahlers Law	33,435	33,435	-
Moody's	26,250	26,250	-
UMB/S&P	1,900	1,900	-
Service Lines - Relocation	15,057	15,057	-
C-M-L Telephone - Fiber Optic Splices	1,056	1,056	-
Midwest Technology	1,761	1,761	-
Woodall Electric - Locate Wires	855	855	-
WHS Restroom Renovation	278,214	278,215	(1)
Sound Panels	10,710	10,710	-
Relocate Baseball Field/Electrical	196,971	192,718	4,253
		16,191,832	16,175,906
			(3,247,260)
			12/31/2021

Net "Bond Proceeds": (3,262,469)

Sale - Hospital 4,000,000
 SAVE \$\$ 750,000

Remaining for Other Priorities 1,486,814

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

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID	1	Fund Number 10 GENERAL FUND
Vet Bills/Food - Charley		
13220	Aden, Scot	373.15
Monthly Server Maintenance		
Antivirus, Malware, Data		
14649	Advanced Network Professionals	421.85
ASSY ELEMENT		
14544	Alta Implement Co., Inc.	22.20
Envelopes		
Shipping - Replacement Screen		
torx screw 2000		
ANDTOBO 1/4'' to 3.5mm Stereo		
Pure Coppe		
bits		
Ricoh 407324 Genuine		
Photoconductor Unit		
Cooling fans		
Suitable for HP Pavilion 22-C		
AIO Mother		
13771	Amazon Capital Services	2,740.75
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	55.18
Salt - Water Treatment		
Water Treatment & Salt - Bus		
Barn		
Nurse Supplies - WHS		
Nurse Supplies - CMS		
10079	Blaine's Culligan and Sundance Spas	160.35
poly		
toggle		
screw		
Main Supplies		
10021	Bomgaars	194.42
My Peaceful Place by Natalie		
Nordlund		
13052	Book Vine, The	59.92
Vinyl Project		
14683	Brave Designs	6.00
new cutting edge for skid		
loader and nut		
10396	Builder's Sharpening and Service	289.58
Internet - Data		
14427	C-M-L Telephone Cooperative Assoc	1,093.31
water testing and boiler		
chemical		
14189	Carroll Control Systems, Inc.	1,308.86
Start-up Cash for Book Fair		
13234	Cash and Joyce Lundsgaard	100.00

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
redid electrical in high school gym		
10034	Champion Electric	712.52
fuses for lights		
Publication Expense		
18221	Chronicle Times & Area Advertiser	48.60
Arranger		
14694	Citta, Steve	200.00
Outside Labor Repairs		
Outside Labor Repairs		
12916	Country Tire and Service Inc.	99.81
Piano Tuning - WHS		
11794	Dave's Piano Service	506.00
Helping Hands Supplies		
10067	Fareway Stores, Inc.	20.00
fire alarm & smoke detector inspection		
14222	Feld Fire	1,974.50
Clinician		
14697	Forney, Greg	300.00
Extermination Service		
10979	Guardian Pest Solutions	157.50
Refund - lost book was found		
14700	Hand, Kelly & Mary	4.00
paper towels		
toilet papaer		
13294	Home Depot Pro Institutional, The	2,523.27
Groceries - Intro to FCS Dairy Lab x2		
Groceries - Culinary 2 Vegetables Lab		
Groceries - Intro to FCS Dairy Lab x2		
Groceries - Fruit Pizza Lab		
Kitchen Supplies (Soap, Plates, Etc.)		
Groceries - Intro to FCS Fruit + Baking		
Groceries - Intro to FCS Fruit + Baking		
Groceries - Intro to FCS Fruit + Baking		
Lab Supplies		
10274	Hy-Vee Food Stores, Inc	400.47
Policy Manual Review		
10002	Iowa Association of School Boards	2,500.00
Medicaid		
12846	Iowa Department of Human Services	84.70
Equipment Repair - Boiler		

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Inspections		
11189	Iowa Division of Labor Services	400.00
Registration fee		
10277	Iowa State University	350.00
WHS Band Instructional Supplies		
Emergence		
SH		
Treasury of Scales books		
Hey There Delilah/ 1 2 3 4 TTB		
E-Print		
Shipping & Handling Music		
How Far I'll Go SAB E-Print		
When the Party's Over SSA E-Print		
Shipping for The Horse in Print		
Levitating (EPrint)		
S/H		
12200	J.W. Pepper and Son, Inc.	1,445.83
Conference Meals		
11637	Kingdon, Casey	90.24
Flexicon Non-Sterile 3" x 4.1		
Yds Elasti		
10060	MacGill and Company	181.98
2x12 12		
Charc rake corner		
1x4		
T+G Ply. 125		
1x6		
2x6 treated 16' 124		
11735	Marcus Lumber	937.12
Flex Plan		
13725	Mid-American Benefits, Inc.	264.00
Electricity - 600 W Bluff WHS		
Electricity - 600W Bluff		
Concession		
Electricity - Doupe Ballfields		
Electricity - 334 Gillette Bus		
Barn		
Electricity - 336 Gillette		
12363	MidAmerican Energy Company	3,727.68
Reeds- Clar, Sax, Bari and		
Tenor Reeds		
Tenor Sax Repair		
Books		
Marching Mellophone- Chemical		
Clean		
10894	MidBell Music, Inc.	650.00
Trans Supplies		
wiper blades		
Trans - Vehicle Repair Parts		
Trans - Vehicle Repair Parts		
Trans - Vehicle Repair Parts		

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Vendor Number	Vendor Name	Amount
	Invoice Detail Description	
	Credit - Vehicle Repair Parts	
	Trans - Vehicle Repair Parts	
10180	Motor Parts Sales	354.53
	Directed Fee	
12716	Northern Festival of Bands	10.00
	Posters for ELA rooms describing the wri	
10125	Northwest AEA	31.18
	Bus 10 exhaust issue	
11226	O'Halloran International	2,992.66
	Tickets	
10852	One Office Solution	9.98
	fire door do not enter signs - general f	
10188	Pilot Rock Signs	85.01
	Shipping Beowulf Books	
	Shipping Books	
14524	Prestwick House	40.59
	W-2's/1099's/Envelopes	
10517	Quill Corporation	86.22
	fixed broken bleachers at middle school	
13751	Riser Inc.	925.00
	1st semester open enrollment TLC	
30717	RIVER VALLEY COMMUNITY SCHOOL	3,694.45
	2014 Expedition - bulb #16,19,23,25,2,1,15,24,25,20 oil changes 24 oil change & power steering fluid #16 oil change ,23 oil change 25 oil change 2 oil change 1 oil change, power steering fluid 19 oil change & coolant 15 oil change & coolant	
11459	Ron's Repair, Inc.	500.75
	storm sewer repair high school snow removal and sand snow removal and sand rock for parking lot	
13615	SCE, LLC	4,849.64
	Oxford Index Card Guides, 3 x 5 Inches,	
11884	School Specialty, LLC	14.52
	Preschool Transportation	

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Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
11955	Siouxland Regional Transit System	120.89
1st semester OE TLC		
Special Ed Tuition		
10797	South O'Brien Schools	20,893.65
Speaker - Social Emotional Behavioral He		
14692	TILL360 LLC	6,000.00
Medicaid Billing Fee		
12838	Timberline Billing Service LLC	200.03
Time & Attendance Software		
11578	Time Management Systems	317.06
Shipping vacuum parts		
14442	USA Clean	632.53
fixed broken door		
11624	Valley Glass Co	75.00
Cell phone - Main 2		
18319	Verizon Wireless	456.55
Teacher Aide Pay		
14465	Wilson, Morgan	210.00
plate		
tape		
14012	Wynn, Alec	10.00
Fund Number 10		
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
Administration Fees		
13725	Mid-American Benefits, Inc.	1,817.00
Fund Number 71		
Checking Account ID 1		
Checking Account ID 2	Fund Number 32	CAPITAL PROJECTS
Civil Engineer Service @ CES		
20043	Engineering Design Associates	705.00
Fund Number 32		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Engineer - Greenhouse Survey		
13841	Beck Engineering, Inc.	1,050.00
staple		
10021	Bomgaars	178.57
trims		
insulation batt		
11735	Marcus Lumber	1,262.79
Freight Services		
10942	WENGER CORP	25,332.85
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Adventureland Festival of Bands Registra		
12997	Adventureland Festival of Bands	110.00
1/6/22 varsity basketball official mail		
14289	Borchers, Bryan	115.00
1/3/22 9th BB double header		
14695	Brostad, Mike	115.00
shipping - basketballs		
30263	CENTER SPORTS, INC	598.50
Student Rooms		
19014	Cherokee Comm School District	403.17
WHS Concession Supplies		
31168	Cherokee Locker, Inc.	605.50
WHS Concession Supplies		
CMS Student Council Concession Supplies		
WHS Concession Supplies		
CMS Student Council Concession Supplies		
WHS Concession Supplies		
11224	Chesterman Co.	1,906.00
WHS Student Council Supplies - prizes		
14199	Coombs, Korrie	64.64
WHS Concession Supplies		
WHS Concession Supplies		
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	1,232.41
01-24-22 Jr High Basketball		
14537	Crow, Richard	75.00
Groceries for Families		
10067	Fareway Stores, Inc.	107.64
trackwrestling for paul fuhrman		
14432	FloSports (Trackwrestling)	100.00
WHS Concession Supplies		
Food - Paul Fuhrman Hospitality Room		
11060	Godfather's Pizza	983.74
01-20-22 Jr High Basketball		
13602	Goettsch, Eric	75.00
01-31-22 Jr High Basketball		
30936	HARRIMAN, WADE	75.00
supplies		
10274	Hy-Vee Food Stores, Inc	271.32
Flowers for senior night. 3		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
cheer, 3 wre		
11242	Hy-Vee Pharmacy	21.00
Large Group District Fees		
Freshmen		
30733	Iowa High School Speech Association	388.00
01-21-22 Varsity Basektball		
13965	Keizer, Bruce	115.00
popcorn kernals		
HOOPS Concession Supplies		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	921.46
01-21-22 JV Boys Basketball		
13855	Nelson, Kody	75.00
Accepted Student Fee		
12716	Northern Festival of Bands	286.00
installation for track color relay chart		
10188	Pilot Rock Signs	75.00
Shipping & Handling Scripts		
11177	Playscripts, Inc	299.40
01-31-22 Jr. High Basketball		
31418	Rolfes, Mark	75.00
9th bb double header		
01-20-22 Jr High Basketball		
01-21-22 JV Girls Basketball		
01-24-22 Jr High Basketball		
14327	Shea, Mark	340.00
Scorer's Table - General		
Booster Acct		
14664	Sideline Interactive, LLC	14,239.00
01-18-22 Jr High BB Official		
1/21 JV BB Official		
14251	Spooner, Jason	150.00
hoops festival medals		
30903	Trophies Plus, Inc.	383.96
01-21-22 JV Boys Basketball		
14066	Weaver, Andrew	75.00
01-21-22 Varsity Basektball		
14466	Wedel, Nathan	115.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4		
Fund Number 61		SCHOOL NUTRITION FUND
Ala Carte Purchases		
Ala Carte Purchases		
Ala Carte Purchases		
11224	Chesterman Co.	1,073.00
chemicals for dishwashers		

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Vendor Number	Vendor Name	Amount
14486	Cole Papers Inc.	315.78

Milk - CES		
Milk - CMS		
Milk - WHS		
Milk - CES		
Milk - CMS		
Milk - WHS		
Milk - CMS		
Milk - CES		
Milk - CMS		
Milk - CES		
Milk - WHS		
Milk - CES		
Milk - CMS		
Milk -CMS		
Milk -CES		
Milk -CMS		
Milk -CES		
Milk - WHS		
Milk - WHS		
Milk -CMS		
Milk -CES		
Milk -CMS		
Milk -CES		
Milk - WHS		
40114	DFA Dairy Brands Corporate	3,655.73

COVID Food Purchased		
COVID Food Purchased		
Purchased Food		
40032	Earthgrains	716.45

COVID Purchased Food - Buns		
COVID Purchased Food		
brown sugar, oats, nutmeg,		
applesauce		
10067	Fareway Stores, Inc.	132.93

Ala Carte Food Purchases		
COVID Purchased Food		
COVID General Supplies		
COVID General Supplies		
Ala Carte		
Credit - Purchased Food		
Ala Carte Food Purchases		
Cookies- Music Boosters		
COVID General Supplies		
COVID General Supplies		
COVID Purchased Food		
Ala Carte Food Purchases		
COVID General Supplies		
COVID General Supplies		
COVID General Supplies		
Ala Carte Purchases		
COVID purchased food		
Ala Carte Purchases		
18253	MARTIN BROS. DISTRIBUTING	21,217.88

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Vendor Number Vendor Name

Amount

Invoice Detail Description

CO., INC.

Fund Number 61

Checking Account ID 4

Checking Account ID 6

Fund Number 81

NON-EXPENDABLE TRUST FUNDS

PEO Scholarship

14699 Wartburg College & Rylie
Bainbridge

300.00

Fund Number 81

Checking Account ID 6

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
Checking Account ID	1	Fund Number 10 GENERAL FUND
Fees		
13610	Airgas USA, LLC	610.39
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	55.18
Main Supplies		
rust paint		
Main Supplies		
Main Supplies		
CMS Ind Arts Instructional Supplies		
Main Supplies		
Equipment Repair - Tractor		
Main Supplies		
Main Supplies		
Main Supplies		
Main Supplies		
Main Supplies		
Main Supplies		
Main Supplies		
flex duct		
Main Supplies		
hardware		
stain		
Main Supplies		
Main Supplies		
Main Supplies		
Office supplies		
Main Supplies		
Main Supplies		
poly		
Office supplies		
Main Supplies		
Main Supplies		
Main Supplies		
Main Supplies		
10021	Bomgaars	1,672.81
Meals - Board		
Lodging for IMEA conference		
Postage - Certified Letters		
ServSafe Manager Training		
Yamaha CD-S303		
Pizza & Dessert - Broadening Horizons		
Casey's Refund		
Lodging - J. Vannatta		
Meals - Conference in Cedar Falls		
Meals - Conference in Cedar Falls		
Conference Registrations		
8.4 gallons of gasoline		
Refund Hotel Fees		
Lodging - Counselor's Conference		

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User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Detail Description	
	Lodging - Counselor's Conference	
	Lodging - Conference P.Brown	
	Lodging - Conference Lingenfelter shipping	
	3 Hotel Rooms	
12882	Cardmember Service	2,797.45
	Water - 600 Bluff St W Lawn	
10084	City of Cherokee	1,914.86
	disposable pans	
	25.72 gallons of gasoline	
	Groceries - Culinary 2 Beef Lab eggs	
	Groceries - Smores File	
	Groceries - Culinary 1 Steam Lab	
	21.42 gallons of gasoline	
	Driver's Ed 35.54 gallons of gasoline	
	Groceries - Intro to FCS - Trial Lab x2	
	27.98 gallons of gasoline	
	13.13 gallons of gasoline	
	cheese, crackers, etc.	
	balloon	
	22.28 gallons of gasoline	
	22.62 gallons of gasoline	
	Groceries - Culinary 2 Pork Lab	
	12.43 gallons of gasoline	
	crackers	
	22.68 gallons of gasoline	
	Groceries - Culinary 2 Pork Lab	
	16.53 gallons of gasoline	
	36.2 gallons of gasoline - Driver's Ed	
	20.71 gallons of gasoline	
	21.7 gallons of gasoline	
	20.78 gallons of gasoline	
	15.75 gallons of gasoline	
	6.46 gallons of gasoline	
	19.74 gallons of gasoline	
	19.5gallons of gasoline	
	13.13 gallons of gasoline	
	16.43 gallons of gasoline	
	6 gallons of gasoline	
	10.56 gallons of gasoline	
	7.77 gallons of gasoline	
	16.06 gallons of gasoline	
	25.71 gallons of gasoline	
	21.17 gallons of gasoline	
	24.56 gallons of gasoline	
	Lab Supplies	
	24.04 gallons of gasoline	
	22.56 gallons of gasoline	
	25.4 gallons of gasoline	

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
10.7 gallons of gasoline		
25.536 gallons of gasoline		
18.119 gallons of gasoline		
10274	Hy-Vee Food Stores, Inc	2,440.79
Shipping for Larvae		
Shipping Fee		
11274	INSECT LORE	107.79
Convention Registration Fees		
10002	Iowa Association of School Boards	695.00
Electricity - 206 E Indian CMS		
12363	MidAmerican Energy Company	4,961.02
New block heater #3		
11226	O'Halloran International	538.88
CMS Book Club Snacks		
11092	Sampson, Lisa	35.83
Garbage Collection		
10217	Sanitary Services, Inc.	2,546.20
After School Programming		
Director		
13593	Seasons Center for Behavioral Health	2,700.00
Fund Number 10		
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
Natural Gas Program		
14693	Iowa Local Government Risk Pool	102,586.90
Fund Number 22		
Checking Account ID 1	Fund Number 32	CAPITAL PROJECTS
Checking Account ID 2	Fund Number 32	CAPITAL PROJECTS
Construction Site Services - CES Final		
20070	Haselhoff Construction Inc.	716,664.14
Fund Number 32		
Checking Account ID 2	Fund Number 33	Local Option Sales and Service Tax Fund
CCSD Parking Lot Improvements		
14373	Hulstein Excavating, Inc.	52,686.49
Fund Number 33		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
screw		
S Helf		
10021	Bomgaars	56.10
Architect - HS Science Renovations		
Construction Services- HS Window/Door		
Architect - HS Science Greenhouse		
20224	FEH Design	17,002.25
Fund Number 36		

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Vendor Number	Vendor Name	Fund Number	Amount
Invoice Detail Description			
Checking Account ID	2		
Checking Account ID	3	Fund Number 21	STUDENT ACTIVITY FUND
Registration fee			
Shipping			
2022 membership dues			
Lodging - Honor Band Students			
Penn Tour Extra Duty Tennis			
Balls (Case)			
statistics program			
Refund MileSplit			
12882	Cardmember Service		1,246.36
01-04-22 JV Boys Basketball			
14537	Crow, Richard		75.00
popcorn popper			
14691	Enneking, Elizabeth		300.00
01-06-22 JV Girls Basketball			
13602	Goettsch, Eric		75.00
November meeting supplies			
10274	Hy-Vee Food Stores, Inc		32.90
ICDA Member School Price			
14688	ICDA		40.00
01-06-22 Varsity Basketball G/B			
13333	Malloy, John		115.00
01-04-22 JV Girls Basketball			
13855	Nelson, Kody		75.00
01-04-22 Varsity Basketball G/B			
01-06-22 JV Boys Basketball			
31293	Oswald, Kyle		190.00
01-04-22 Varsity Basketball G/B			
30706	PEDERSEN, LES		115.00
Shipping Keyways & Shoulder Pad			
Laces			
441955748 - Return Keyway			
30698	Riddell/All American		67.67
Sports Corp.			
01-06-22 JV Girls Basketball			
14251	Spooner, Jason		75.00
01-04-22 JV Girls Basketball			
14066	Weaver, Andrew		75.00
01-04-22 Varsity Basketball G/B			
1/6/22 JV Boys BB			
31584	Wessling, Doug		190.00
01-06-22 Varsity Basketball G/B			
12988	Wielenga, Jodie		115.00
Fund Number 21			
Checking Account ID	3		
Checking Account ID	4	Fund Number 61	SCHOOL NUTRITION FUND

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Vendor Number Vendor Name

Amount

Invoice Detail Description

Apple sauce and sprinkle

10067 Fareway Stores, Inc.

20.97

COVID Purchased Food

COVID Purchased Food

10274 Hy-Vee Food Stores, Inc

86.68

Fund Number 61

Checking Account ID 4

Cherokee Elementary School

January 2022

Brian Christiansen, Principal
Jen Burch, Instructional Coach



DISTRICT GOAL 1 COLLEGE & CAREER READINESS

CES is working toward building goal #1 by putting together a cumulative project showcasing the connection each of our classrooms has made with our PIE partners during the 2021-2022 school year. Classrooms are currently gathering and will soon submit pictures and videos highlighting this collaboration. This project will be shared with classrooms as a way to illustrate each of our partners' service to our community.

We are looking forward to the Education Foundation dinner and auction on March 5th. Classrooms are brainstorming how each can create an item to be donated to our silent auction. We are looking forward to the submissions from CES, knowing all the money raised directly impacts all of our students.

DISTRICT GOAL 2 21ST CENTURY SKILLS PROBLEM SOLVING, TEAM BUILDING & INTERPERSONAL SKILLS

CES has committed to using our morning meeting time to build community within our classrooms. Within that time, our building leadership team has discussed the importance of practicing "Safety Scenarios" so students know what to do in case of an emergency. These scenarios will be developed through our BLT and presented in a non-threatening way to help students think through each safety drill and what we can do to keep us all safe.

CES has been approached by the Ag department at WHS and is looking for ways to bring ag-related activities to the elementary classrooms. We look forward to a continued partnership with our students through Ag.

University of Northern Iowa student, Alicia Krier has the opportunity to complete 8 weeks of student teaching with Kindergarten Teacher, Rachel Lucas. What a great experience for college students to work in such a dedicated school community and to see best practices in action. CES will also have many BVU students completing various observations and practicum hours with us this semester.

DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

100th Day of School is fast approaching! Students at CES will celebrate this day on Friday, February 4th.

Important Dates Coming Up...

Important Dates Coming Up...	
Winter FAST Reading and Math	January 24-28
Winter MAP Testing	January 31 and February 3rd
Spring Parent Teacher Conferences	February 17 from 11:00-7:00
Spring ISASP Testing	March 22nd, 23rd, and 25th



CHEROKEE MIDDLE SCHOOL

January 2022



STUDENT RECOGNITION

Congratulations to Gerrit DeVos for being chosen as the January Cherokee Chamber of Commerce Student of the Month. Gerrit is the son of Joni and Aaron DeVos of Cherokee. He stays active in band, track, football, and basketball.

PARENT-TEACHER CONFERENCES

We wrapped up first semester and will have parent teacher conferences on February 17th from 11 to 7. We will be scheduling appointments again like last fall. We hope to have similar or better attendance than last Fall.

BRAVES BANK

The Braves Bank is going well. It is a great opportunity for our student tellers to learn important employability and future ready skills through first hand experiences. It is also great to see so many students saving money for deposits! A win-win all the way around!

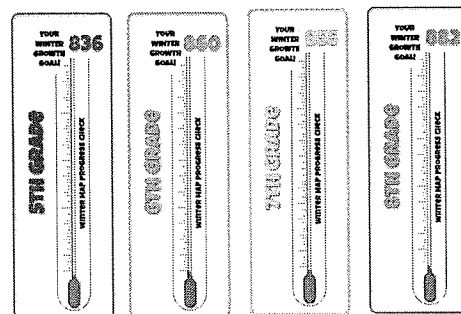
WELCOME

Our staff and students welcomed Seth Swedorski in our 7th grade Social Studies position. He has been a very positive addition to our CMS family.

INSTRUCTION & TESTING

We have started preparing for the annual Iowa Statewide Assessment of Student Progress (ISASP) testing. We will be testing in the end of March and early April. They recently announced some additions to the reporting for this fall. There will be the opportunity to see longitudinal data for our students through the years. This will be very helpful as this will be our 3rd year of this new Iowa state test.

We will be doing our second round of MAP testing beginning this Friday January 14 (Reading), 18 (Math), 19 (Science), and 21 (Language Arts). We are excited to see the progress the students have made since this fall. We have set our goals for the students by each grade level and will be sharing their growth with a temperature gauge. This will be our first year showing their grade level growth in this way. We look forward to see how the students respond.



Positivity
Respect
Integrity
Determination
Empathy

Scot Aden, Principal
Linda Ducommun, Instructional Coach





January 2022 WHS Building Report

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



<p>Board Goals</p> <p>Work Based Learning</p> <p>Problem Solving and Team Building Skills</p> <p>Technology</p> <p>Iowa Core</p> <p>Communication</p>	<ul style="list-style-type: none"> ● We have a few seniors that we are using as pilot students to get kids on campus at WIT during the school day. All the pilot students are seniors who are taking classes on the WIT campus via technology. Our goal is to work out the kinks with a small group this semester and provide these opportunities for all seniors next year. <ul style="list-style-type: none"> ○ The different calendars of the high school and WIT will, and have, presented some obstacles. ● Second semester is up and going. ● Students and teachers are focusing on Executive Functioning Skills each month in Empowerment time. Each month has a specific focus skill including things such as planning, prioritizing, time management, organization, etc.
<p>Staff Positives</p>	<ul style="list-style-type: none"> ● We have started a book study focused on our Board Goal. We are reading "Teaching for Tomorrow - Teaching Content AND Problem Solving Skills" with our staff. BLT read this book first semester and our entire staff is reading it this semester. Our BLT members are leading book study groups. ● We are planning on a WHS Staff Bowling Night in LeMars in mid-February to help boost morale and enjoy a fun evening together. (We hope Covid calms down before this).
<p>Student Positives</p>	<ul style="list-style-type: none"> ● Winter activities are in full swing. We are proud of our students and all of the activities they are involved in. ● Lexi Pingel is the Rotary Student of the month. ● Jazz Band and Jazz Choir season is upon us and both of these groups will have competitions in the coming weeks. ● Speech is busy practicing for their season that kicks off later this month. ● FFA is working hard to prepare for their contest season as well.
<p>Looking Ahead...</p>	<ul style="list-style-type: none"> ● CCSD will host Collaborative PD with MMC-RU, HMS, and SOS schools on Friday, February 11. We will be hearing from Joe Sanfelippo and are excited to hear his message! ● Winter Formal is January 29. ● Joe Beckman is coming to speak to our students and staff on March 16. ● We are hosting a College Fair on March 9. We will be inviting surrounding schools to join us on this day of Future Ready Prep.

Mr. Tom Ryherd- WHS Principal & Mrs. Natalie Barkley- Instructional Coach

Notes for the Board from the Superintendent – January 2022

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

January Standard: Operate as a visionary governance team in partnership with the superintendent by developing a shared vision and plans for student achievement that reflect common values and core beliefs of the school community, by using productive practices for its own operations and development, by ensuring board decisions are based on data and deliberation, and by cultivating a strong relationship and partnership with the superintendent based on clear expectations and accountability.

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. *IASB*

January Rotary Student of the Month is Alexis Pingel! Lexi is the daughter of Paul and Karrie Pingel and she was nominated for this recognition by staff members. Lexi is involved in concert band, marching band, group speech, football cheerleading, FFA, basketball, volleyball, student council, track, Jets, Spanish Club, Spanish Honor Society, National Honor Society, and was a member of the Homecoming Court. A quote from one of Lexi's teachers "Alexis is a hard working student who always goes out of her way to assist others in class when necessary. She is a great ambassador for the Cherokee Community School District." Congratulations to Lexi!

Technology Update

- **News from the Technology Team, Dan Bringle and Carson Elston**
 - The transition from Bill to the new Technology Assistants is going very well. Installation of in-ceiling speakers has improved the sound and quality of video learning. We are installing speakers as teachers request them. We are currently exploring a replacement of the Impero online workspace safeguard software. With the current Impero software, teachers find that often the software does not work, and is difficult to navigate.
 - The Tech department is looking into ways to get better control of our technology assets by incorporating software and barcoding. With this, we will be able to track all repairs, check-in/out devices, and use barcodes and scanners to increase productivity. We are also steering towards a more organized, and efficient atmosphere by working closely with Mrs. Lingenfelter and Mrs. Lundsgaard to make this happen. We are currently clearing out older and outdated equipment for auction.

Career Opportunities Update – Board/District Goal #1

- Building Reports - Principals/Instructional Coaches - on the agenda
- Iowa Workforce Development - Apprenticeship Opportunities
- STEM Grant Opportunities

Curriculum and Instruction Update – Board/District Goal #2

- Building Reports - Principals/Instructional Coaches - on the agenda
- Purchasing Year: Language Arts
- Professional Development Focus: Leadership [Joe Sanfelippo], STEM, and Science of Reading
- Iowa Department of Education Public Reporting Site: reports.educateiowa.gov

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

Communication Update – Board/District Goal #3

- Building Reports - Principals/Instructional Coaches - on the agenda
- 2022-2023 School Calendar - on the agenda for discussion - public hearing prior to the February board meeting
- February 11th - Collaborative PD with HMS, MMC-RU, and SOB - featuring Joe Sanfellipo
- The **Cherokee Education Foundation** fundraising event is set for Saturday, March 5, at the Little Sioux Event Center.
- **Joe Beckman**, the author of *Just Look Up*, will be presenting to students TK-12 and staff on Wednesday, March 16

Board/District Goals

1. **Expand Career Opportunities**
2. **Develop Problem Solving, Interpersonal, and Team Building Skills**
3. **Improve Communication Between All Stakeholders**

Notes for the Board from the Superintendent – January 2022

Cherokee Community School District: *Empowering Learners*

Nursing, Nutrition, and Transportation Update

- **News from Director of Nursing, Rachel Doeden**
 - As expected we are seeing our post break covid increase among students and staff. It seems the majority of these cases are stemming from a positive family member. We are following the CDC/IDPH guidance of reducing isolation to 5 days vs 10. Most are able to return after 5 days. I trust my teachers will let me know if any students that return seem to still be ill and so far it has not been an issue. I expect we will see increased numbers for a few weeks and hopefully it will go back down. As of today there are 15 students and 5 staff out in isolation.
- **News from Food Services Director, Cara Jacobson**
 - We continue to feed over 200 for breakfast and 800 for lunch! We provide snacks to the after school program as well. It's great to see so many kids utilizing the free breakfast and lunch! Shortages are still an issue, but we are always ready with replacements!
 - The hard water at the elementary school seems to be an issue again. I have messaged all that are involved and hope to find a solution soon so we are not having more wear and tear on the dishwasher, trays, silverware, and staff that are putting in extra time delimiting, etc.
 - New year... new you! The Wellness Committee coordinators, Cara Jacobson and Rachel Doeden, will be sending out helpful reminders on wellness to staff on a monthly basis!
- **News from Transportation Director, Rachel Mallory**
 - Inspection went well, few small minor things to fix, most are fixed already. It's a busy time with basketball, wrestling and CMS sports. New school bus delivery has been delayed to May.

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- Negotiations

Building, Grounds, and Capital Projects Update

- **News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Assistant Director**
 - We seem to be getting a break from "Old Man Winter" and snow. Jamie has been cleaning out different areas both in the school and armory and doing a great job. Things seem to be working on my side. As far as boiler and heat issues, we've had a few but all has been rectified, fixed, and moving right along. Been getting quotes for projects this summer and hope to get them booked so we are ready to go this summer. Also looking for another person to hire for CES. Curtis left us to go to school while working for someone else and try a new adventure in life.

IASB Update & Other

- New Board Member Academy Workshop - Digital - January 27
- New Board Member Workshop - Sheldon - January 31
- Day on the Hill - Des Moines - February 1
- ISFLC Conference - February 16-17
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

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

- Board Policy - 302.1-303.2 - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

School Administrators of Iowa	Legislative Information - IDOE	Legislative Advocacy
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Board/District Goals

1. Expand Career Opportunities
2. Develop Problem Solving, Interpersonal, and Team Building Skills
3. Improve Communication Between All Stakeholders

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 2000e *et seq.*
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20.
281 I.A.C. 12.4(4).
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved 4/15/1996

Reviewed 5/16/16, 12/17/18, 1/17/22 Revised _____

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
 Iowa Code §§ 21.5(1)(i); 279.
 281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22 Revised _____

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20.
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22

Revised _____

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;

SUPERINTENDENT DUTIES

- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A.
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures
301 Administrative Structure
302 Superintendent

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent. This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

The superintendent will be an educational leader who promotes the success of all students by:

- Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.
- School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description, the Iowa Standards for School Leaders, the school district's goals, and the goals of the administrator's individual professional development plan.
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation from the entire board;

- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged, however, to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2013).
281 I.A.C. 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22 Revised _____

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8.
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22

Revised _____

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 .
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22 Revised _____

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20.

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved 4/15/1996 Reviewed 5/16/16, 12/17/18, 1/17/22 Revised _____

ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, other administrative positions:

Building Principals, Curriculum Coordinator, other Directors and/or Coordinator as specified by the board. These administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24.
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved 4/15/96

Reviewed 4/22/2013
6/20/16, 1/21/19, 1/17/22

Revised _____

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21.
281 I.A.C. 12.4.
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved 4/15/1996

Reviewed 4/22/2013
6/20/2016, 1/21/19, 1/17/22

Revised _____

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App.
 1980).
 Board of Education of Fort Madison Community School District v Youel, 282
 N.W. 2d 677 (Iowa 1979).
 Briggs v Board of Education of Hinton Community School District, 282 N.W.
 2d 740 (Iowa 1979).
 Iowa Code §§ 279
 281 I.A.C. 12.4

Cross Reference: 303 Administrative Employees

Approved 4/15/96

Reviewed 4/22/2013 Revised 6/17/02
6/20/2016, 1/17/22

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2013).
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved 4/15/1996

Reviewed 4/22/2013
6/20/2016, 1/21/19, 1/17/22

Revised _____

ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2013).
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved 4/15/1996

Reviewed 4/22/2013 Revised _____
6/20/2016, 1/21/19, 1/17/22

ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, assess administrator competence in the Iowa Standards for School leaders, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

The superintendent is responsible for designing an administrator evaluation instrument to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan. The formal evaluation will include written criteria related to the job description and the Iowa Standards for School Leaders. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.
- Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.
- Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- Professional community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.

- School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2013).
281 I.A.C. 12.3(3); ch.83

Cross Reference: 303 Administrative Employees

Approved 4/15/1996 Reviewed 4/22/2013 Revised _____
6/20/2016, 1/21/19, 1/17/22

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved 4/15/1996

Reviewed 4/22/2013
6/20/2016, 1/21/19, 1/17/22

Revised _____

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2013).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved 4/15/1996 Reviewed 4/22/2013 Revised _____
6/20/2016, 1/21/19, 1/17/22

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2013).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved 4/15/1996

Reviewed 4/22/2013
6/20/2016, 1/21/19, 1/17/22

Revised _____

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved 4/15/1996

Reviewed 4/22/2013
6/20/2016, 1/21/19, 1/17/22

Revised _____

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Approved 4/15/1996

Reviewed 4/22/2013 Revised _____
6/20/2016, 1/21/19, 1/17/22

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8.
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved 4/16/1996

Reviewed 4/22/2013
6/20/2016, 1/17/22

Revised _____

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order:

1. High School Principal _____ ,
2. Middle School Principal _____ ,
3. Elementary Principal _____ ,
4. Assistant High School Principal/Activities Director,
5. Curriculum Coordinator _____ .

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 4/16/96

Reviewed 4/22/2013
6/20/2016,1/21/19,1/17/22

Revised _____

CHEROKEE COMMUNITY SCHOOL DISTRICT No Break

2022-2023 CALENDAR

Month	Days	Days Qtr.	Days Sch.	By Hours	Notes
August, 2022					
M	T	W	T	F	
1	2	3	4	5	0 0 0 August 2nd - Registration
8	9	10	11	12	0 0 0 August 16th, 17th (New Teacher) 18, 19, 22 Professional Development
15	16	17	18	19	0 0 0 August 23, School Begins-Grades 2-12 & K-1 In-takes
22	23	24	25	26	4 4 4 25.9 August 24, School Begins-Grades TK-1
29	30	31			3 7 7 19.2 August 24 - 2:00 Early Dismissal - Professional Development
					45.1 August 31 - 2:00 Early Dismissal - Professional Development
September, 2022					
			1	2	2 9 9 12.5 September 1, ECLC Begins
5	6	7	8	9	4 13 13 26.3 September 5 No School Labor Day
12	13	14	15	16	5 18 18 33.2 September 7 - 2:00 Early Dismissal - Professional Development
19	20	21	22	23	5 23 23 33.2 September 14 - 2:00 Early Dismissal- Professional Development
26	27	28	29	30	4 27 27 26.3 September 21 - 2:00 Early Dismissal-Professional Development
					131.5 September 26 - No School-Professional Development
					September 28 - 2:00 Early Dismissal-Professional Development
October, 2022					
3	4	5	6	7	5 32 32 33.2 October 5 - 2:00 Early Dismissal-Professional Development
10	11	12	13	14	5 37 37 33.2 October 12 - 2:00 Dismissal - Professional Development
17	18	19	20	21	4 41 41 26.3 October 19 - 2:00 Dismissal - Professional Development
24	25	26	27	28	5 46 46 33.2 October 20 - No Students-Parent Teacher Conferences 11:00-7:00
31					1 2 47 6.9 October 21 - No School Day
					132.8 October 26 - 2:00 Early Dismissal
					October 27 - End of Quarter of 45 days
November, 2022					
	1	2	3	4	4 6 51 26.3
7	8	9	10	11	5 11 56 33.2 November 2 - 2:00 Dismissal - Professional Development
14	15	16	17	18	5 16 61 33.2 November 9 - 2:00 Dismissal - Professional Development
21	22	23	24	25	2 18 63 13.8 November 16 - 2:00 Early Dismissal- Professional Development
28	29	30			3 21 66 19.4 November 23, 24, 25 - Thanksgiving Holiday Vacation
					0 November 30 - 2:00 Early Dismissal- Professional Development
					125.9
December, 2022					
			1	2	2 23 68 12.5
5	6	7	8	9	5 28 73 33.2 December 7 - 2:00 Dismissal-Professional Development
12	13	14	15	16	5 33 78 33.2 December 14 - 2:00 Dismissal-Professional Development
19	20	21	22	23	3 36 81 18.4 December 21 - 1:00 Dismissal
26	27	28	29	30	0 36 81 0 December 22 -January 2 (Winter) Break
					97.3
January, 2023					
2	3	4	5	6	3 39 84 19.4 January 3 - No School Professional Development
9	10	11	12	13	5 44 89 33.2 January 4 - 2:00 Dismissal - Professional Development
16	17	18	19	20	5 4 94 33.2 January 11 - 2:00 Early Dismissal-Professional Development
23	24	25	26	27	5 9 99 33.2 January 16 - End of 2nd Quarter/1st Semester 45/90 days
30	31				2 11 101 13.8 January 18 - 2:00 Early Dismissal-Professional Development
					132.8 January 25 - 2:00 Early Dismissal-Professional Development
February, 2023					
		1	2	3	3 14 104 19.4 February 1 - 2:00 Early Dismissal - Professional Development
6	7	8	9	10	4 18 108 26.3 February 8 - 2:00 Early Dismissal- Professional Development
13	14	15	16	17	5 23 113 34.45 February 10 - No School- Collaborative Professional Development
20	21	22	23	24	5 28 118 33.2 February 15 - 2:00 Early Dismissal - Professional Development
27	28				2 30 120 13.8 February 22 - 2:00 Early Dismissal - Professional Development
					127.2
March, 2023					
		1	2	3	3 33 123 19.4 March 1 - 2:00 Early Dismissal - Professional Development
6	7	8	9	10	4 37 127 26.3 March 8 - 2:00 Early Dismissal - Professional Development
13	14	15	16	17	4 41 131 26.3 March 9 - No Students - Parent Teacher Conferences 11:00-7:00
20	21	22	23	24	5 1 136 33.2 March 10 - No School
27	28	29	30	31	5 6 141 33.2 March 13 - No School-Professional Development
					33.2 March 15 - 2:00 Early Dismissal - Professional Development
					138.4 March 22 - 2:00 Early Dismissal- Professional Development
					March 23 - End 3rd Quarter of 45 days
					March 29 - 2:00 Early Dismissal - Professional Development
April, 2023					
				0	0 6 141 0 April 5 - 2:00 Early Dismissal-Professional Development
3	4	5	6	7	4 10 145 26.3 April 7 - No School
10	11	12	13	14	4 14 149 26.3 April 10 - No School
17	18	19	20	21	5 19 154 33.2 April 12 - 2:00 Early Dismissal-Professional Development
24	25	26	27	28	5 24 159 33.2 April 19 -2:00 Early Dismissal-Professional Development
					159 119 April 26 - 2:00 Early Dismissal-Professional Development
May, 2023					
1	2	3	4	5	5 29 164 33.2 May 3 - 2:00 Early Dismissal-Professional Development
8	9	10	11	12	5 34 169 33.2 May 10 - 2:00 Early Dismissal-Professional Development
15	16	17	18	19	5 39 174 33.2 May 17 - 2:00 Early Dismissal-Professional Development
22	23	24	25	26	5 44 179 30.9 May 21 - Graduation
29	30	31			0 44 179 0 May 24 -2:00 Early Dismissal-Professional Development
					130.5 May 26 - 1:00 Dismissal-End of 4th Quarter/2nd Semester 44/89 days
					May 29 - Memorial Day
June, 2023					
0	0	0	1	2	0 0 0 0
5	6	7	8	9	0 0 0 0
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	1180.5

No School
 Pro Develop
 2:00 Dismissal
 P/T Conference
 End of Quarter

1st Quarter Days = 45
 2nd Quarter Days = 45
 3rd Quarter Days = 45
 4th Quarter Days = 44
 Total 179

Holidays 3
 Classroom Days 177
 Prof Develop/Wkdays 9
 Parent Teacher Conf. 2
 191

Possible Snow
 Make Up Days
 January 3
 February 10
 March 13
 April 10
 May

Board Approved:
 Approved Calendar

Cherokee Community School District offers career and technical programs in the following service areas: Agriculture, Food, and Natural Resources; Applied Sciences, Technology, Engineering, and Manufacturing; Business, Finance, Marketing, and Management; and Human Services. It is the policy of the Cherokee Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. Kimberly Lingenfelter, Superintendent, 600 W. Bluff Street, Cherokee, IA, 51012, (712) 225-6767, klingenfelter@ccsd.k12.ia.us or Director of the Office for Civil Rights Department of Education, Ditigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL, 60661-7204