

# Cherokee Community School District



**Happy  
Thanksgiving**

**Board Members:**

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

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

**Regular Board Meeting**  
**November 21, 2022**  
**5:30 p.m.**  
**WHS Library**

**Special Meeting [No Action] - School Improvement Advisory Committee  
Cherokee Community School District  
600 West Bluff Street  
Monday, November 21, 2022 @ 4:00 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.

1. Call the meeting to order
2. Approve the agenda
3. Special Meeting - School Improvement Advisory Committee - Information
A. Welcome School Improvement Advisory Committee [SIAC] Members
B. Discussion of/ information concerning ISASP Reports 2021-2022
C. Discussion of/ information concerning ISASP Growth Reports 2021-2022
D. Discussion of/ information concerning Attendance Center and Course Enrollment data disaggregated by race, national origin, gender, and disability
E. Discussion of/ information concerning major educational needs
F. Discussion of/ information concerning student learning goals
G. Discussion of/ information concerning long-range and annual improvement goals in reading, mathematics, and science achievement
H. Discussion of/ information concerning desired levels of student performance
I. Discussion of/ information concerning progress towards meeting student learning goals; long-range and annual improvement goals in reading, mathematics, and science achievement; and desired levels of student performance
J. Discussion of/ information concerning harassment or bullying prevention goals, programs, training, and other initiatives
K. Discussion of/ information concerning infusing character education into the educational program
L. Discussion of/ information concerning Title programs
4. Adjournment

**Regular Board of Education Meeting - ANNUAL/ORGANIZATIONAL Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, November 21, 2022 following the Special Meeting**

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](mailto:klingenfelter@ccsd.k12.ia.us) by November 21, 2022 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

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

**\* 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.**

**7. Consent agenda**

- A. Approve the minutes of the regular meeting [10-17-22] and special meeting [10-24-22]
- B. Approve financial statements
- C. Approve monthly bills
- D. Approve fundraising requests
- E. Approve resignations  
Mercedes Trujillo - CES Custodian
- F. Approve retirements  
Linda Christensen - WHS Librarian effective January 16, 2023  
Pat Evans - CMS Paraprofessional effective May 26, 2023
- G. Approve internal transfers
- H. Approve contract extensions  
Jodi Schlicting - CMS Boys Basketball Coach  
Jaron Wood - CES Custodian  
Evan Mattioda - EL Paraprofessional  
Jake Kromminga - Art Club  
Tricia Vannatta - WHS Assistant Play Director

**8. Discussion of/ action concerning Secretary-Treasurer's Report - Fiscal Year 2022**

- A. Operating Fund
- B. Management Fund
- C. Physical Plant and Equipment Fund
- D. Debt Service
- E. Capital Projects
- F. Activity Fund
- G. Nutrition Fund
- H. Trust and Agency Fund
- I. Self-Insurance Fund

**9. Discussion of/ action concerning closing fiscal accounts for 2021-2022**

**10. Adjournment - Retiring Board President**

- 11. Call the meeting to order - Superintendent President Pro-Tem
- 12. Election of officers (President) - Superintendent President Pro-Tem
- 13. Election of officers (Vice President) - Board President
- 14. Administration of oath to new officers - Board Secretary
- 15. Discussion of/ action concerning the opening of fiscal accounts for 2022-2023 - Name bank(s) of depository and specific maximum amount for the fiscal year
- 16. Adopt written rules and procedures that will be followed in conducting board meetings
- 17. Determine time and location of regular school board meetings
- 18. Adopt resolutions
  - A. Resolution to pay bills when board is not in session
  - B. Resolution to disburse payroll for contracted employees
  - C. Resolution to authorize control of the signature stamp
- 19. Communication and Reports
  - A. Principals' Building Reports/ Instructional Coaches' Reports
  - B. Directors'/ Superintendent's Report

**20. 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:** 401.14 Employee Expression; 408.1 Licensed Employee Professional Development; 602.1 Curriculum Development; 602.2 Curriculum Implementation; 602.3 Curriculum Evaluation; 605.1 Instructional Materials Selection; 605.1R1 Selection of Instructional Materials; 605.2 Instructional and Library Materials Inspection; 605.3 Objection to Instructional and Library Materials; 605.3R1 Reconsideration of Instructional and Library Materials Regulation; 605.3E1 Instructions to the Reconsideration Committee; 605.3E2 Reconsideration of Instructional and Library Materials Request Form; 605.3E3 Sample Letter to Individual Challenging Instructional Materials; 605.3E4 Request to Prohibit a Student from Checking Out Specific Library Materials; 605.4 Technology and Instructional Materials; 605.5 School Library; 705.1 Purchasing - Bidding

**\* 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.**

**21. New Business**

- A. Discussion of/ information concerning SIAC Meeting - thank you SIAC members
- B. Discussion of/ action concerning requests for early graduation
- C. Discussion of/ action concerning a request to the School Budget Review Committee for modified supplemental amount as related to the English language learning program for students who have exceeded five years of weighting, that are included on the Fall 2022 certified enrollment headcount, in the amount of \$20,281
- D. Discussion of/ action concerning a request to the School Budget Review Committee for a modified supplemental amount, due to excess costs of providing the LEP program in the prior year, in the amount of \$42,874
- E. Discussion of/ action concerning a request to the School Budget Review Committee for open enrolled out students, who were not included in the district's previous year certified enrollment count, in the amount of \$79,497
- F. Discussion of/ action concerning district appointments
  - 1. Board Secretary/Treasurer - Joyce Lundsgaard
  - 2. Newspaper of General Circulation - Chronicle Times
  - 3. Equity and Affirmative Action Coordinator - Kimberly Lingenfelter
  - 4. Title IX Coordinator - Kimberly Lingenfelter
  - 5. Child Abuse Investigators: Level 1 - Brian Christiansen and Kimberly Lingenfelter
  - 6. Title I Coordinator - Brian Christiansen
  - 7. Foster Care Coordinator - Brian Christiansen
  - 8. Homeless Liaison - Thomas Ryherd
  - 9. Homeschool Liaison - Thomas Ryherd
  - 10. Wellness Policy Coordinators - Rachel Doeden and Cara Jacobson
  - 11. Harassment Investigators - Matt Malausky and Kimberly Lingenfelter
  - 12. Level II Harassment Investigator - Ashley Brady
  - 13. Legal Counsel - John Cook and Steve Avery
  - 14. EL Coordinator - Matt Malausky
  - 15. Migrant Coordinator - Matt Malausky
  - 16. Teacher Quality Team (Administrative Representatives) - Brian Christiansen, Matt Malausky, Thomas Ryherd, Kimberly Lingenfelter
  - 17. Teacher Quality Team (Teacher Representatives) - James De Vos, Abby James, Cindy Husman, Kathy Curtis
- G. Discussion of/ action concerning standing board committees
  - 1. Curriculum and Instruction
  - 2. Policy
  - 3. Finance
  - 4. Buildings, Grounds, and Capital Projects
  - 5. Transportation and Nutrition
- H. Discussion of/ action concerning the appointment of a board member to the Cherokee County Conference Board
- I. Discussion of/ action concerning publication of the APR [Annual Progress Report]
- J. Discussion of/ action concerning 28E agreement with the City of Cherokee for Sergeant Gannon's services as School Resource Officer
- K. Discussion of/ action concerning weapons training for twenty-nine participants

**22. Board Committee Reports**

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

**Closed Session - Conduct Evaluation of Superintendent**

The evaluation will be held in closed session as provided in section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

**\* 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.**

**Closed Session - Conduct Board Self-Evaluation**

The evaluation will be held in closed session as provided in section 21.5(1)(l) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

**23. Items of Interest for the Next Meeting [December 19, 2022 @ 5:30 PM]**

**A. Discussion of/ action concerning At-Risk Dropout Prevention Plan**

**B. Discussion of/ information concerning CCSD Job Descriptions**

**C. Discussion of/ information concerning CCSD Wellness Policy and Wellness Review**

**24. Adjournment**

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

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
April 17th, 2023 @ 5:30 pm	May 15th, 2023 @ 5:30 pm	June 19th, 2023 @ 5:30 pm	July 17th, 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  
October 17, 2022**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, October 17, 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 5:31 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: Brian Freed, Angie Anderson, Jodi Thomas and Ray E Mullins II  
Absent: Patty Brown

**5. Action to Excuse board members not in attendance**

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

**6. Welcome Visitors**

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings. Two families voiced concerns regarding the districts attendance policy.

**7. Consent Agenda**

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

- Minutes of the meetings – Regular Meeting – 9/19/22
- Financial Statements
- Monthly Bills
- Contract Extensions: Carrie Cordova – CES Paraprofessional, Calli Schiernbeck – WHS Assistant Girls Track Coach, Thersia Fuhrman – CES Maintenance/Custodian

**8. Communication & Reports**

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

**9. Policy**

Moved by Anderson, seconded by Mullins to affirm board policies 414.1 Classified Employee Vacations - Holidays - Personal Leave; 414.2 Classified Employee Personal Illness Leave; 414.3 Classified Employee Family and Medical Leave; 414.3E2 Classified Employee Family and Medical Leave Request Form; 414.3R1 Classified Employee Family and Medical Leave Regulation; 414.3R2 Classified Employee Family and Medical Leave Definitions; 414.4 Classified Employee Bereavement Leave; 414.5 Classified Employee Political Leave; 414.6 Classified Employee Jury Duty Leave; 414.7 Classified Employee Military Service Leave; 414.8 Classified Employee Unpaid Leave; 414.9 Classified Employee Professional Purposes Leave. 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 CMS STEM Program

Amy Letsche presented information regarding the new STEM (Science, Technology, Engineering & Math) and Career Program for grades 5-8.

### B. Discussion of/action concerning cooperative sharing agreements for the 2023-2024 school year: Spencer CSD for swimming; MMC-RU CSD for wrestling; MMC-RU CSD for bowling

Moved by Freed, seconded by Anderson to approve cooperative sharing agreements for the 2023-24 school year; Spencer CSD for swimming; MMC-RU CSD for wrestling; MMC-RU CSD for bowling. All Ayes

### C. Discussion of/action concerning clerical changes to the Cherokee CSD Crisis Manual (Emergency Operations Plan)

Moved by Anderson, seconded by Freed to approve clerical changes to the Cherokee CSD Crisis Manual (Emergency Operations Plan). All Ayes

### D. Discussion of/action concerning Board Policy 502.6 – Weapons

Community members were present to discuss the proposed edit to Board Policy 502.6 – Weapons. The proposed edit added “staff approved by the administrative team” to be exempt from the weapons policy. Twelve stakeholders spoke, both in favor and against, the proposed change to the policy. Steve Avery, legal counsel for the district, addressed the weapons training component. Moved by Anderson, seconded by Freed to approve the edit to Board Policy 502.6 – Weapons. All Ayes

### E. Discussion of/information concerning certified enrollment numbers

The board reviewed the certified enrollment numbers. Resident student count decreased by two students for FY23 and the number of students served increased by ten.

### F. Discussion of/information concerning SIAC Meeting

The SIAC (School Improvement Advisory Committee) meeting will be held on Monday, November 21 at 4:00 P.M. in the WHS Library.

### G. Discussion of/information concerning board workshop for building and grounds priorities

The board will have a board workshop to discuss building and grounds priorities on Monday, October 24, 2022 at 5:30 PM in the WHS Library.

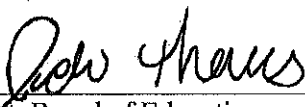
### H. Discussion of/information concerning IASB’s Annual Convention

The IASB annual convention will be held on November 16-18 in Des Moines.

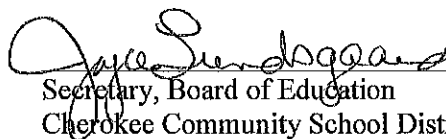
## 11. Adjournment

Moved by Anderson, seconded by Mullins to adjourn the meeting at 6:42 P.M. All Ayes

Regular Meeting – November 21, 2022 – 5:30 P.M.



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President, Board of Education  
Cherokee Community School District



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Secretary, Board of Education  
Cherokee Community School District

**Cherokee Community School District  
Special Meeting  
October 24, 2022**

The Cherokee Community School District Board of Education held a Special Meeting on Monday, October 24, 2022 beginning 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**

Thomas called the meeting to order at 5:30 P.M.

Board Members Present: Patty Brown, Jodi Thomas, Brian Freed, Ray E. Mullins II, Angie Anderson

**2. Approve the agenda**

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

**3. New Business**

**A. Discussion of/information concerning building and grounds projects and priorities**

The board discussed several buildings and grounds projects and priorities on the districts Five Year Plan.

**B. Discussion of/action concerning building and grounds priorities and projects**

Moved by Brown, seconded by Freed to approve identified projects totaling an estimated \$1,150,000 using SAVE dollars. All Ayes

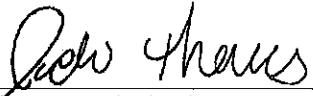
**C. Discussion of/action concerning request from the Martin family**

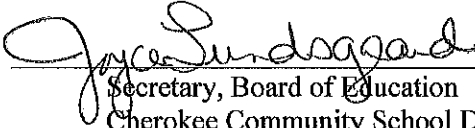
Moved by Anderson, seconded by Mullins to approve the request from the Martin family to designate the second home football game for seasons 2023-2025 as "The Dr. Robert J. Martin Memorial Football Game". Ayes: Freed, Mullins, Anderson, Thomas Nays: Brown

**4. Adjournment**

Moved by Mullins, seconded by Brown to adjourn the meeting at 7:06 P.M. All Ayes

Regular Meeting, November 21, 2022

  
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President, Board of Education  
Cherokee Community School District

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



**Financial Report - 10/31/22**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 2,371,561.50	2,076,977.56	1,176,438.66	<b>3,272,100.40</b>
Management	626,727.81	161,295.75	981.00	<b>787,042.56</b>
Self-Insurance Fund	958,095.05	12,880.61	13,250.58	<b>957,725.08</b>
<b>Subtotal General Fund</b>	<b>3,956,384.36</b>	<b>2,251,153.92</b>	<b>1,190,670.24</b>	<b>5,016,868.04</b>
Activity	113,869.78	43,092.43	29,158.79	<b>127,803.42</b>
PPEL	721,114.26	153,071.35	299,506.84	<b>574,678.77</b>
Capital Projects (Sales Tax)	1,888,653.48	67,616.95	22,932.11	<b>1,933,338.32</b>
Debt Service	61,601.90	150,636.22	211,340.63	<b>897.49</b>
Hot Lunch	436,113.01	86,601.16	86,655.99	<b>436,058.18</b>
Trust and Agency	40,328.88	229.13	-	<b>40,558.01</b>
Braves Bank	7,770.22	1,850.75	-	<b>9,620.97</b>
<b>Total - All Funds</b>	<b>\$ 7,225,835.89</b>	<b>\$ 2,754,251.91</b>	<b>\$ 1,840,264.60</b>	<b>\$ 8,139,823.20</b>

Published Budget Report  
 All Funds  
 10/31/2022

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	2,017,565.98	2,017,565.98	9,975,000.00	20%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	97,837.98			
Inst. Staff Support Svcs	(2200-2299)	175,463.83			
General Administration	(2300-2399)	117,332.95			
Building Administration	(2400-2499)	206,881.22			
Business Administration	(2500-2599)	232,241.37			
Plant Operation & Maint	(2600-2699)	673,975.27			
Student Transportation	(2700-2799)	116,115.35			
<b>TOTAL SUPPORT SERVICES</b>			1,619,847.97	4,752,000.00	34%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	177,403.88	177,403.88	800,000.00	22%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	625,218.58			
Debt Service	(5000-5999)				
AEA Support Direct	(5200)	512,417.00			
<b>TOTAL OTHER EXPENDITURES</b>			1,137,635.58	5,032,266.00	23%
<b>TOTAL EXPENDITURES</b>			4,952,453.41	20,559,266.00	24%

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Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Brave Designs Supplies		
13763	360 Custom Designs	32.00
STEM HD Travel		
12974	Barkley, Natalie	18.48
STEM HD Travel		
14673	Brees, Jessica	14.00
Licensing Fee		
14638	Carver, Angela	88.00
Mileage & Food		
14657	Christiansen, Kacee	158.28
Clothing Allowance - Shoes		
13822	Funderman, Steve	79.99
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
13294	Home Depot Pro, The	998.28
CMS Choir music order for Fall 22		
WHS Choir Music Order for Fall Concert		
WHS Jazz Choir Music Order 2022-2023		
WHS Choir Music Order for Fall Concert		
Marching Band CMS		
CMS Choir music order for Fall 22		
12200	J.W. Pepper and Son, Inc.	1,174.55
Thomas Funds - Instructional Supplies		
14027	Karels, Katie	43.81
Foundation Supplies		
Foundation Supplies		
Foundation Supplies		
In State Travel - Meal		
10268	Letsche, Amy	41.96
Maintenance Supplies		
WHS Industrial Arts Resale		
WHS Ind Art Instructional Supplies		
Resale 10 x 10		
11735	Marcus Lumber	624.92
Shared Social Worker		
10125	Northwest AEA	11,167.69
Grounds maintenance - signs		
10188	Pilot Rock Signs	405.00
Culture & Climate Supplies		

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Vendor Number	Vendor Name	Amount
Invoice Description		
14897	Todd, Kelsey	66.45

Fund Number 10

Checking Account ID 1

Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
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New Copiers Lease

14869	Access Systems Leasing	966.42
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Building Improvement - Science  
Reno

Interior Doors - Construction  
Services

Exterior Doors - Construction  
Services

20070	Haselhoff Construction Inc.	176,260.68
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Fund Number 36

Checking Account ID 2

Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
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10/21/22 V FB Official

14890	Begley, Mitchell	125.00
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Homecoming Candy

10067	Fareway Stores, Inc.	87.98
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10/21/22 V FB Official

14807	Girres, Mitch	125.00
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10/21/22 V FB Official

14889	Hansen, Pete	125.00
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10/21/22 V FB Official

14891	Harris, Taylor	125.00
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Homecoming Candy

10274	Hy-Vee Food Stores, Inc	134.44
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10/21/22 V FB Official

14892	Jordan, Paul	125.00
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CMS Official 10/4/22

14155	Landhuis, Kelsey	75.00
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Hurdles for Track - Boosters

31995	MF ATHLETIC CO.	3,239.00
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Football Fundraiser Supplies

30698	Riddell All American Sports Corp.	337.30
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CMS Official 10/4/22

14402	Sherkenbach, Terri	75.00
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10/13/22 Freshman VB Tourney

13182	Storm Lake Community School District	60.00
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NWICDA 7-8 Honor Choir Meals

12658	Storm Lake Music Boosters	123.50
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Fund Number 21

Checking Account ID 3

Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
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Clothing Allowance - Shoes

Cherokee Community School

10/19/2022 02:56 PM

Vendor Number Vendor Name

Invoice Description

14887 Jensen, Rhonda

Clothing Allowance - Shoes

14653 Leonard, Gena

Fund Number 61

Checking Account ID 4

**Board Report**

Amount

69.98

100.00

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Parts for Chromebooks		
Parts		
14716	AGParts Worldwide, Inc.	344.60
Bite Guards		
TAG Supplies		
ELI Funds		
Helping Hands		
Mechanic overalls and jump pack		
Books for personalized PD		
Helping Hands		
Foundation Instructional Supplies		
5 Pack(6FT)Original[Apple MFi Certified]		
Elodea for lab		
Chargers - Wilson		
Elem Counselor Supplies		
Elem Office Supplies		
Kindergarten Teacher		
TAG Supplies		
Foundation Instructional Supplies		
Laminate sheets for curriculum		
ELI Funds		
Helping Hands Supplies		
Furman RS-1 Remote System Control		
13771	Amazon Capital Services	2,474.00
Mop Service		
Mop Service		
Mop Service		
Mop Service		
Mop Service		
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	213.01
Water Treatment		
Water Treatment - Softener Salt		
Cooler & Softener Rent		
Nurse Supplies - WHS		
Water Treatment - Softener Salt		
CMS Nurse Supplies		
10079	Blaine's Culligan and Sundance Spas	482.40
Maintenance & Trans Supplies		
Brave Designs Instructional Supplies		
Items to install Camera's		
WHS FCS Supplies		
WHS Ind ArtSupplies		
Drill Bits		
Technology Supplies		
Air Conditioner		
10021	Bomgaars	1,209.81

10/27/2022 11:18 AM

User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Description	
	Clothing Allowance	
11197	Brown, Russ	147.72
	Parts	
	Parts	
10396	Builder's Sharpening and Service	221.46
	Other Professional	
	Lodging- Future Ready Conference	
	Subscriptions	
	Registration - Iowa CAPS Summit	
	Storage Shed Resale	
	PTA Instructional Supplies	
	Lodging	
	partial field kit for FTC	
	Fabric - State Curtain	
	Business Cards - STEM	
12882	Cardmember Service	3,151.84
	Building Repair - Outside Labor	
10034	Champion Electric	387.59
	Taco Meals for Bridge the Gap	
10865	Cherokee Comm School Food Service	335.00
	WHS Vending Returns	
	WHS Vending Supplies	
	WHS Vending Supplies	
	WHS Vending Supplies	
	Vending Machine Supplies	
11224	Chesterman Co.	229.80
	Water & Sewer	
10084	City of Cherokee	5,412.51
	Legal Service	
10305	Cornwall, Avery, Bjornstad & Scott	700.00
	WHS Library supplies	
10051	Demco	109.75
	Quarterly Security Monitoring	
14222	Feld Fire	90.00
	Activity Sponsors - Lodging	
10019	Gateway Hotel and Conference Center	150.08
	Pest Extermination	
	Pest Extermination	
10979	Guardian Pest Solutions	179.25
	Supplies Credit	
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Paper Towels	
13294	Home Depot Pro, The	2,865.74
	Overpayment	

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Vendor Number	Vendor Name	Amount
	Invoice Description	
	Climate and culture	
	Gasoline	
	Gasoline	
	WHS FCS Instructional Supplies	
	Tax Refund	
	Tax Refund	
10274	Hy-Vee Food Stores, Inc	438.63
	IMEA Professional Development	
14223	IMEA Conference Registrar	50.00
	All-State Director Meal ticket	
31080	Iowa High School Music Association	62.00
	IPTA membership	
13011	Iowa Pupil Transportation Association	300.00
	Background Check	
11789	Iowa School Finance Information Service	12.00
	IXL for 3rd grade	
12265	IXL Learning, Inc.	1,750.00
	WHS Band Instructional Supplies	
12200	J.W. Pepper and Son, Inc.	147.99
	Brave Designs Instructional Supplies	
	WHS Kitchen Floor	
	Armory door material	
	WHS Industrial Art Resale	
	WHS Classroom Resale	
	WHS Resale	
	WHS Ind Arts Instructional Supplies	
	WHS Ind Art Resale	
11735	Marcus Lumber	716.83
	WHS Vending Supplies	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	211.25
	Electricity	
	Electricity	
	Electricity	
	Electricity	
	Electricity	
	Electricity	
12363	MidAmerican Energy Company	11,489.49
	Maintenance Supplies	
	Maintenance Supplies	
	Maintenance Supplies	
	Outside Labor	
11495	Modern Heating and Cooling, Inc.	2,402.13
	Vehicle Repair Parts	
10180	Motor Parts Sales	132.85
	Proud Postcards	
	Elem Office Supplies	



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Vendor Number	Vendor Name	Amount
Invoice Description		
Office Supplies		
10125	Northwest AEA	176.63
Oil Leak - Bus #6		
Bus 6 Bumper		
12 Oil dip stick and fuel water seperato		
Repair Bus#10 SCR Temp Sensor		
Bus 5 stop sign, running continuously		
12 Replace fuel check valve		
11226	O'Halloran International	2,709.61
WHS ELA 2022 Purchase- Quote#		
32273		
10167	Perfection Learning Corp	332.10
Privacy Window Vinyl		
Table Cloths & PVC Braves Materials		
CMS Office Supplies		
10188	Pilot Rock Signs	2,022.11
Outside Labor		
13215	Plains Boiler Service	386.66
Lodging		
13594	Prairie Meadows	265.84
CMS & WHS ELA 2022 Purchase		
14524	Prestwick House	2,993.42
Postage		
10830	Purchase Power	43.00
Garbage Collection		
10217	Sanitary Services, Inc.	2,340.50
WHS Math Instructional Supplies		
WHS Science Instructional Supplies		
Foundation Instructional Supplies		
Laminating Film		
11884	School Specialty, LLC	571.32
Preschool Transportation		
11955	Siouxland Regional Transit System	90.48
Consulting Service Natural Gas		
14247	Stokes Energy Consulting, LLC	50.00
Natural Gas - Heating		
14354	Symmetry Energy Solutions, LLC	1,312.75
Culture and Climate		
14896	Timmerman, Natasha	32.99
Tuition Fees		
10248	Western Iowa Tech Comm College	5,995.00
Diesel & Gasoline		

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User ID: ALG

Vendor Number	Vendor Name	Amount
10361	Your FleetCard Program	7,353.25
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 33	Local Option Sales and Service Tax Fund
MEGApix Flex 16MP		
14115	Midwest Technology Services, LLC	1,932.11
Fund Number 33		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Construction Services		
14748	Christians Sheet Metal, HVAC, Inc.	73,510.00
Building Improvement		
Building Improvement		
20223	Control System Specialist	1,198.86
HS Science Reno		
Window/Door Replacement		
20224	FEH Design	3,057.44
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Booster Club Need list		
Booster Club Need list		
13771	Amazon Capital Services	846.37
FFA Stickers		
WHS Student Council Stickers		
14683	Brave Designs	41.00
Girls BB Shoes		
11462	BSN Sports, LLC	1,944.00
WHS Student Pass		
Parking for National FFA Convention		
Security Fee		
Stud. Council Novelties		
Oriental Trading		
Purevida Bracelets - Fundraiser		
Lodging - National FFA Convention		
12882	Cardmember Service	3,813.35
State XC Meal Money		
13234	Cash and Joyce Lundsgaard	160.00
new crops for older JV uniforms		
new crops for older JV uniforms		
14352	Champion Team Wear AR	401.84
WHS Concession Supplies		
WHS Concessions Credit		
CMS Concession Supplies		
11224	Chesterman Co.	723.40
Water		
10067	Fareway Stores, Inc.	26.53

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Vendor Number Vendor Name Amount

Invoice Description

WHS Concession Supplies

11060 Godfather's Pizza 650.00

Food for Vball Tourney

10274 Hy-Vee Food Stores, Inc 146.70

Homecoming flowers

11242 Hy-Vee Pharmacy 224.00

WHS FCCLA Supplies

14894 Iowa FCCLA 240.00

All-State Registration

All-State Students Meal tickets

31080 Iowa High School Music Association 158.00

Rental, Royalty, Security &  
Add'l Rental

12959 Musical Theatre International 1,837.48

Swim Sharing Agreement

13737 Spencer Community School District 500.00

10/4/22 XC Meet Timer

12764 Tesch, Shannon 315.00

State Pom Costumes

14884 Weissman 83.65

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

FS Benefits

19014 Cherokee Comm School District 60,594.51

Ala Carte Purchases

Ala Carte Purchases

Ala Carte Purchases

Ala Carte Purchases

11224 Chesterman Co. 1,053.10

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

Food Purchases - Milk

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User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Description	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
	Food Purchases - Milk	
14860	East Side Jersey Dairy ESJD	2,932.12
	Food Purchases & General Supplies	
	Ala Carte Purchases	
	Food Purchases & General Supplies	
	Ala Carte Purchases	
	Food Purchases Credit	
	Food Purchases & General Supplies	
	Food Purchases	
	Ala Carte Purchases	
	Food Purchases	
	Food Purchases & General Supplies	
	Food Purchases	
	Ala Carte Purchases	
	General Supplies	
	Food Purchases & General Supplies	
	Ala Carte Purchases	
	Ala Carte Purchases	
	Food Purchases	
	Food Purchases Credit	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	19,097.32
	Food Purchases	
	Food Purchases	
	Food Purchases	
	Food Purchases	
	Food Purchases	
14861	PAN-O-GOLD BAKING CO	872.82

Fund Number 61

Checking Account ID 4

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
CMS Band TShirts		
13763	360 Custom Designs	579.00
ACDA Membership		
19016	ACDA	125.00
Parts for Chromebooks		
Parts for Chromebooks		
Parts - Computer Repairs		
Tech Supplies		
14716	AGParts Worldwide, Inc.	648.95
Parts		
14533	AgriVision Equipment Group	835.20
2021 Apple TV 4K (64GB)-Carson		
Helping Hands		
Seco-Larm E-941SA-1200		
Electromagnetic L		
Sigmas SP12-18HR 12V 18Ah NB		
Replacement		
Batteries for garage remotes		
Items for Braves Mentoring		
Ed Foundation Supplies		
IPEVO V4K PRO Ultra HD USB		
Document Came		
PD Resources for Teachers		
Ed Foundation Supplies		
Ed Foundation Supplies		
Arriculture Classroom		
WIT Class		
concession stand cameras		
Arriculture Classroom		
STEM pinball activity		
Ink Cartridges		
Eye Wash Stations		
Mag locks for WHS gym doors		
HDMI to VGA, BENFEI HDMI to VGA		
Adapter		
Cable Matters 110 Punch Down		
Tool with 1		
Helping hands		
USB-C to USB-C cord Hoskinson		
WHS Ind Arts Supplies		
CMS Supplies SEBH/PBIS		
13771	Amazon Capital Services	3,160.96
WHS Ind Art Instructional		
Supplies		
Resale 10 X 10		
10021	Bomgaars	107.96
Library Books - CES		
13052	Book Vine, The	136.58
Lodging Expense		
11170	Brunsting, Amy	280.00
Maintenance Supplies		

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Vendor Number	Vendor Name	Amount
Invoice Description		
14189	Carroll Control Systems, Inc.	857.98
Postage		
13234	Cash and Joyce Lundsgaard	100.00
Building Repair - Outside Labor		
Building Repair - Outside Labor		
Building Repair - Outside Labor		
Building Repair		
Building Repair - Outside Labor		
10034	Champion Electric	511.72
Publication Expense		
18221	Cherokee Chronicle Times	288.68
Water - Concession		
Water		
10084	City of Cherokee	331.92
Supplies - Workbooks		
13308	Crisis Prevention Institute, Inc.	1,709.40
Piano Tuning - ISP Repair		
11794	Dave's Piano Service	1,261.10
Meals		
10967	De Vos, James	23.24
Maintenance Supplies		
10239	Diamond Vogel	247.60
Shredding Service		
11580	Document Depot and Destruction, Inc.	180.00
14832	Donovan Group I	2,500.00
Building Repair - Outside Labor		
14222	Feld Fire	270.92
CMS Building Repairs - Outside Labor		
CMS Building Repairs - Outside Labor		
CMS Building Repairs - Outside Labor		
14898	First Onsite Property Restoration	17,131.36
Maintenance Supplies		
Maintenance Supplies		
13294	Home Depot Pro, The	348.15
Athletic Coach Registration Fee		
10096	Iowa Girls Coaches Association	100.00
Tree Branch Removal		
13838	K and M Tree Service	75.00
Reimbursement for Walmart		
Baking Supply		
14027	Karels, Katie	26.76



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Vendor Number	Vendor Name	Amount
Invoice Description		
11226	O'Halloran International	96.80
Building Repair - Outside Labor		
13215	Plains Boiler Service	386.66
Postage & Office Supplies		
14903	Quadient Finance USA, Inc.	1,602.00
Lease 9/12/22-12/11/22- Postage Machine		
14866	Quadient Leasing USA, Inc	491.25
WHS Ind Art Instructional Supplies		
14822	Rupp Manufacturing	600.00
CES ELA 2022 Purchase		
14366	Savvas Learning Company LLC	3,183.32
Scholastic Book Fair		
13825	Scholastic Book Fairs	5,002.77
Repair Parts		
Repair Parts		
12768	School Bus Sales	138.37
Bus Driver Fees		
14900	Sioux Center Health	205.00
DOT Physical		
14747	Sioux Valley Family Health	150.00
Preschool Transportation		
11955	Siouxland Regional Transit System	57.85
Grass Seed		
14661	Siouxland Seeds LLC	1,562.00
Elem Office Supplies		
14763	Staples	36.84
Upkeep Grounds - Tree Removal		
14895	T&D Tree Service	800.00
Time & Attendance Software		
11578	Time Management Systems	299.06
Care/Upkeep Grounds Outside Labor		
14821	Van Holland Lawn Service, Ltd.	800.00
Cell Phone		
18319	Verizon Wireless	426.13
IHSMA All-State Choir Music 22-23		
10603	West Music Company	47.95
Fund Number 10		
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
Flu Vaccine & Administration		
11157	Cherokee Regional Medical Center	2,938.00



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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Administration Fees		
13725	Mid-American Benefits, Inc.	1,812.00
Fund Number 71		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Building Improvement		
20223	Control System Specialist	1,147.85
Exterior Doors		
Interior Doors		
Windows		
Science Renovation		
20070	Haselhoff Construction Inc.	419,888.70
Building Improvement		
Building Improvement		
Building Improvement		
11495	Modern Heating and Cooling, Inc.	1,771.74
Building Improvement		
Building Improvement		
13215	Plains Boiler Service	565.86
Site Improvement		
14895	T&D Tree Service	6,690.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
11/29/22 V Girls BB		
30250	Aberson, Berwyn	120.00
External hard drive for yearbook picture		
13771	Amazon Capital Services	149.99
11/21 JV/V Girls bball		
14702	Baker, Brady	120.00
11/22 MS Official		
14695	Brostad, Mike	75.00
CMS Official 11/14		
14537	Crow, Richard	75.00
11/21/22 JV/Varsity		
14235	Doeden, Marshall	120.00
Equipment Rental for XC Meet		
12787	Galva-Holstein Comm School District	100.00
WHS Concession Supplies		
11060	Godfather's Pizza	65.00
11/22 MS Official		
30936	HARRIMAN, WADE	75.00
WHS Athletic Supplies		
31069	Hauff Mid-America Sports, Inc.	32.00

Vendor Number	Vendor Name	Amount
Invoice Description		
t-shirts for Spanish Club members		
14450	Image Market	547.50
Iowa FFA Greenhand Fireup Conference		
13843	Iowa FFA Association	80.00
Entry fee- IHSMA Jazz Choir Competition		
31080	Iowa High School Music Association	140.00
Decorations & Prizes		
Student Council Supplies		
14902	Johnson, Veranda	65.94
10/21/22 Varsity official		
14476	Lubbers, Caleb	125.00
MS Official 11/21		
11/29 JV Girls BB Official		
13855	Nelson, Kody	150.00
Prom Fundraiser		
14215	Osage River Popcorn Company	3,187.00
CMS Official 11/14		
11/29 JV Boys BB Official		
11/29/22 V Girls BB		
31293	Oswald, Kyle	270.00
11/29/22 V Boys BB		
30706	FEDERSEN, LES	120.00
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
10428	Pizza Hut	769.96
11/21/22 V BB Official		
30583	Schmidt, John	120.00
11/29 JV Boys BB Official		
14327	Shea, Mark	75.00
certification of 2 scales		
30166	VANDE BERG SCALES	135.00
MS Official 11/21		
11/29 JV Girls BB Official		
14066	Weaver, Andrew	150.00
State Pom Costumes		
14884	Weissman	685.58
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4		
Ala Carte Purchases		
11224	Chesterman Co.	589.50

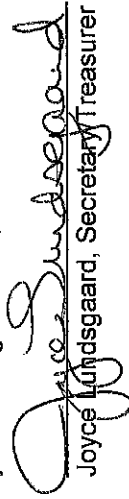


Cash Basis Receipts and Disbursements - July 1, 2021 - June 30, 2022

	Operating Fund	Management Fund	Self-Insurance Fund	Student Activity	PPEL Fund	SAVE	Debt Service	Trust & Agency	School Nutrition
<b>Cash Basis Receipts</b>									
Local Sources	4,925,310	445,800	121,139	336,956	978,319	36,742	874,640	5,204	67,436
State Sources	7,465,573	8,256	-	-	7,702	1,237,425	-	-	2,815
Federal Sources	671,726	-	-	-	-	-	-	-	753,063
Other Sources	120,926	-	-	-	22,498	-	-	0	-
<b>Total Receipts</b>	13,183,535	454,056	121,139	336,956	1,008,518	1,274,167	874,640	5,204	823,315
<b>Cash Basis Disbursements</b>									
Instruction	8,869,552	38,450	-	321,396	-	48,852	-	3,950	-
Support Services	3,720,305	295,912	186,711	-	158,864	6,324	-	-	-
Noninstructional Programs	-	-	-	-	-	-	-	-	707,856
Other Expenditures	494,552	-	-	-	1,606,989	1,552,890	879,131	-	57,088
<b>Total Disbursements</b>	13,084,409	334,362	186,711	321,396	1,765,853	1,608,066	879,131	3,950	764,943
Net	99,126	119,694	(65,572)	15,560	(757,335)	(333,899)	(4,491)	1,254	58,372
July 1, 2021 Cash Balance	\$ 2,836,628	\$ 836,551	\$ 1,051,898	\$ 89,150	\$ 1,632,211	\$ 1,777,594	\$ 18,419	\$ 36,686	\$ 406,864
<b>June 30, 2022 Cash Balance</b>	<b>2,935,754</b>	<b>\$ 956,245</b>	<b>\$ 986,326</b>	<b>\$ 104,710</b>	<b>\$ 874,876</b>	<b>\$ 1,443,695</b>	<b>\$ 13,928</b>	<b>\$ 37,940</b>	<b>\$ 465,236</b>

	Operating	Management	Self-Insurance	PPEL	SAVE	Debt Service
<b>JULY 1, 2021</b>						
Bank Balance	469,676	18,636	11,071	138,710	771,046	-
CD's	-	-	628,217	-	-	-
Investment Account	2,366,952	817,915	412,610	1,493,502	1,006,548	18,419
	<b>2,836,628</b>	<b>836,551</b>	<b>1,051,898</b>	<b>1,632,211</b>	<b>1,777,594</b>	<b>18,419</b>
Receipts	13,183,535	454,056	121,139	1,008,518	1,274,167	874,640
Expenditures	13,084,409	334,362	186,711	1,765,853	1,608,066	879,131
<b>JUNE 30, 2022</b>						
Ending Balance	<b>2,935,754</b>	<b>956,245</b>	<b>986,326</b>	<b>874,876</b>	<b>1,443,695</b>	<b>13,928</b>
<b>JUNE 30, 2022</b>						
Bank Balance	539,622	17,956	7,623	27,180	-	-
CD's	-	-	348,285	-	-	-
Investment Account	2,396,132	938,289	630,419	847,696	1,443,695	13,928
	<b>2,935,754</b>	<b>956,245</b>	<b>986,326</b>	<b>874,876</b>	<b>1,443,695</b>	<b>13,928</b>

I, Joyce Lundsgaard, Secretary/Treasurer of the Cherokee Community School District, do hereby certify that this is a true and correct statement of the receipts and disbursements for the fiscal year ending June 30, 2022.

  
 Joyce Lundsgaard, Secretary/Treasurer

# Cherokee Elementary School

November 2022 Brian Christiansen, Principal

Jen Burch, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

CES is happy to share that we have received a "Acceptable" designation for the 2022-2023 Iowa School Performance Profiles. CES has successfully transitioning from being a school in need of targeted support to not needing any support in regard to ESSA. This is a direct result of our teachers and staff commitment to continual student growth!

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

During professional development time in November and December, CES teachers and paraeducators will renew their CPI training. In this training, participants will learn to organize their thinking about how behavior escalates and respond appropriately, as well as gain practical skills for safely managing and preventing difficult behavior with the focus on prevention. They will learn proven strategies for safely diffusing anxious, hostile, or violent behavior at the earliest possible stage to reduce the risk of injury, minimize liability and promote safety, welfare and security.

CES had a very successful day of Parent Teacher Conferences. We had 95% of our families complete a conference with their child's teacher. For the spring semester, the CES office staff is going to make phone calls to families that haven't signed up for a conference to ensure that all families have a time scheduled to visit with their child's teacher about the student's progress.

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

CES Guidance Counselor Mrs. Brunsting, Success Coach, Mrs. Smith, and Mr. Christiansen are researching a behavior data tracking system called Close Gap. This is a check-in system students can use quickly each morning to give their teacher an "at a glance" look into how their are feeling. This will give teachers an insight into who would benefit from an extra conversation or who needs support to get their day moving in a positive way to help each child have a successful day of learning. Our goal is to introduce this to our teachers and students in December.

Students at CES participated in their 2nd round of PBIS expectations training. During this time, each classroom moves through stations reviewing the expected behavior in all areas of our building. This is a great reminder of the behaviors necessary to ensure our school building is safe so learning can be optimized.



# Cherokee Middle School

November 2022

Matt Malausky, Principal  
Linda Ducommun, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

The November Cherokee Chamber of Commerce Student of the Month is Hayden Brown! Hayden is the son of Chad and Jillian Brown. He is active in choir, cross country, and wrestling. Hayden was chosen because he works hard and has a positive attitude. Teachers and staff at Cherokee Middle School appreciate his kindness and his willingness to help others. After high school, Hayden is thinking about entering the field of automotive mechanics or home construction.

### CMS Parent Teacher Conferences:

5th Grade - 62/83 -- 75%	6th Grade - 50/77 -- 65%,
7th Grade -- 47/94 -- 50%	8th Grade -- 50/102 -- 49%
58% Attendance Total	
Up 5% from last year	

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

CMS teachers participated in the first of three 5th - 12th Curriculum meetings. The teachers will meet two more times; once in November and again in January to continue working on more department and district goals. They will continue to meet with their building curriculum teams monthly to move forward in our building goals. Special Education and English Language Arts teachers also attended the first in a series of three continued trainings regarding the Science of Reading and Writing process. The teachers have implemented various components in their Reading and Writing instruction. Our AEA trainer, Lisa Hofmeister, has been invaluable in this process.

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

Students are receiving "You Made Us Proud" cards for positive behaviors. We have added a layer of recognition for student's positive behavior with the addition of a CMS Store to "purchase" items with their cards. The cards will then go into the fish tank for the school wide reward like last year. We are proud of the student's accomplishments and the opportunity to recognize them.

Our Student Assistance Team (STAT) continues to meet weekly among grade levels on Wednesdays to problem solve on how to help students who may be struggling.





## November 2022 WHS Building Report

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



<p><b>Board Goals</b></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"> <li>• Future Ready Day is planned for December 14 from 8:05am - 2:00pm. We are working community members to offer our students a variety of experiences including a career fair, life skills games and speakers.</li> </ul> <p>On December 14, 2022, Washington High School in Cherokee, Iowa is hosting a future ready day for all high school students. This day is set up to provide students with future ready information and to enhance their durable skills. Students will also be exposed to college, military, and career information from local and state leaders, area businesses, and higher education professionals. There are a variety of activities included on this day for each of the grade levels at WHS.</p> <p>All grade levels will rotate through a variety of activities including: an interactive career fair, future ready game shows, STEM breakout rooms, interest inventories, panel of WHS Brave alumni, community speakers, post-secondary options, scholarship information, and financial aid. Students will also experience some self-care strategies including self-defense, yoga and meditation. Our keynote speakers will be representatives from the Iowa STEM Council.</p> <p>Through this intentional, community partnership, we believe this event to be innovative, educational, and beneficial to all involved.</p> <ul style="list-style-type: none"> <li>• We had 43 families represented at conferences on October 20.             <ul style="list-style-type: none"> <li>○ 16 of those families corresponded via email</li> <li>○ 7 families came before noon.</li> <li>○ Freshmen had the most parent conferences with 27 (30%). The other three grades had a combined 24 (9%) families represented.</li> </ul> </li> <li>• Iowa School Performance Profile             <ul style="list-style-type: none"> <li>○ WHS received High Performing recognition</li> <li>○ Great honor, but still more work needs to be done.</li> </ul> </li> </ul>
<p><b>Staff Positives</b></p>	<ul style="list-style-type: none"> <li>• We're enjoying Mrs. Fuller's Climate and Culture activities weekly on Wellness Wednesdays. She has been doing a fantastic job organizing activities for staff bonding and self care after our professional development on Wednesdays. Some of the activities she has done include games in the gym, journaling, yoga, meditation, walking, stretching and others.</li> <li>• Everyone is looking forward to Thanksgiving Break and is gearing up for the craziness of the holiday season.</li> </ul>
<p><b>Student Positives</b></p>	<ul style="list-style-type: none"> <li>• National Honor Society Induction was held on November 15. Twenty new members were inducted this year. Natalie Barkley serves as the adviser for NHS.</li> <li>• Winter Sports are underway.</li> </ul>
<p><b>Looking Ahead...</b></p>	<ul style="list-style-type: none"> <li>• First home basketball game will be Monday, November 21. Our girls will play Sioux City West in a JV/V doubleheader.</li> <li>• First home B/G doubleheader will be Tuesday, November 29 vs. Emmetsburg.</li> <li>• WHS musical "Elf" will be performed on December 9, 10, &amp; 11.</li> <li>• WHS Holiday Band/Vocal Concert is December 12 at 7:00.</li> </ul>

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



# Notes for the Board from the Superintendent – October 2022

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

November Standard: Sustain and enhance district resources through planning and fiduciary oversight by monitoring and evaluating the financial health of the district; ensuring accountability and transparency in board decision making; ensuring strong financial planning for the district; ensuring the district budget aligns with district goals and multi-year plans; ensuring sufficient risk management is in place to protect district resources; and ensuring school facilities enhance and enrich student and staff learning.

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

### November Student Highlight

November Rotary Student of the Month is Colby Heims! Colby is the son of Doug and Hayley Heims and he was nominated for this recognition by staff members. Colby is involved in concert band, group speech, tennis, marching band, individual speech, jazz band, and was the Homecoming King. A quote from one of Colby's teachers "Colby Heims shows great enthusiasm and positivity in everything he does. Colby works hard and works very well with others." Congratulations to Colby!

### Career Opportunities Update – Board/District Goal #1

- Building Reports - Principals/Instructional Coaches - on the agenda
- Collaborative Professional Development with NWAEA, SOS, HMS, and MMC-RU - February 10
- STEM BEST + HD Applications

### Curriculum and Instruction Update – Board/District Goal #2

- Building Reports - Principals/Instructional Coaches - on the agenda
- Purchasing Year: Foreign Language, EL, PE & Health, and Visual Arts
- Professional Development Focus: SRO - SAVE Training, Science of Reading, ELA (English Language Arts) curriculum, and SEBH (Social Emotional Behavioral Health)
- Iowa Department of Education Public Reporting Site: [reports.educateiowa.gov](https://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
- Ed Monk Training - Friday, January 13
- Requests for Early Graduation: Brooklyn Ebel, Emily Evans, Sam Gebers, D'Andre Harris, Addison Johnson, Jacey Long, Brynn Pritts, Kurtice Rollefson, Luke Rosentrater, Trey Timmerman, Brianna Trobaugh, and Bryer Wilkie
- APR (Annual Progress Report) - on the agenda and reviewed during SIAC meeting
- November is National Gratitude Month - THANK YOU to board members for volunteering to serve the students, staff, and stakeholders of CCSD! THANK YOU to an amazing staff for answering a call and committing their efforts to making a difference in the lives of our students!

### SRO and Technology Update

#### • News from School Resource Officer, Sergeant Brett Gannon

• I believe the DHS walk through went well and was just a formality. There were a few main points I took away from the meeting that we need: 1) Vehicle bolters (barriers) are needed at the west entrance of the high school and at all double wide entrances at the middle school and elementary school 2) Having all three campuses fenced properly 3) Getting distress buttons for the secretaries 4) Updating the visitor procedure to uniform the process in all three buildings (badges, log, stay/goto areas)

• All things are going well in the SRO world. I have eleven students in the diversion program for vaping. The program is to educate the student and to help redirect their thinking about using nicotine. The program is going well with good feedback from the students and parents.

### 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 – October 2022

## Cherokee Community School District: *Empowering Learners*

- **News from the Technology Department, Dan Bringle**
  - Things have been steady for the IT Department. Repairing Chromebooks, installing vape sensors, and finishing up camera installations along with completing tickets. We have extended our internet out to the baseball diamonds, and installed a 360-degree camera.

### Nursing, Nutrition, and Transportation Update

- **News from Director of Nursing, Rachel Doeden**
  - Illness has hit pretty hard this week with a little bit of everything going on but thankfully no positive covid calls. A JMC message was sent to families to remind them to keep ill students home and maintenance staff was made aware. We have not reached 10% in any building yet to need to report anything to the state. I will be going out on maternity leave most likely the week after Thanksgiving and be out through the end of February.
- **News from Food Services Director, Cara Jacobson**
  - I applied for another Supply Chain Assistant grant used for extra cost incurred with attaining quality products, and minimally processed products, during food shortages. This will be helpful in keeping fresh fruits and vegetables and milk products, even if they are more expensive at this time.
  - We are having a wellness meeting next month to comply with CCSD's Wellness Policy. We need to meet a couple times a year to be sure that all schools are doing their part in making sure to follow what is outlined in the policy. This policy is found on our web page under the Parent/ Stakeholders' category, and on the Nurse's page. Any member of the community or board is welcome to attend on Thursday the 8th of December at 7:15 AM in the library.
  - We continue to average around 800-850 for lunch and 200-250 for breakfast. Thank you!
- **News from Transportation Director, Rachel Mallory**
  - Gearing up for winter sports.
  - Inspection is December 12th.

### Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- Board Self-Evaluation - closed session on the agenda
- SBRC Requests - on the agenda
- Fiscal Year 2022 - on the agenda

### Building, Grounds, and Capital Projects Update

- **News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Grounds Director**
  - Things are all winterized outside. I'm working on getting bids to line things up for what needs to be done for projects in the spring. Jamie dealt with his first snow and the removal went pretty good, first snow is always a challenge. Inside areas are all working good, the science remodel is slow, doors are going in but the glass has yet to be installed. Hired a new employee for CES. Thanks to Kim for supporting my department, it is always appreciated.

### IASB Update & Other

- IASB Annual Convention - Update from Angie/Kim
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

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

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

<a href="#">School Administrators of Iowa</a>	<a href="#">Legislative Information - IDOE</a>	<a href="#">Legislative Advocacy</a>
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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

## EMPLOYEE EXPRESSION

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Legal Reference: U.S. Const. Amend. I  
*Kennedy v. Bremerton School District*, 597 U.S. (2022)  
 Iowa Code §§ 279.73; 280.22

I.C. Iowa Code	Description
Iowa Code § 279.73	<u>Directors - Powers and Duties - Intellectual Freedom</u>
Iowa Code § 280.22	<u>Student Exercise of Free Expression</u>
U.S. Supreme Court	Description
597	<u>Kennedy v. Bremerton School District, 2022</u>
U.S. Constitution	Description
U.S. Constitution	<u>Amend. 1</u>
Code	Description
401.13	<u>Staff Technology Use/Social Networking</u>
401.13-R(1)	<u>Staff Technology Use/Social Networking - Regulation</u>
502.03	<u>Student Expression and Student Publications Code</u>
502.03-R(1)	<u>Student Expression and Student Publications Code - Regulation</u>

Approved 8/16/21

Reviewed 3/21/22, 11/21/22

Revised \_\_\_\_\_

First Reading 7/1/2021  
 Second Reading 8/16/21

## 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. Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

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>
Cross References	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, 11/21/22 Revised 12/19/16

## CURRICULUM DEVELOPMENT

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what and how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc. tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensure the identified learnings are rigorous, challenging, and represent the most important learning for our students.
- Increases the probability that students will acquire the desired knowledge, skills and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination.
- Improves classroom instruction.

The superintendent is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will at a minimum, describe the processes and procedures for the following curriculum development activities to:

- *Study the latest thinking, trends research and expert advice regarding the content/discipline;*
- *Study the current status of the content/discipline (what and how well students are currently learning);*
- *Identify content standards, benchmarks, and grade level expectations for the content/discipline;*
- *Describe the desired learning behaviors, teaching and learning environment related to the content/discipline;*
- *Identify differences in the desired and present program and develop a plan for addressing the differences;*
- *Communicate with internal and external publics regarding the content area;*
- *Involve staff, parents, students, and community members in curriculum development decisions;*
- *Verify integration of local, state, and/or federal mandates (MCNS, school-to-work, etc);*
- *Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level.*
- *Ensure proposed curriculum complies with applicable laws;*
- *Align annual improvements goals with the needs assessment information.*

## CURRICULUM DEVELOPMENT

It is the responsibility of the superintendent to keep the board apprised of necessary curriculum revisions, progress or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

Legal Reference: 20 U.S.C. § 1232h.  
34 C.F.R. Pt. 98.  
Iowa Code §§ 216.9; 256.7, 279.8; .74; 280.3.  
281 I.A.C. 12.5, .8.

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I.C. Iowa Code	Description
Iowa Code § 216.9	<u>Unfair/Discriminatory Practices</u>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
Iowa Code 279.74	<u>Powers and Duties - Specific Defined Concepts</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.5	<u>General Accreditation Standards - Education Program</u>
281 I.A.C. 12.8	<u>General Accreditation Standards - Student Achievement</u>

20 U.S.C. § 1232h

**Description**  
Education -  
Protection of Pupil  
Rights

**C.F.R. - Code of Federal Regulations**

34 C.F.R. Pt. 98

**Description**  
Education - Research,  
Experimental  
Programs, Testing -  
Student Rights

Cross References

<b>Code</b>	<b>Description</b>
101	<u>Educational</u> <u>Philosophy of the</u> <u>School District</u>
103	<u>Long-Range Needs</u> <u>Assessment</u>
103-R(1)	<u>Long-Range Needs</u> <u>Assessment -</u> <u>Regulation</u>
604.10	<u>Online Courses</u>
906	<u>Unmanned</u> <u>Aircraft/Drones</u>



## CURRICULUM IMPLEMENTATION

Without careful and continuing attention to implementation, planned changes in curriculum and instruction rarely succeed as intended. How change is put into practice, to a large extent, determines how well it fares.

Implementation refers to what actually happens in practice as compared to what was supposed to happen. Curriculum implementation includes the provision of organized assistance to staff in order to ensure that the newly developed curriculum and the most powerful instructional strategies are actually delivered at the classroom level. There are two components of any implementation effort that must be present to guarantee the planned changes in curriculum and instruction succeed as intended:

- Understanding the conceptual framework of the content/discipline being implemented; and,
- Organized assistance to understand the theory, observe exemplary demonstrations, have opportunities to practice, and receive coaching and feedback focused on the most powerful instructional strategies to deliver the content at the classroom level.

The superintendent is responsible for curriculum implementation and for determining the most effective way of providing organized assistance and monitoring the level of implementation. A curriculum framework will describe the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework will, at a minimum, describe the processes and procedures for the following curriculum implementation activities to:

- *Study and identify the best instructional practices and materials to deliver the content;*
- *Describe procedures for the purchase of instructional materials and resources See Policy 605.1*
- *Identify/develop exemplars that demonstrate the learning behaviors, teaching, and learning environment to deliver the content;*
- *Study the current status of instruction in the content area (how teachers are teaching);*
- *Compare the desired and present delivery system, identify differences (gap analysis), and develop a plan for addressing the differences;*
- *Organize staff into collaborative study teams to support their learning and implementation efforts (address the gaps);*
- *Provide ongoing professional development related to instructional strategies and materials that focuses on theory, demonstration, practice and feedback;*
- *Regularly monitor and assess the level of implementation;*
- *Communicate with internal and external publics regarding curriculum implementation;*
- *Involve staff, parents, students, and community members in curriculum implementation decisions.*
- *Ensure the curriculum framework complies with applicable laws;*
- *Provide professional development to staff to support effective curriculum implementation.*

It is the responsibility of the superintendent to keep the board apprised of curriculum implementation activities, progress of each content area related to curriculum implementation activities, and to develop administrative regulations for curriculum implementation including recommendations to the board.

Approved \_\_\_\_\_

Reviewed 8/21/2017, 6/15/20, 11/21/22 Revised \_\_\_\_\_

## CURRICULUM IMPLEMENTATION

Legal Reference: 20 U.S.C. § 1232h  
 34 C.F.R. pt. 98  
 Iowa Code §§ 216.9, 256.7, 279.8, .74 280.3.  
 281 I.A.C. 12.8.

I.C. Iowa Code	Description
Iowa Code § 216.9	<u>Unfair/Discriminatory Practices</u>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280	<u>Uniform School Requirements</u>
Iowa Code 279.74	<u>Powers and Duties - Specific Defined Concepts</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.8	<u>General Accreditation Standards - Student Achievement</u>
U.S.C - United States Code	Description
20 U.S.C. § 1232h	<u>Education - Protection of Pupil Rights</u>
C.F.R. - Code of Federal Regulations	Description
34 C.F.R. Pt. 98	<u>Education - Research, Experimental Programs, Testing - Student Rights</u>
Cross References	
Code	Description
101	<u>Educational Philosophy of the School District</u>
103	<u>Long-Range Needs Assessment</u>
103-R(1)	<u>Long-Range Needs Assessment - Regulation</u>

## CURRICULUM EVALUATION

Regular evaluation of the total curriculum is necessary to ensure that the written and delivered curriculum is having the desired effect for students.

Curriculum evaluation refers to an ongoing process of collecting, analyzing, synthesizing, and interpreting information to aid in understanding what students know and can do. It refers to the full range of information gathered in the school district to evaluate (make judgments about) student learning and program effectiveness in each content area.

Curriculum evaluation must be based on information gathered from a comprehensive assessment system that is designed for accountability and committed to the concept that all students will achieve at high levels, is standards-based, and informs decisions which impact significant and sustainable improvements in teaching and student learning.

The superintendent is responsible for curriculum evaluation and for determining the most effective way of ensuring that assessment activities are integrated into instructional practices as part of school improvement with a particular focus on improving teaching and learning. A curriculum framework will describe the procedures that will be followed to establish an evaluation process that can efficiently and effectively evaluate the total curriculum. This framework will, at a minimum, describe the procedures for the following curriculum evaluation activities:

- *Identify specific purposes for assessing student learning;*
- *Develop a comprehensive assessment plan;*
- *Select/develop assessment tools and scoring procedures that are valid and reliable;*
- *Identify procedures for collecting assessment data;*
- *Identify procedures for analyzing and interpreting information and drawing conclusions based on the data (including analysis of the performance of various sub-groups of students);*
- *Identify procedures for establishing at least three levels of performance (specific to the content standard and the assessment tool when appropriate) to assist in determining whether students have achieved at a satisfactory level (at least two levels describe performance that is proficient or advanced and at least one level describes students who are not yet performing at the proficient level);*
- *Identify procedures for using assessment information to determine long-range and annual improvement goals;*
- *Identify procedures for using assessment information in making decisions focused on improving teaching and learning (data based decision making);*
- *Provide support to staff in using data to make instructional decisions;*
- *Define procedures for regular and clear communication about assessment results to the various internal and external publics (mandatory for communication about students receiving special education services);*
- *Define data reporting procedures;*
- *Verify that assessment tools are fair for all students and are consistent with all state and federal mandates;*
- *Verify that assessment tools measure the curriculum that is written and delivered;*
- *Identify procedures for deciding when multiple assessment measures are necessary for making good decisions and drawing appropriate conclusions about student learning;*
- *Identify roles and responsibilities of key groups;*
- *Involve staff, parents, students, and community members in curriculum evaluation;*
- *Ensure participation of eligible students receiving special education services in district-wide assessments;*
- *Ensure curriculum complies with applicable laws.*

## CURRICULUM EVALUATION

It is the responsibility of the superintendent to keep the board apprised of curriculum evaluation activities, the progress of each content area related to curriculum evaluation activities, and to develop administrative regulations for curriculum evaluation including recommendations to the board.

Approved \_\_\_\_\_ Reviewed 8/21/2017, 6/15/20, 11/21/22 Revised \_\_\_\_\_

Legal Reference: 20 U.S.C. § 1232h  
34 C.F.R. pt. 98  
Iowa Code §§ 216.9, 256.7, 279.8, .74;280.3.  
281 I.A.C. 12.8.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 216.9	<u>Unfair/Discriminatory Practices</u>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
Iowa Code 279.74	<u>Powers and Duties - Specific Defined Concepts</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.8	<u>General Accreditation Standards - Student Achievement</u>
<b>U.S.C - United States Code</b>	<b>Description</b>
20 U.S.C. § 1232h	<u>Education - Protection of Pupil Rights</u>
<b>C.F.R. - Code of Federal Regulations</b>	<b>Description</b>
34 C.F.R. Pt. 98	<u>Education - Research, Experimental Programs, Testing - Student Rights</u>
<b>Code</b>	<b>Description</b>
101	<u>Educational Philosophy of the School District</u>
103	<u>Long-Range Needs Assessment</u>
103-R(1)	<u>Long-Range Needs Assessment - Regulation</u>

## INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every 6 years.

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

The superintendent will establish additional criteria to guide the selection of instructional materials through administrative regulation, ensuring alignment with educational goals and compliance with laws.

Legal Reference: Iowa Code §§ 279.8; .74; 280.3, .14; 301.  
281 I.A.C. 12.3(12).

	<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8		<u>Directors - General</u>
		<u>Rules - Bonds of</u>
		<u>Employees</u>
		<u>Uniform School</u>
Iowa Code § 280.14		<u>Requirements -</u>
		<u>Administrators</u>
		<u>Education Program -</u>
Iowa Code § 280.3		<u>Attendance Center</u>
		<u>Requirements</u>
Iowa Code § 301		<u>Textbooks</u>
		<u>Powers and Duties -</u>
		<u>Specific Defined</u>
Iowa Code 279.74		<u>Concepts</u>
	<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3		<u>Administration</u>
Cross References		
	<b>Code</b>	<b>Description</b>
208		<u>Ad Hoc Committees</u>
208-E(1)		<u>Ad Hoc Committees -</u>
		<u>Exhibit</u>

## SELECTION OF INSTRUCTIONAL MATERIALS

### I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the Cherokee Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
  1. The superintendent will inform the committee as to their role and responsibility in the process.
  2. The following statement is given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*



## SELECTION OF INSTRUCTIONAL MATERIALS

- II. Material selected for use in libraries and classrooms will meet the following guidelines:
- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
  - B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
  - C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias. Required material will comply with all applicable laws.
  - D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
  - E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
  - F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
  - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

## III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.

## SELECTION OF INSTRUCTIONAL MATERIALS

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
  - a. To acquire materials and provide service consistent with the demands of the curriculum;
  - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
  - c. To effectively guide and counsel students in the selection and use of materials and libraries;
  - d. To foster in students a wide range of significant interests;
  - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
  - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
  - g. To encourage life-long education through the use of the library; and,
  - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
  
2. Materials selected is consistent with stated principles of selection. These principles are:
  - a. To select material, within established standards, which will meet the goals and objectives of the school district;
  - b. To consider the educational characteristics of the community in the selection of materials within a given category;
  - c. To present the sexual, racial, religious and ethnic groups in the community by:
    1. Portraying people, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
    2. Placing no constraints on individual aspirations and opportunity.
    3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
    4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
  - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
  - e. To strive for impartiality in the selection process.
  
3. The materials selected will meet stated selection criteria. These criteria are:
  - a. Authority-Author's qualifications - education, experience, and previously published works;
  - b. Reliability:
    1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.

## SELECTION OF INSTRUCTIONAL MATERIALS

2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
  1. Vocabulary:
    - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
    - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others to feel excluded or dehumanized.
  2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
  1. Book
    - a. Adequate and accurate index;
    - b. Paper of good quality and color;
    - c. Print adequate and well spaced;
    - d. Adequate margins;
    - e. Firmly bound; and,
    - f. Cost.
  2. Nonbook
    - a. Flexibility, adaptability;
    - b. Curricular orientation of significant interest to students;
    - c. Appropriate for audience;
    - d. Accurate authoritative presentation;
    - e. Good production qualities (fidelity, aesthetically adequate);
    - f. Durability; and,
    - g. Cost.
  3. Illustrations of book and nonbook materials should:
    - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
    - b. Make clearly apparent the identity of minorities;
    - c. Contain pertinent and effective illustrations;
  4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
  1. Bibliographies.
  2. Glossary.
  3. Current charts, maps, etc.
  4. Visual aids.
  5. Index.
  6. Special activities to stimulate and challenge students.
  7. Provide a variety of learning skills.
- g. Potential use:
  1. Will it meet the requirement of reference work?
  2. Will it help students with personal problems and adjustments?
  3. Will it serve as a source of information for teachers and librarians?

SELECTION OF INSTRUCTIONAL MATERIALS

4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity and sexual stereotypes?
5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
6. Will it help students and teachers keep abreast of and understand current events?
7. Will it foster and develop hobbies and special interest?
8. Will it help develop aesthetic tastes and appreciation?
9. Will it serve the needs of students with special needs?
10. Does it inspire learning?
11. Is it relevant to the subject?
12. Will it stimulate a student's interest?

4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

Approved \_\_\_\_\_

Reviewed 8/17/20, 11/21/22

Revised \_\_\_\_\_

	<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8		<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
Iowa Code § 280.14		<u>Uniform School</u> <u>Requirements -</u> <u>Administrators</u>
Iowa Code § 280.3		<u>Education Program -</u> <u>Attendance Center</u> <u>Requirements</u>
Iowa Code § 301		<u>Textbooks</u>
Iowa Code 279.74		<u>Powers and Duties -</u> <u>Specific Defined</u> <u>Concepts</u>

	<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3		<u>Administration</u>
Cross References		
208	<b>Code</b>	<b>Description</b> <u>Ad Hoc Committees</u>
208-E(1)		<u>Ad Hoc Committees -</u> <u>Exhibit</u>

## INSTRUCTIONAL AND LIBRARY MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Instructional and library materials may be viewed on school district premises.

*Parents and guardians of students will be provided view-only access to select instructional materials through the district's classroom management software. Select instructional and library materials include:*

- *A catalog of books available in the school library;*
- *Electronic textbooks and core materials that are written and published primarily for use in elementary and secondary school instruction, and are required by the classroom teacher for use by students;*
- *Relevant portions of required printed textbooks and materials, if it is practical for district staff to digitize and upload;*
- *Any other materials as determined by the classroom teacher.*

*In determining what materials should be posted on the district's classroom management software platform, the district will balance the desire for transparency with the time constraints of existing job duties and demands of employees. Parents and guardians should be advised that while district employees strive to keep information current, the most up to date materials are available upon request and subject to all applicable laws.]*

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
 Iowa Code §§ 279.8; 74; 280.3, .14; 301.  
 281 I.A.C. 12.3(12).

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
Iowa Code § 280.14	<u>Uniform School</u> <u>Requirements -</u> <u>Administrators</u>
Iowa Code § 280.3	<u>Education Program -</u> <u>Attendance Center</u> <u>Requirements</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code 279.74	<u>Powers and Duties -</u> <u>Specific Defined</u> <u>Concepts</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
Cross References	<u>Code</u>
901	<u>Description</u> <u>Public Examination of</u> <u>School District Records</u>

## OBJECTION TO INSTRUCTIONAL AND LIBRARY MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§ 279.8; 74; 280.3, .14; 301.  
281 I.A.C. 12.3(12).

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
Iowa Code § 280.14	<u>Uniform School</u> <u>Requirements -</u> <u>Administrators</u>
Iowa Code § 280.3	<u>Education Program -</u> <u>Attendance Center</u> <u>Requirements</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code 279.74	<u>Powers and Duties -</u> <u>Specific Defined</u> <u>Concepts</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
Cross References	<u>Description</u>
213	<u>Public Participation in</u> <u>Board Meetings</u>

Approved \_\_\_\_\_ Reviewed 2/16/15, 11/20/2017, 9/21/20, 11/21/22

Revised \_



## RECONSIDERATION OF INSTRUCTIONAL AND LIBRARY MATERIALS REGULATION

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. While the individuals recommending the selection of such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

1. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.
2. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.

- a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

- b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

- c. The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools' officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

### B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Forms.

3. The individual will state the specific reason the instructional or library material is being challenged. The Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.

4. The building-level principal will promptly file the objection with the Superintendent for re-evaluation.

5. The Superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.

6. The committee will make their recommendation to the Superintendent within five school days of meeting.

7. The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.

8. An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.

9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.

10. The Reconsideration Committee

- a. The reconsideration committee is made up of eight members.
  - (1) One licensed employee designated annually, as needed, by the superintendent.
  - (2) One teacher-librarian designated annually by the superintendent.
  - (3) One member of the administrative team designated annually by the superintendent.
  - (4) Three members of the community appointed annually, as needed, by the board.
  - (5) Two high school students, selected annually by the high school principal.
- b. The committee will select their chairperson and secretary.
- c. The committee will meet at the request of the superintendent.
- d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
- e. The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting is made public through appropriate communication methods as required by law.
- f. The committee will receive the completed Reconsideration Request Form from the superintendent.
- g. The committee will determine its agenda for the meeting which may include the following:
  - (1) Distribution of copies of the completed Reconsideration Request Form.
  - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
  - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
  - (4) Distribution of copies of the challenged instructional material as available.
- h. The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- i. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.
- j. The individual filing the challenge is kept informed by the Superintendent of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.

k. Following the superintendent's decision with respect to the committee's recommendation, the individual may appeal the decision to the board for review.

l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

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<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.14	<u>Uniform School Requirements - Administrators</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code 279.74	<u>Powers and Duties - Specific Defined Concepts</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>

#### **Cross References**

<b>Code</b>	<b>Description</b>
213	<u>Public Participation in Board Meetings</u>

## INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional and library materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of a combination of community members and licensed employees as detailed in 605.3R1. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for meaningful discussion of disparate views. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

The committee may, at its discretion, hear an oral presentation from the complainant to the committee to expand and elaborate on the complaint. The committee may listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self

Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

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3. In your opinion, what harmful effects upon students might result from use of this item?

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4. Do you perceive any instructional value in the use of this item?

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5. Did you review the entire item? If not, what sections did you review?

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6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes                      \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

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7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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RECONSIDERATION OF INSTRUCTIONAL MATERIALS

8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

\_\_\_\_\_ Minutes.

\_\_\_\_\_ No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL  
OR LIBRARY MATERIALS

Dear:

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional and Library Materials Selection policy statement, and
3. Procedure for reconsideration of instructional and library materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,



REQUEST TO PROHIBIT A STUDENT FROM CHECKING OUT SPECIFIC LIBRARY  
MATERIALS

Request to prohibit a student from checking out certain library materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY \_\_\_\_\_ DATE \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Name of affected Student \_\_\_\_\_

Requester's Relationship to Student (must be parent/legal guardian) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code § 279.8  
281 I.A.C. 12.3(12), 12.5(10), .5(17)

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 12.5	<u>General Accreditation Standards - Education Program</u>
Cross References	<b>Description</b>
<b>Code</b>	<u>Appropriate Use of Online Learning Platforms</u>
604.11	<u>Technology and Data Security</u>
712	<u>Technology and Data Security - Security Requirements of Third-Party Vendors</u> <u>Regulation</u>
712-R(1)	

Approved \_\_\_\_\_ Reviewed 2/16/15, 11/20/2017, 9/21/20, 11/21/22 Revised \_\_\_\_\_

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection. Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301.  
281 I.A.C. 12.3(11), (12).

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.14	<u>Uniform School Requirements - Administrators</u>
Iowa Code § 301	<u>Textbooks</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>

**Cross References**

<b>Code</b>	<b>Description</b>
605.06	<u>Internet - Appropriate Use</u>
605.06-R(1)	<u>Internet - Appropriate Use - Regulation</u>
605.06-E(1)	<u>Internet - Appropriate Use - Internet Access Permission Letter to Parents</u>
605.06-E(2)	<u>Internet - Appropriate Use - Violation Notice</u>

Approved \_\_\_\_\_ Reviewed 2/16/15, 11/20/2017, 9/21/20, 11/21/22 Revised \_\_\_\_\_

## PURCHASING - BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals with regard to procurement from certified targeted small businesses, minority-owned businesses, and female-owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

### **Goods and Services**

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to 25,000.
- For goods and services costing at least \$ 25,000 and up to \$135,000 the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$135,000 the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award may be based on several cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

The board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

### **Public Improvements**

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity; (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to IASB sample policy 802.03 – Emergency Repairs.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: Iowa Code §§ 26; 28E; 72.3; 73; 73A; 285; 297; 301.  
 261 I.A.C. 54.  
 281 I.A.C. 43.25.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 26	<u>Bidding</u>
Iowa Code § 285	<u>Transportation Aid</u>
Iowa Code § 28E	<u>Joint Exercise of Government Power</u>
Iowa Code § 297	<u>School Houses/Sites</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code § 73A	<u>Public Contracts and Bonds</u>
Iowa Code § 73	<u>Preferences</u>
Iowa Code § 72.3	<u>Divulging Contents of Sealed Bids</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
261 I.A.C. 54	<u>Economical Development - Iowa TSB Program</u>
281 I.A.C. 43.25	<u>Transportation - Purchasing</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
705.04	<u>Expenditures for a Public Purpose</u>
705.04-R(1)	<u>Expenditures for a Public Purpose - Use of Public Funds</u>
	<u>Regulation</u>
801.04	<u>Site Acquisition</u>
802.03	<u>Emergency Repairs</u>
803.01	<u>Disposition of Obsolete Equipment</u>
803.02	<u>Lease, Sale or Disposal of School District Buildings &amp; Sites</u>