

Cherokee Community School District



Board Members:

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

Regular Board Meeting
July 18, 2022
5:30 p.m.
WHS Library

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

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, July 18, 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 July 18, 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 order 2. Pledge of Allegiance and Mission Statement 3. Approve the agenda 4. Roll call of members in attendance 5. Action to excuse board members not in attendance
<ol style="list-style-type: none"> 6. Welcome Visitors Recognition of persons who wish to speak to the board regarding a school issue not on the agenda
<ol style="list-style-type: none"> 7. Consent agenda <ol style="list-style-type: none"> A. Approve the minutes of the regular meeting [6-13-22] B. Approve financial statements C. Approve monthly bills D. Approve resignations John Miller - CMS/WHS Special Education Teacher E. Approve retirements F. Approve internal transfers G. Approve contract extensions Dave Ellis - WHS Head Boys Track Coach Ami Burch - CMS Art Teacher Jim Leonard - Transportation Route Driver Katie Leonard - Mentor for Nancy Ruhland (New to District)
<ol style="list-style-type: none"> 8. Communication and Reports <ol style="list-style-type: none"> A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
<ol style="list-style-type: none"> 9. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21 Affirm: 408.1 Licensed Employee Professional Development; 408.2 Licensed Employee Publication or Creation of Materials; 408.3 Licensed Employee Tutoring; 409.1 Licensed Employee Vacation - Holidays - Personal Leave; 409.2 Licensed Employee Personal Illness Leave; 409.3 Licensed Employee Family and Medical Leave; 409.3E1 Licensed Employee Family and Medical Leave Notice to Employees; 409.3E2 Licensed Employee Family and Medical Leave Request Form; 409.3R1 Licensed Employee Family and Medical Leave Regulation; 409.4 Licensed Employee Bereavement Leave
<ol style="list-style-type: none"> 10. New Business <ol style="list-style-type: none"> A. Discussion of/ information concerning the Talented and Gifted [TAG] Program Presentation B. Discussion of/ action concerning Teacher Paraprofessional Registered Apprenticeship [TPRA] contract C. Discussion of/ action concerning CES, CMS, and WHS Handbooks for the 2022-2023 school year D. Discussion of/ action concerning district goals for the 2022-2023 school year E. Discussion of/ action concerning the official newspaper for the 2022-2023 school year F. Discussion of/ action concerning Board Policy 505.8 Parent and Family Engagement Districtwide Policy [Second Reading - Mandatory Policy]

*** 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"> G. Discussion of/ information concerning preliminary enrollment numbers H. Discussion of/ information concerning End of Year Reports for the 2021-2022 school year I. Discussion of/ information concerning CCSD Website Update J. Discussion of/ information concerning Back to School Carnival - Thursday, August 18 from 5-7 PM
<ul style="list-style-type: none"> 11. Board Committee Reports <ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 12. Items of Interest for the Next Meeting [August 15, 2022 @ 5:30 PM] <ul style="list-style-type: none"> A. Discussion of/ information concerning IASB School District Fiscal Facts B. Discussion of/ information concerning ISASP scores
<ul style="list-style-type: none"> 13. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2022-2023

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
December 19th, 2022 @ 5:30 pm	January 15th, 2023 @ 5:30 pm	February 20th, 2023 @ 5:30 pm	March 20th, 2023 @ 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
June 13, 2022**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, June 13, 2022 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 5:33 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 Brown to approve the agenda. All Ayes

4. Roll call of members in attendance

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

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 Mullins to approve the Consent Agenda. All Ayes

- Minutes of the meetings – Regular Meeting – 5/16/22; Public Hearing – 5/16/22
- Financial Statements
- Monthly Bills
- Resignations: Lisa Hare – CMS Newspaper Club; Summer Herwig – WHS Head Volleyball Coach; Jim Leonard – WHS Head Boys Track Coach; Jacob Bruce – CMS Boys Basketball Coach
- Contract Extensions: Ethan Tope – CES Custodian; Tara Lugar – WHS Head Volleyball Coach; Lyndsay Wolfswinkel – WHS JV Volleyball Coach; Veranda Johnson – FTC Co-Sponsor; Shauna Henke – TLC Mentor New; Natasha Timmerman – TLC Mentor New; Rachel Lucas – TLC Mentor Continuing; Collin Johnson – TLC Mentor Continuing; Myla Stoneking – TLC Mentor Continuing

8. Communication & Reports

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

9. Policy

Moved by Brown, seconded by Anderson to affirm board policies 406.1 Licensed Employee Compensation; 406.2 Licensed Employee Compensation Advancement; 406.3 Licensed Employee Continued Education Credit; 406.4 Licensed Employee Compensation for Extra Duty; 406.5 Licensed Employee Group Insurance Benefits; 406.6 Licensed Employee Tax Shelter Programs; 407.1 Licensed Employee Resignation; 407.2 Licensed Employee Contract Release; 407.3 Licensed Employee Retirement; 407.4 Licensed Employee Suspension; 407.5 Licensed Employee Reduction in Force. Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21. All Ayes

10. New Business

A. Discussion of/information concerning Talented and Gifted Program

The Talented and Gifted program presentation was moved to the July meeting.

B. Discussion of/action concerning English Language Arts Curriculum

Moved by Freed, seconded by Anderson to approve the TK-12 Language Arts Curriculum. All Ayes

C. Discussion of/action concerning dairy and bread bids for the 2022-23 school year

Moved by Anderson, seconded by Brown to approve the low dairy bid from Prairie Farms and the low bread bid from Pan O Gold for the 2022-23 school year. All Ayes

D. Discussion of/action concerning fuel bids for the 2022-23 school year

Moved by Freed, seconded by Anderson to approve the low fuel bid from the Cherokee Country Store of .10 for unleaded and .08 for diesel for the 2022-23 school year. All Ayes

E. Discussion of/action concerning Certified and Support Staff Employee Handbooks for 2022/23

Moved by Brown, seconded by Mullins to accept the Certified and Support Staff Employee Handbooks for the 2022-23 school year. All Ayes

F. Discussion of/action concerning legislative priorities for the 2022/23 school year

Moved by Brown, seconded by Freed to approve Dropout/At Risk and Supplemental State Aid as the legislative priorities for the 2022-23 school year. All Ayes

G. Discussion of/information concerning Board Policy 505.8 Parent & Family Engagement

Board Policy 505.8 Parent & Family Engagement Districtwide Policy was reviewed. (First Reading)

H. Discussion of/information concerning preliminary ISASP scores

Preliminary ISASP scores were presented in the Principal reports. Official results will be reviewed when received in the fall.

I. Discussion of/information concerning preliminary enrollment numbers

Enrollment numbers will be updated in August.

J. Discussion of/information concerning Summer 2022 projects/timelines

The board reviewed summer projects and timelines.

K. Discussion of/information concerning Emergency Operations Plan – Crisis Manual

Information regarding the Emergency Operations Plan/Crisis Manual was presented.

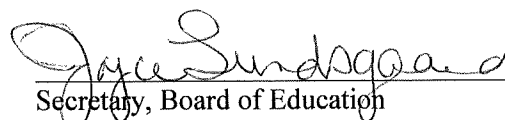
11. Adjournment

Moved by Freed, seconded by Brown to adjourn the meeting at 6:52 PM. All Ayes

Regular Meeting – July 18th, 2022 – 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - 6/30/22

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,865,198.95	1,412,932.92	2,342,377.83	2,935,754.04
Management	952,459.21	3,786.17	-	956,245.38
Self-Insurance Fund	981,672.35	10,346.69	5,692.80	986,326.24
Subtotal General Fund	5,799,330.51	1,427,065.78	2,348,070.63	4,878,325.66
Activity	87,915.53	40,339.17	23,544.86	104,709.84
PPEL	1,101,454.63	15,707.30	242,285.01	874,876.92
Capital Projects (Sales Tax)	1,355,802.84	87,891.83	-	1,443,694.67
Debt Service	11,342.46	2,585.54	-	13,928.00
Hot Lunch	502,347.24	74,459.79	111,570.94	465,236.09
Trust and Agency	37,938.54	1.61	-	37,940.15
Braves Bank	8,224.75	-	425.00	7,799.75
Total - All Funds	\$ 8,904,356.50	\$ 1,648,051.02	\$ 2,725,896.44	\$ 7,826,511.08

* \$0.00 transferred from SAVE/Hospital Proceeds to Capital Projects for Elementary Addition

Published Budget Report
 All Funds
 6/30/2022

Category	Function #s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	9,230,684.85	9,230,684.85	9,600,000.00	96%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	365,706.12			
Inst. Staff Support Svcs	(2200-2299)	735,114.94			
General Administration	(2300-2399)	313,662.93			
Building Administration	(2400-2499)	593,483.81			
Business Administration	(2500-2599)	558,002.88			
Plant Operation & Maint	(2600-2699)	1,261,446.56			
Student Transportation	(2700-2799)	510,964.93			
TOTAL SUPPORT SERVICES			4,338,382.17	4,500,000.00	96%
NON INSTRUCTIONAL PGMS	(3000-3999)	637,828.72	637,828.72	800,000.00	80%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	2,608,632.09			
Debt Service	(5000-5999)	877,931.25			
AEA Support Direct	(5200)	494,552.00			
TOTAL OTHER EXPENDITURES			3,981,115.34	4,808,325.00	83%
TOTAL EXPENDITURES			18,188,011.08	19,708,325.00	92%

Elementary School Addition/HS Locker Room Renovations

6/30/2022

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	10,200	-
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	16,176,611
	6/30/2022		(3,247,965)

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

Sale - Hospital 3,993,601
 SAVE \$\$ 750,000

Remaining for Other Priorities 1,480,415

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

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
Checking Account ID 1	Fund Number 10	GENERAL FUND
14757	B & D Diamond Pro, Inc	126.20
	delivery of clay	
	Salt - Water Treatment	
	Water Cooler & Softener Rent	
	Nurse Supplies - WHS	
	Nurse Supplies - CMS	
10079	Blaine's Culligan and Sundance Spas	122.75
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Outlets for Chromebook Carts	
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Velcro	
	Maintenance Supplies	
	Maintenance Supplies	
10021	Bomgaars	656.28
	18.209 gallons of gas	
	15.276 gallons of gas	
	22.816 gallons of gas	
	RPP - Meal CAPS Summer Huddle	
	Advisor Rooms	
	RPP Lodging Summer Huddle Conf	
	Stoneking	
12882	Cardmember Service	897.39
	testing and chemical treatment for middl	
14189	Carroll Control Systems, Inc.	1,467.50
	new outlet in band room for middle proje	
10034	Champion Electric	133.32
	Transfer sponsor contract to Prom	
19014	Cherokee Comm School District	1,227.47
	Lunches & Water for Healthy Habits Day	
10865	Cherokee Comm School Food Service	49.95
	Bus 14 Mount and dispose tire	
12916	Country Tire and Service Inc.	120.80
	baseball scoreboard parts	
10223	Daktronics	1,355.00
	field marking paint	
10239	Diamond Vogel Paints	217.35
	keys	
12268	Doors, Inc.	76.05

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Vendor Number	Vendor Name	Amount
	Invoice Detail Description	
	heat detector for boiler room middle sch	
	inspection all three schools and bus bar	
14222	Feld Fire	2,956.39
	wet dry vac for high school	
13294	Home Depot Pro, The	650.00
	Driver's Ed - 39 gallons of gas	
	15 gallons of gasoline	
	24 gallons of gasoline	
	25 gallons of gasoline	
	24 gallons of gasoline	
	Driver's Ed - 34 gallons of gas	
	27 gallons of gasoline	
	21 gallons of gasoline	
	Driver's Ed - 34 gallons of gas	
	2.5 gallons of gasoline	
	12 gallons of gasoline	
	6.5 gallons of gasoline	
	22 gallons of gasoline	
	Driver's Ed - 12 gallons of gas	
	Driver's Ed - 28 gallons of gas	
	18 gallons of gasoline	
	18 gallons of gasoline	
	16 gallons of gasoline	
10274	Hy-Vee Food Stores, Inc	1,729.59
	New garage door Bay #6	
12318	JR's Sales and Service	2,381.00
	help Jamie repair sprinklers @ softball	
11460	Mallison & Waldner LLC	150.00
	refinish the gym floors in all three gym	
14815	MJ Floors	14,885.00
	fix all the water outlets in the dugouts	
	parts for toilets at middle school bathr	
11495	Modern Heating and Cooling, Inc.	886.04
	Bus 3 new Tire	
10425	Northside Tire Inc	614.67
	APL Training for Teachers	
10125	Northwest AEA	2,800.00
	Bus 5 exhaust	
	Bus 6 DOT INSpectio	
	Brakes	
11226	O'Halloran International	2,885.84
	School Bond Services	
14052	Piper Sandler & Co.	1,250.00
	Trans Repair Parts - Vehicles	

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Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
12768	School Bus Sales	95.73
2 Cases Paper		
14763	Staples, Inc.	60.20
RPP - Meal CAPS Summer Huddle		
30427	Stoneking, Tim	19.06
Bus 10 light and crossing gate Returned repair part		
12233	Thomas Bus Sales of Iowa, Inc.	24.54
Cell - Tech		
18319	Verizon Wireless	427.41
Employee Health Cost		
District Health Cost		
19110	Wellmark Blue Cross/Blue Shield	137,773.70
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
fence replacment for ball fields		
14503	American Fence Company	6,563.53
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Easton JEN SCHRO THE VERY BEST Softbal		
13771	Amazon Capital Services	149.99
V baseball 6/27 please mail asap		
30457	Beltman, Mark	120.00
Student rooms		
FFA Student hotel room		
12882	Cardmember Service	507.06
Ice Cream		
14310	Cherokee Athletic Boosters	1,750.00
WHS Concession Supplies		
31168	Cherokee Locker, Inc.	922.00
WHS Concession Supplies		
30880	Core-Mark Midcontinent, Inc, dba Farner Bocken Company	1,924.42
Girls Regional Golf Fees		
12787	Galva-Holstein Comm School District	95.00
Flowers for baseball and softball senior		
11242	Hy-Vee Pharmacy	24.50
9th baseball 6/24 please mail 6/30 9th baseball game please mail asap		

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
14769	Jenness, Carson	150.00

WHS Concession Supplies

WHS Concession Supplies		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	153.62

9th baseball game 6/30 please
mail asap

14362	Otto, Justin	75.00
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Doug Wessling 9th softball 6/24
please m

31584	Wessling, Doug	75.00
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Fund Number 21

Checking Account ID 3

Checking Account ID 4 Fund Number 61 SCHOOL NUTRITION FUND

FS Health Ins

19014	Cherokee Comm School District	89,368.41
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Milk - CMS

Milk -WHS

40114	DFA Dairy Brands Corporate	168.52
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Purchased Food

18253	MARTIN BROS. DISTRIBUTING CO., INC.	175.31
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Fund Number 61

Checking Account ID 4

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
Checking Account ID	1 Fund Number 10	GENERAL FUND
2nd Semester - OE TLC		
10958	Alta-Aurelia Community School District	14,948.22
CENTSTAR 15 Pcs Round Paint		
Tray Palette		
step gaurd for pickup		
Double Sided Tape, HitLights		
Heavy Duty		
New mouse for Teresa		
College Mathematics by Cheryl Cleaves		
Apple Pencil (2nd Generation)		
13771	Amazon Capital Services	391.87
Movie Theater Popcorn		
12581	American Theatre	45.00
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Science Storage Totes		
Grounds Maintenance - Tamper		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Brenda Ludwig retiree gift		
Grounds Maintenance - Pole Saw		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Grounds Maintenance		
Maintenance Supplies		
Grounds Maintenance		
Maintenance Supplies		
Grounds Maintenance		
Maintenance Supplies		
Grounds Maintenance		
Maintenance Supplies		
Batteries AAA		
Maintenance Supplies		
Maintenance Supplies		
Grounds Maintenance - Trimmer		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
10021	Bomgaars	1,924.44
fixed flat tire on lawn mower		
13394	Brad's Tire Service	32.56
Fuel for vehicle for FFA Conference		
14482	Brecht, Laura	87.29
repairs to armory		

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Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
14263	Brentwood Construction LLC	525.00
Parts for mower		
10396	Builder's Sharpening and Service	75.51
Teacher Appreciation Supplies		
13322	BURCH, JENNIFER	231.60
IBA Conference Hotel.		
IBA Conference Parking		
State Tennis Lodging		
Summer Huddle Training for CAPS		
Coach Lodging - Reimbursed by IHSSA		
RSAI Conference in Wisconsin - Presentin		
DPW 120V 1000W Light Bulb & Shipping		
12882	Cardmember Service	2,315.39
relocation of wiring for new crows nest		
parts and labor trying to fix front door		
install transformer in front door		
ballast boom truck capacitor for ball fi		
score board work done for josh		
fixed iron mike pitching machine		
10034	Champion Electric	6,536.38
Board Mtg. 4/185/22		
Special Mtg. 4/20/22		
18221	Cherokee Chronicle Times	276.15
Mileage - 252 miles APL training		
14657	Christiansen, Kacee	100.80
Water 600 W Bluff Practice		
10084	City of Cherokee	5,781.30
locker room graphics not work unplugged		
20223	Control System Specialist	242.00
2 rear tires #1		
2 front tires #17		
lawn mower tire repaire		
12916	Country Tire and Service Inc.	581.59
Bus Inspections		
11300	Department of Education	900.00
TAG Supplies		
Helping Hands Supplies		
10067	Fareway Stores, Inc.	54.79
Van 2 Tire		
14523	Graham Tire Storm Lake	917.16

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Vendor Number	Vendor Name	Amount
	Invoice Detail Description:	
	Pest Extermination	
	Extermination - Fuel Surcharge	
10979	Guardian Pest Solutions	179.25
	work and labor	
20070	Haselhoff Construction Inc.	310.00
	finish mops	
	stripping pads	
13294	Home Depot Pro, The	198.87
	21.5 gallons of gasoline	
	31 gallons of gasoline	
	23 gallons of gasoline	
	14 gallons of gasoline	
	27 gallons of gasoline	
	25 gallons of gasoline	
	14 gallons of gasoline	
	18 gallons of gasoline	
	9 gallons of gasoline	
	23 gallons of gasoline	
	14 gallons of gasoline	
	17 gallons of gasoline	
	20 gallons of gasoline	
	15 gallons of gasoline	
	21 gallons of gasoline	
	22 gallons of gasoline	
	16 gallons of gasoline	
	23 gallons of gasoline	
	16 gallons of gasoline	
	27 gallons of gasoline	
	23 gallons of gasoline	
	19 gallons of gasoline	
	10 gallons of gasoline	
	19 gallons of gasoline	
	3 gallons of gasoline	
	22 gallons of gasoline	
	21 gallons of gasoline	
	17 gallons of gasoline	
10274	Hy-Vee Food Stores, Inc	2,305.10
	Mileage	
14426	Immele, Darla	56.00
	inControl Electronics. Sent invoice 6/6.	
14578	InControl Electronics	315.00
	field dry - softball field	
14812	Iowa Athletic Field Construction Co.	430.00
	rental of porta pots for ball field	
12780	Koenig Portable Toilets	266.00
	Fuel for vans	
	Trash Bags & Dawn	
12775	Mallory, Rachel	100.21

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User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Detail Description	
	land scaping baseball field	
14644	McCormick Lawncare	4,500.00
	Electricity - 600 W Bluff St, WHS	
	Electricity - 206 E Indian CMS & CES	
	Electricity -600 W Bluff St, Concession	
	Electricity -Doupe Ballfields	
	Electricity - 334 Gillette Dr - Bus Barn	
	Electricity - 336 Gillette Dr. Armory	
12363	MidAmerican Energy Company	14,870.51
	Credit -	
	Credit - CMS Band Supplies	
	Credit -	
	6 sets of Mallets for Xylophone, Vibes, Tradition of Excellence - Percussion - B	
	Repair - Yamaha Bass Clarinet #033250	
	Repair - Conn Tuba #863852 Yamaha YEP321 Euphonium	
10894	MidBell Music, Inc.	4,440.42
	middle school door	
	middle school door	
	middle scchool	
14115	Midwest Technology Services, LLC	703.07
	2nd semester TLC	
11366	MMC-RU Community Schools	7,019.45
	work done at the base ball field	
	work done at base ball field	
	work done at the middle school bathroom	
	toilet parts for the schools	
11495	Modern Heating and Cooling, Inc.	1,668.99
	Repair Parts - Vehicles	
10180	Motor Parts Sales	23.21
	Breakfast Tray	
14786	Mud on Main	162.00
	Registration for Christy Alquist	
31539	NORTHWESTERN COLLEGE	180.00
	Credit	
	bus 7 inspection and door work	
	Bus 5 DOT Inspection	
	12 Inspection and oil and coolant leak f	
	Bus 3 DOT and Power steering, and fan	

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
11226	O'Halloran International	2,039.42
sprinkler system parts for jamie		
13588	Reams Sprinkler Supply	380.62
Slushy Machine rental		
13645	Rent All	156.00
Garbage Collection		
Garbage Collection - Ball Field		
10217	Sanitary Services, Inc.	165.50
straw mats and staples for CES playground		
13615	SCE, LLC	229.76
freight		
12768	School Bus Sales	30.19
3rd/4th grade planners		
10858	School Datebooks	646.54
grass seed		
14661	Siouxland Seeds LLC	1,104.00
USED 8' CONF. TABLE CHERRY		
14782	Spencer Office Supplies	1,583.00
Consulting Service Natural Gas		
14247	Stokes Energy Consulting, LLC	50.00
Gas Heating		
14354	Symmetry Energy Solutions, LLC	11,334.37
College Now (League) - 2nd semester		
10248	Western Iowa Tech Comm College	29,139.87
50 gallons of diesel		
73 gallons of diesel		
45 gallons of diesel		
27 gallons of diesel		
45 gallons of diesel		
50 gallons of diesel		
32 gallons of diesel		
40 gallons of diesel		
30 gallons of diesel		
39 gallons of diesel		
48 gallons of diesel		
41 gallons of diesel		
46 gallons of diesel		
39 gallons of diesel		
32 gallons of diesel		
63 gallons of diesel		
17 gallons of diesel		
59 gallons of diesel		
47 gallons of diesel		
66 gallons of diesel		
30 gallons of diesel		
47 gallons of diesel		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
36 gallons of diesel		
75 gallons of diesel		
51 gallons of diesel		
79 gallons of diesel		
Diesel Rebate		
10361	Your FleetCard Program	5,972.57
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 32	CAPITAL PROJECTS
Cement - Little League Field		
13734	Kannegieter, Rob	1,723.00
Fund Number 32		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
refinish tennis courts		
13551	Midwest Tennis and Track	47,500.00
hot water heater at the high school		
11495	Modern Heating and Cooling, Inc.	16,559.85
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Superhero Costume Felt Eye Mask		
13771	Amazon Capital Services	89.40
Shipping Rawlings 34" Natural/Black Wood		
State Tennis - Player Lodging		
12882	Cardmember Service	201.93
pants - softball		
30263	CENTER SPORTS, INC	476.94
6/30/22	JV/V Softball Umpire	
30090	Chizek, Travis	115.00
6/30/22	JV/V Softball Umpire	
6/30/22	Freshman Softball Umpire	
12934	Cole, Brian	190.00
WHS Athletic Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
10067	Fareway Stores, Inc.	126.87
6/15/22 9th baseball		
14768	Grell, Kobe	75.00
water		
10274	Hy-Vee Food Stores, Inc	4.99
6/30/22	Freshman Baseball Umpire	
14769	Jeness, Carson	75.00
hurdles shipping		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
31995	MF ATHLETIC CO.	18.80
6/30/22	Freshman Baseball Umpire	
14362	Otto, Justin	75.00
6/30/22	JV/V Baseball Umpire	
31171	Pfeiffer, James	120.00
6/30/22	JV/V Baseball Umpires	
13623	Pitts, Matthew	120.00
Credit- Sales Tax		
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
10428	Pizza Hut	775.50
6/23	9th baseball game	
14809	Rohwer, Cade	75.00
Baseball Fundraiser - Supplies		
14811	Ryherd, Tom	13.98
6/30/22	Freshman Softball Umpire	
14327	Shea, Mark	75.00
5/9	Boys Track Meet Fee	
13737	Spencer Community School District	100.00
Shipping		
14755	Westcom Wireless Inc.	3,928.00
WHS Concession Supplies		
WHS Concession Supplies		
10779	Wiese Oil and Supply	80.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Milk - CMS		
Milk - CES		
Milk - CMS		
COVID Purchased Food		
Milk - WHS		
Milk - WHS		
Milk - WHS		
40114	DFA Dairy Brands Corporate	1,676.41
COVID Purchased Food		
40032	Earthgrains	218.10
COVID General Supplies		
COVID Purchased Food		
COVID General Supplies		
COVID Purchased Food		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	1,789.49

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
HP EX900 M.2 500GB PCIe 3.0 X4 Nvme 3D T		
Teflon Tubes REG		
Shipping and Handling		
Wooden Cubes, 0.55 inch Natural Wood Blo		
Toner		
CLC Custom LeatherCraft 1132 75-Pocket T led		
USB C Laptop Charger 65W 45W for Lenovo		
garage door openers FOR NEEW BAYS		
TRUE CABLE Cat6 Riser (CMR), 1000ft, Blu		
Moukey Desk Mic Stand with Non-Slip Mic		
13771	Amazon Capital Services	1,828.37
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
New Bus #8		
12768	School Bus Sales	122,291.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
basketball board		
Easton JEN SCHRO CATCHER'S BACKPACK		
EASTON JEN SCHRO THE FUNDAMENTAL Catcher		
13771	Amazon Capital Services	403.41
Fund Number 21		
Checking Account ID 3		

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID	1	Fund Number 10 GENERAL FUND
Music License		
14212	BMI	154.23
BrainPop App		
11001	BrainPop LLC	3,515.00
Internet/Data		
14427	C-M-L Telephone Cooperative Assoc	2,133.85
Fiskars 7" Student Scissors- Assorted Col		
10491	Discount School Supply	28.34
Single Teacher License		
14162	ESGI	235.00
Membership Dues		
12821	IASBO	175.00
22-23 Membership Dues		
Policy Reference Subscription 2023		
10002	Iowa Association of School Boards	4,486.00
Directors conference		
13011	Iowa Pupil Transportation Association	350.00
2022-23 Renewal		
11789	Iowa School Finance Information Service	1,721.40
2022-23 JMC WHS		
2022-23 JMC CMS		
2022-23 JMC CES		
11639	JMC Computer Service, Inc.	14,704.43
Shared Social Worker		
10125	Northwest AEA	10,971.63
Shipping - Quote # 32273		
10167	Perfection Learning Corp	1,553.01
rSchool Today Renewal		
13231	rSchool Today (DWC)	900.00
2022-23 Renewal		
13266	Rural School Advocates of Iowa	750.00
SAI Conference		
SAI Regular Membership		
SAI Regular Membership		
SAI Regular Membership - Malausky		
10087	School Administrators of Iowa	2,722.00
School Based Therapist		
13593	Seasons Center for Behavioral Health	52,500.00
Securly MDM for Ipads		
14764	Secure Content Technologies, Ltd.	760.00
22-23 CO Software Unlimited		

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User ID: ALG

Vendor Number	Vendor Name	Amount
10293	Software Unlimited, Inc.	8,350.00

14763	Staples	737.20
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12954	Sterling Computers Corporation	1,504.20
18288	TEACHING STRATEGIES, LLC.	709.80

11578	Time Management Systems	284.74
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Fund Number	10	Fund Number	22	MANAGEMENT FUND
Checking Account ID	1			
Auto				

11652	Central Ins at Central Bank	170,685.30
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14693	Iowa Local Government Risk Pool	133,124.15
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14160	Risk Administration Services, Inc.	38,260.00
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13585	SU Insurance Company	12,927.50
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Fund Number	22	Fund Number	33	Local Option Sales and Service Tax Fund
Checking Account ID	1			
Checking Account ID	2			

14115	Midwest Technology Services, LLC	15,041.75
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Fund Number	33	Fund Number	21	STUDENT ACTIVITY FUND
Checking Account ID	2			
Checking Account ID	3			

30908	NASSP	385.00
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30698	Riddell All American Sports Corp.	5,148.95
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Fund Number	21	Fund Number	61	SCHOOL NUTRITION FUND
Checking Account ID	3			
Checking Account ID	4			

11639	JMC Computer Service, Inc.	2,231.06
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Checking Account ID	4
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Cherokee Elementary School

July 2022

Brian Christiansen, Principal
Jen Burch, Instructional Coach



DISTRICT GOAL 1 COLLEGE & CAREER READINESS

The ECLC and CES handbooks have been updated and will be linked for parents and guardians to view during online registration after board approval. Changes made to the CES/ECLC Handbook are as follows:

- Additional information regarding 3-Year old preschool Tuition (ECLC)
- Attendance policies and notification levels were updated to align with CMS and WHS procedures (CES)
- Student dress code was expanded and more detailed information was added (CES)
- Additional information was included under Playground Expectations highlighting outdoor attire.
- Information under behavior expectations was adding to include PBIS information (CES)
- Minor clerical changes to both ECLC and CES handbooks

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

Summer school was a great success! We averaged over 55 students K-8 each day. Thank you to the teachers and volunteers who made summer school a great success. CES would also like to thank the community partners that helped provide extension activities for the CES and CMS students.

7 CES teachers attended a coding training in mid June. This training is part of a computer science grant that was awarded to CES for the 2022-2023 school year. CES teachers and staff will be working on implementing computer science curriculum during the 2022-2023 school year in preparation for full implementation during the 2023-2024 school year.

DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS



Upcoming Dates to Remember...

August 9th-14th	Online School Registration
August 11th	In-Person School Registration
August 16th	New Teacher to the District PD
August 18th	Teachers and Staff Return
August 18th	Seasons Back-to-School Carnival

Cherokee Middle School

July 2022

Matt Malausky, Principal

Linda Ducommun, Instructional Coach



DISTRICT GOAL 1

COLLEGE & CAREER READINESS

DISTRICT GOAL 2

21ST CENTURY SKILLS

PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS

DISTRICT GOAL 3

COMMUNICATION & POSITIVE RELATIONSHIPS



The CMS BLT team met in early June, and made some updates to our CMS student handbooks.

- Attendance policy, we added the Student Success Coach/or Youth Based Service Worker
- Changed the school start time to 8:05 a.m
- Changed location of moped parking to where that is occurring now with the addition of the elementary building
- 8th graders were allowed to have school permits last year, but it states in the handbook that no school permits will be allowed
- Changed the time breakfast is served to reflect what time it starts being served, and ends
- Cell phones, Added WIRELESS HEADPHONES, AND SMART WATCHES
 - Stay in the lockers from 8:05-3:20
 - Phones may be checked at their locker in between classes, but it is not an excuse to be tardy to class
 - A padlock is available if requested, at no charge. The lock will be turned in at the end of the year.
 - Smart watches may be worn, but may not be used in place of their cell phone. Inappropriate use of their watch will have the same consequences as the cell phone. Due to the possibility of academic fraud, students will not be allowed to use or wear their watch during testing.
 - Wireless headphones are not allowed. Use of wireless headphones will have the same consequences as listed below.
 - Students may not take pictures or videos during school hours using any school or personal device without the permission of teaching staff. Outside of regular school hours while on school premises students should use phones and picture-taking with caution and should respect others through the use of their phones. Pictures should never be lewd and should not be taken without permission or unknowingly while on school premises or at any location. Cell phones or other recording devices are never allowed in restrooms or locker rooms.
 - Technology Violations
 - First Offense – Student's cell/device will be confiscated and may be picked up from the CMS office at the end of the school day.
 - Second Offense – Student's cell/device will be confiscated and may be picked up from the CMS office by a parent. Students will contact their parents themselves about picking up the device.
 - Third Offense - Student's cell/device will be confiscated and may be picked up from the CMS office by a parent. A 30 minute detention will be assigned.
 - Fourth and each subsequent Offense – The student may receive an in school suspension for insubordination.
- Added the entire High School's General Guidelines for Assessing Discipline Penalties
- Lockers
 - No food or drink consumed at the locker, or kept outside their cold lunch bag
 - A lock will be available to each student
- Extra curricular eligibility
 - Added students must have all passing grades to participate
- The Middle School is looking great, and getting ready to welcome our students and staff when they come back. Thank you to our janitorial staff!



July 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 Problem Solving and Team Building Skills Technology Iowa Core Communication</p>	<ul style="list-style-type: none"> ● Mr. Stoneking attended training in St. Louis for the CAPS program that we will be implementing in the spring. ● Teresa Adams and the other building secretaries worked with Dan Bringle to make improvements to the JMC App to help streamline the registration process for parents. ● Renovation continues...
<p>Staff Positives</p>	<ul style="list-style-type: none"> ● Custodial staff is doing a great job of getting the building cleaned and ready to go for the start of school. ● New teachers to the district have been in periodically getting their rooms ready and getting their feel for the building.
<p>Student Positives</p>	<ul style="list-style-type: none"> ● Summer sports are completed with softball and baseball improving on last summer's seasons. Numerous student athletes earned postseason accolades due to their performance on the field this summer. ● We had 38 credits earned, or recovered, by 21 students during our summer school session. <ul style="list-style-type: none"> ○ Mrs. Engelke did a great job of facilitating the program this summer.
<p>Looking Ahead...</p>	<ul style="list-style-type: none"> ● Fall sports camps and marching band camps will start late July/early August. ● August is right around the corner....

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

Notes for the Board from the Superintendent – July 2022

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

July 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

Technology Update

- **News from the Technology Department, Dan Bringle**
 - The Technology Department has been busy getting Chromebooks ready for this fall. We have received our new Chromebooks for 1st, 5th, and 9th grades. Kudo's to our student tech staff, Jayden Burch, and Jack McIrvine for doing an outstanding job making sure all the Chromebooks are ready for fall!
 - I have replaced the firewall with our new firewall provider – SecureSchool.
 - I have also been cleaning and organizing server rooms.

Career Opportunities Update – Board/District Goal #1

- Building Reports - Principals/Instructional Coaches - on the agenda
- TPRA Grant with RSAI - 6 Paras, 10 Students

Curriculum and Instruction Update – Board/District Goal #2

- Building Reports - Principals/Instructional Coaches - on the agenda
- Professional Development Focus: SRO - SAVE Training, Science of Reading
- TLC Retreat Friday, August 12 - Professional Development Plans
- Opening PD Days with Staff - August 18, 19, 22
- 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
- TAG [Talented & Gifted] Presentation - on the agenda
- School Administrators of Iowa Annual Convention - August 3-4
- Online public auction - update
- CES, CMS, and WHS Handbooks - on the agenda
- Online registration opens August 9
- Full Staff Welcome - Thursday, August 18
- Chamber Coffee - Friday, August 19 at CMS
- Tuesday, August 23 - First Day of School for Students
- End of Year Reports - on the agenda
- Website - on the agenda

Nursing, Nutrition, and Transportation Update

- **News from Director of Nursing, Rachel Doeden**
 - No real updates in the health world other than starting to think of start of the year prep.
- **News from Food Services Director, Cara Jacobson**
 - Summer lunch was a success.
 - We are now working on making sure that parents are aware that school lunch for the 22-23 school year will not be free so they need to fill out the paperwork that is necessary to receive free or reduced lunches.

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 – July 2022

Cherokee Community School District: *Empowering Learners*

- We purchased new Vulcan ovens in June for the main kitchen at the high school and also have a plumbing project arranged by Mike Fiedler. Hobart is putting in a new sink which needed updating.
 - Thank you!
- **News from Transportation Director, Rachel Mallory**
 - Summer school and summer lunch were the month of June. Summer school had 2 routes this year, town route and a Larrabee route.
 - July has been pretty quiet, but camps are gearing up.

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer’s Report - on the agenda
- District Goals - on the agenda

Building, Grounds, and Capital Projects Update

- **News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Assistant Director**
 - Summer is flying by with us making good progress. Carpet is laid and rooms painted, waxing is being done and we are in good shape to be done by August.
 - Mowing is going well, with not much rain, so staying caught up.
 - Renovation at the high school is very slow, but gaining.
 - Everyone is working on getting their vacation time in. We are going great as a team.

IASB Update & Other

- IASB Annual Convention - November 16-17, 2022
- 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/RSOI/IDOE]

- Board Policy - 408.1-409.4 - on the agenda
- IASB Legislative Priorities - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

<u>School Administrators of Iowa</u>	<u>Legislative Information - IDOE</u>	<u>Legislative Advocacy</u>
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Board/District Goals
<ol style="list-style-type: none"> 1. Expand Career Opportunities 2. Develop Problem Solving, Interpersonal, and Team Building Skills 3. Improve Communication Between All Stakeholders

LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, is made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or national travel must also be approved by the board.

Legal Reference: Iowa Code § 279.8.
281 I.A.C. 12.7; 83.6

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.7	<u>Professional</u> <u>Development</u>
281 I.A.C. 83.6	<u>General Accreditation</u> <u>Standards - Teacher</u> <u>Professional</u> <u>Development</u>
Code	Description
414	<u>Classified Employee</u> <u>Professional Purposes</u> <u>Leave</u>

Approved _____ Reviewed 10/21/13, 12/19/16, 6/17/19, 7/18/22 Revised 12/19/16

LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS

Materials created by licensed employees and the financial gain there from are the property of the school district if school materials and time were used in their creation and/or such materials were created in the scope of the licensed employee's employment. The licensed employee must seek prior written approval of the superintendent concerning such activities.

Legal Reference: 17 U.S.C. § 101 *et al.*
Iowa Code § 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
U.S.C - United States Code	Description
17 U.S.C. § 101 <i>et al</i> Cross References	<u>Copyrights</u>
Code	Description
401.02	<u>Employee Conflict of</u> <u>Interest</u>
606.04	<u>Student Production of</u> <u>Materials and Services</u>

Approved _____ Reviewed 10/21/13, 10/17/16, 6/17/19, 7/18/22 Revised _____

LICENSED EMPLOYEE TUTORING

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code §§ 20.7; 279.8.

I.C. Iowa Code	Description
Iowa Code § 20.7	<u>Collective Bargaining - Public Employer Rights</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Cross References	
Code	Description
401.02	<u>Employee Conflict of Interest</u>
402.06	<u>Employee Outside Employment</u>

Approved _____ Reviewed 10/21/13, 10/17/16, 6/17/19, 7/18/22 Revised _____

LICENSED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

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

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.9.

I.C. Iowa Code	Description
Iowa Code § 1C	<u>Public Holidays/Recognition Days</u>
Iowa Code § 20.9	<u>Collective Bargaining - Scope of Negotiations</u>
Iowa Code § 4.1 Cross References	<u>Construction of Statutes</u>
Code	Description
601.01	<u>School Calendar</u>

Approved _____ Reviewed 11/18/13, 10/17/16, 6/17/19, 7/18/22 Revised _____

LICENSED EMPLOYEE PERSONAL ILLNESS LEAVE

Licensed employees will be 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 licensed employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day 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 carried over in the amount of 130 days, 15 days earned for the current school year, resulting in a maximum of 145 days in any one year for licensed employees.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm 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 or 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 the board policy regarding family and medical leave.

Legal Reference: 29 U.S.C. §§ 2601 et seq.

29 C.F.R. § 825.

Iowa Code §§ 20; 85; 216; 279.40.

Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 403.2 Employee Injury on the Job
 409.3 Licensed Employee Family and Medical Leave
 409.8 Licensed Employee Unpaid Leave

Approved _____ Reviewed 11/18/13, 10/17/16, 6/17/19, 7/18/22 Revised _____

LICENSED 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 will be 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.

Links:

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

[WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)

[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)

[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 Designation Notice \(PDF\)](#)

[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)

[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*
 29 C.F.R. § 825
 Iowa Code §§ 20; 85; 216; 279.40.
Whitney v. Rural Ind. School. District, 232 Iowa 61, 4 N.W.2d 394 (1942).

I.C. Iowa Code	Description
Iowa Code § 20	Collective Bargaining
Iowa Code § 216	Civil Rights Commission
Iowa Code § 279.40	Directors - Powers and Duties-Sick Leave
Iowa Code § 85	Workers Comp
U.S.C - United States Code	Description
29 U.S.C. §§ 2601	Labor - FMLA
C.F.R. - Code of Federal Regulations	Description
29 C.F.R. §§ 825	Labor - FMLA
Code	Description
409.02	Employee Leaves of Absence

Approved _____ Reviewed 11/18/13, 10/17/16, 7/15/19, 7/18/22 Revised _____

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

BENEFITS AND PROTECTION

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

JOB ELIGIBILITY REQUIREMENTS

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

USE OF LEAVE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

EMPLOYEE RESPONSIBILITIES

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

If you have access to the Internet visit FLMA's website: <http://www.dol.gov/esa/whd/fmla>.

To locate your nearest Wage-Hour Office, phone our toll-free information at 1-866-487-9243 or to the Web site at: <http://www.wagehour.dol.gov>.

For a listing of records that must be kept by employers to comply with FMLA visit the U.S. Dept. of Labor's website: http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.500.htm

LICENSED 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.
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

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, spouse, parent, or child when medically necessary;
- because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

LICENSED 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 district;
- _____ serious health condition of myself, spouse, parent, or child when medically necessary;
- _____ because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- _____ because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

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 interruptions to 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 or 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 _____

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

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 409.3E1 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.

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- 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.
 - 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. Six 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.
 - e. Because of a qualifying exigency arising out of the fact that an employee's spouse; son or daughter; parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
 - f. Because the employee is the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

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.
 - (3) Employees may be required to present certification of the call to active duty when taking military family and medical leave.
- 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.
- 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.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

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. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.
- 2. Year is defined as a fiscal year .

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

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:
 - 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;
 - because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
 - because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.
 - 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:
 - 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;
 - because of a qualifying exigency arising out of the fact that my spouse; son or daughter; parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
 - because I am the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.
 - 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

G. Special Rules for Instructional Employees.

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
 - a. Take leave for the entire period or periods of the planned medical treatment; or,
 - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
 - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
 - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
 - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.
- H. 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.

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

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.
- I. Use of paid leave for family and medical leave.
 1. Family and medical leave is unpaid.

LICENSED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than 7 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents of the employee.

The superintendent may grant at his/her discretion up to two days in the event of the death of a friend or relative outside the employee's immediate family as defined above. Absence due to funerals for other than the aforementioned relatives must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Legal Reference: Iowa Code §§ 20.9; 279.8

Cross Reference: 409.1 Licensed Employee Vacations and Leaves of Absence

Approved _____ Reviewed 11/18/13, 11/21/16, 7/15/19, 7/18/22 Revised _____

DISTRICT GOAL #1

To support and expand career opportunities with local entities, in addition to college readiness, by prioritizing/allocating resources, both staff and facilities.

DISTRICT GOAL #2

To develop problem solving skills, interpersonal skills, and team building skills for all students, while increasing implementation/alignment of Iowa Common Core, by prioritizing/allocating resources.

DISTRICT GOAL #3

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

PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. The Cherokee Community School District will:

- Host an annual Title I Reading Team, composed of equal representation of teacher, parent, and community members. The team members will review progress, policies, and make any necessary updates based on recent student achievement data and future building and district goals.
 - The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.
- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by: an annual Title I Reading Team Meeting and School Improvement Advisory Council Meeting
 - (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by: Planning for yearly implementation at the annual Title I Reading Team Meeting.
 - (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by: an annual Title I Reading Team Meeting and School Improvement Advisory Council Meeting.
 - (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by: Distributing a yearly survey to all parents outlining the effectiveness of strategies used to support school and family interactions.
 - (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by: The Title I Reading Team, composed of equal representation of teacher, parent, and community members will meet annually. The team members will review progress, policies, and make any necessary updates based on recent student achievement data and future building and district goals.
 - (6) Involve parents and families in Title I activities by: an annual Title I Reading Team Meeting and School Improvement Advisory Council Meeting.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

U.S.C - United States Code
20 U.S.C. §6318

Description
Education - Parent and Family Engagement

Cross References

Code
903.02

Description
Community Resource Persons and Volunteers

Approved 7/18/22 Reviewed _____ Revised _____

First Reading 6/13/22
Second Reading 7/18/2022

Average Daily Attendance		Certified Enrollment			94.23%
					JMC
Grade	Female	Female (OE)	Male	Male (OE)	Total
4	33	5	40	8	86
3	33	10	41	5	89
2	30	1	42	7	80
1	41	8	39	7	95
K/TK	33	10	45	6	94
PK02	0		2		2
PK3	4		8		12
PK4	11		18		29
PKIEP	2		4		6
Totals	187	34	239	33	493

SRI Report

End of Year Enrollment 05/25/22				Total
Grade	Female	Male		Total
4	38	48		86
3	43	46		89
2	31	49		80
1	49	46		95
K (KG)	35	44		79
TK (KD)	8	7		15
PK4 (KA)	11	17		28
PK3 (KC)	4	8		12
PKIEP (EC)	3	7		10
Totals	222	272		494

JMC Membership Count

F/R Meals	Free	Reduced	Total
	190	24	214
	38.46%	4.85%	43.31%

SRI Report

Open Enrollment	
Grade	Total
4	13
3	15
2	8
1	15
TK/K	16
Totals	67

SRI Report

Special Education / IEP					
Grade	Total	Level 1	Level 2	Level 3	Support Services Only
4	4	1	1	2	0
3	9	3	0	3	3
2	12	4	1	2	5
1	13	6	0	4	3
TK/K/PK	22	7	6	8	1
Totals	60	21	8	19	12

SRI Report

10 or more Absences *Active Students Only* ***Abs E / Abs UE***	
Grade	Students
4	26
3	26
2	32
1	37
TK/K	47
PK	25
Total	193

JMC

Info for the July year end data 2021/2022 school year			End of Year Enrollment 6/2/22					
CMS Report	Grade	Male	Female	TOTAL	Grade	Male	Female	TOTAL
Certified Enrollment on 10/01/21								
	5th	33	39	72	5th	34	40	74
	6th	42	47	89	6th	40	47	87
	7th	47	52	99	7th	50	52	102
	8th	44	44	88	8th	44	43	87
		total=166	total=182	altogether=348		total=168	total=182	altogether =350
Open Enrollment by Grade					Special Education			
	Grade				Grade			
	5th	11			5th			
	6th	9			6th			
	7th	11			7th	14		
	8th	8			8th	10		
		TOTAL = 39			total=	38		
Free and Reduced Lunch					10 or More Absences			
	<i>Building</i>	<i>Free</i>	<i>Reduced</i>	<i>TOTAL</i>	Grade	<i>Excused</i>	<i>Unexcused</i>	
	CMS	119	16	135	5th	30	1	
	Percentage	34%	5%	39%	6th	37	0	
	Average Daily Attendance		155		7th	38	2	
	Percentage	94.33%			8th	25	0	
					total=	130	3	

