

# Cherokee Community School District



Regular Board Meeting  
December 18, 2023  
WHS Library

Board Members:  
Mrs. Jodi Thomas, President  
Mr. Ray Mullins, Vice-President  
Mr. Jared Barkley  
Mr. Brian Freed  
Mrs. Jocelyn Riggert  
Mrs. Joyce Lundsgaard, Board Secretary  
Mr. Tom Ryherd, Superintendent

**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, December 18, 2023 @ 5:30 PM**

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

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

**NOTICE:** If you have comments that you wish to be considered please submit those comments to: Tom Ryherd, Superintendent, at [tryherd@ccsd.k12.ia.us](mailto:tryherd@ccsd.k12.ia.us) by December 18, 2023 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

<ol style="list-style-type: none"> <li>1. Call the meeting to order</li> <li>2. Pledge of Allegiance and Mission Statement</li> <li>3. Approve the agenda</li> <li>4. Roll call of members in attendance</li> <li>5. Action to excuse board members not in attendance</li> </ol>
<ol style="list-style-type: none"> <li>6. Welcome Visitors Recognition of persons who wish to speak to the board regarding a school issue not on the agenda</li> </ol>
<ol style="list-style-type: none"> <li>7. Consent agenda               <ol style="list-style-type: none"> <li>A. Approve the minutes of the annual meeting [11-20-23] and special meeting [12-11-23]</li> <li>B. Approve financial statements</li> <li>C. Approve monthly bills</li> <li>D. Approve fundraising requests</li> <li>E. Approve resignations Eythan Tope - CES Custodian</li> <li>F. Approve retirements</li> <li>G. Approve internal transfers</li> <li>H. Approve contract extensions Adam Rapp - Varsity Baseball Coach Jennifer Feierstein - CES Custodian Katie Puettmann - E-Sports Coach Khennadi Crum - CES Para Danielle Cox - MS Assistant Girls Basketball Lily Woock - CWHS Social Studies</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>8. Communication and Reports               <ol style="list-style-type: none"> <li>A. Principals' Building Reports/ Instructional Coaches' Reports</li> <li>B. Directors'/ Superintendent's Report</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>9. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21 Affirm: 700 Purpose of Non-instructional and Business Services; 701.1 Depository of Funds; 701.2 Transfer of Funds; 701.3 - Financial Records; 701.4 Governmental Accounting Practices and Regulations; 703.1 Budget Planning; 703.2 Spending Plan; 704.1 Local-State-Federal-Miscellaneous Revenue; 704.2 Debt Management; 704.2.r.1 Post-Insurance Compliance Regulation for Tax-Exempt Obligations</li> </ol>
<ol style="list-style-type: none"> <li>10. New Business               <ol style="list-style-type: none"> <li>A. Discussion of/ information concerning CCSD support services.</li> <li>B. Discussion of/ action concerning early graduation request.</li> <li>C. Discussion of/ action concerning purchase of SUV for 2024-2025 school year</li> <li>D. Discussion of/ information concerning Cherokee Washington High School Discipline Response Matrix - First Reading</li> <li>E. Discussion of/ information concerning the street adjacent to the high school known as Gillette Drive.</li> </ol> </li> </ol>

**\* 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.**

<p>F. Discussion of/ action concerning setting a public hearing concerning Gillette Drive.</p> <p>G. Discussion of/ action concerning the At-Risk Dropout Prevention Plan for the 2024-2025 school year including a request to the School Budget Review Committee for modified supplemental amount for the At-Risk Dropout Prevention Plan in the amount of \$198,792.</p> <p>H. Discussion of/ action concerning beverage contract with Chesterman Company.</p> <p>I. Discussion of/ action concerning Level II Harassment Investigator appointment of Sergeant Brett Gannon.</p> <p>J. Discussion of/ action concerning adding Ahlers &amp; Cooney P.C. as district appointed legal council.</p> <p>K. Discussion of/ information concerning a Board Work Session in January.</p> <p>L. Discussion of/ information concerning out of state travel to Sioux Falls on December 20, 2023 for Outdoor PE class.</p>
<p>11. Board Committee Reports</p> <p>A. Curriculum and Instruction – Thomas &amp; Barkley</p> <p>B. Policy – Thomas &amp; Riggert</p> <p>C. Finance – Freed &amp; Mullins</p> <p>D. Building, Grounds, Capital Projects – Freed &amp; Mullins</p> <p>E. Transportation, Nutrition – Barkley &amp; Riggert</p>
<p>12. Items of Interest for the Next Meeting January 15, 2023 @ 5:30 PM</p> <p>A. Discussion of/ information concerning the 2024-2025 School Calendar</p> <p>B. Discussion of/ information concerning the Board Work Session</p> <p>C. Discussion of/ information concerning CCSD Wellness Policy and Program Review</p>
<p><b>Closed Session - Conduct Evaluation of Superintendent</b></p> <p>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.</p>
<p>13. Discussion of/action concerning proposal of interim administrative contracts and Memorandums of Understanding.</p>
<p>14. Adjournment</p>

**Projected Dates/Times for Regular Board of Education Meetings 2023-2024**

August 21, 2023 @ 5:30 pm	September 18, 2023 @ 5:30 pm	October 16, 2023 @ 5:30 pm	November 20, 2023 @ 5:30 pm
December 18, 2023 @ 5:30 pm	January 15, 2024 @ 5:30 pm	February 19, 2024 @ 5:30 pm	March 18, 2024 @ 5:30 pm
April 15, 2024 @ 5:30 pm	May 20, 2024 @ 5:30 pm	June 17, 2024 @ 5:30 pm	July 15, 2024 @ 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  
Annual Meeting  
November 20, 2023**

The Cherokee Community School District Board of Education held the Annual Meeting on Monday, November 20, 2023. The meeting was held in the WHS Library, 600 W. Bluff St., Cherokee, IA.

**1. Call the meeting to order**

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

**2. Pledge of Allegiance and Mission Statement**

The Pledge of Allegiance and Mission Statement were recited.

**3. Action to approve the agenda**

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

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

Roll call of board members was taken. Present were Patty Brown, Angie Anderson, Ray E Mullins II, Brian Freed, Jodi Thomas

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

All board members were present

**6. Welcome Visitors**

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

**7. Action to approve the consent agenda**

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

- Minutes of the regular meeting – 10/16/23; Special Meeting 11/13/23
- Monthly Bills
- Financial Statements
- Resignations – Jaylene De Vos – CMS Cross Country
- Internal Transfers – Evan Mattioda from CMS Para to CWHS Para
- Contract Extensions – Brittany Todd – CMS Para; Ruby Wittmayer – CWHS Para

**8. Action concerning Secretary-Treasurer's Report – Fiscal Year 2023**

The Secretary-Treasurer's report was presented. Moved by Anderson, seconded by Mullins to approve the Secretary-Treasurer's report for fiscal year 2023. All Ayes

**9. Action concerning closing fiscal accounts – Fiscal Year 2023**

Moved by Freed, seconded by Anderson to close fiscal accounts for 2022-23. All Ayes

**10. Acceptance of Abstract of Elections**

The Cherokee School Board election results were given. 2890 votes were cast as follows:

Jocelyn Riggert – 531 votes

Jodi Thomas – 596 votes

Christina Reinert – 492 votes

Jared Barkley – 726 votes

Angie Anderson – 525 votes

Write-In – 20 votes

Moved by Anderson, seconded by Brown to accept the abstract of votes. All Ayes

**11. Adjournment of retiring board**

Moved by Freed, seconded by Anderson to adjourn the retiring board at 5:36 P.M. All Ayes

**12. Call the meeting to order – New Board**

Superintendent Ryherd (President Pro-Tem) called the meeting to order.

**13. Administration of oath to new board members**

Lundsgaard administered the oath of office to new members.

**14. Election of officers - President**

Moved by Freed, seconded by Barkley to nominate Jodi Thomas as president. Ayes: Freed, Barkley, Mullins, Riggert Abstain: Thomas

**15. Election of officers – Vice-President**

Moved by Freed, seconded by Thomas to nominate Ray Mullins as vice-president. Ayes: Freed, Thomas, Riggert, Barkley Abstain: Mullins

**16. Administration of oath to new officers**

Lundsgaard administered the oath of office to new officers.

**17. Discussion of/action concerning a resolution recognizing the public service rendered by retiring board**

Moved by Mullins, seconded by Freed to adopt a resolution of appreciation recognizing the public service rendered by Patty Brown and Angie Anderson. All Ayes

**18. Action to open fiscal accounts – Fiscal Year 2024**

Moved by Freed, seconded by Riggert to open fiscal accounts for the 2023-24 school year using Central Bank, Cherokee State Bank and Iowa Schools Joint Investment Trust (ISJIT) as the depository of funds, the maximum amount not to exceed \$15 million. All Ayes

**19. Adopt written rules and procedures for board meetings**

Moved by Riggert, seconded by Freed to adopt Robert's Rules of Order for conducting school board meetings. All Ayes

**20. Determine time and location of meetings**

Moved by Mullins, seconded by Barkley to hold regular board meetings on the third Monday of each month at 5:30 P.M. in the WHS Library, unless amended in advance by the board. All Ayes

**21. Adopt resolutions**

Moved by Freed, seconded by Riggert to approve the payment of bills requiring timely payment and payroll for contracted employees when the board is not in session, and authorize the accounts payable clerk to hold and use the board president's signature stamp for stamping warrants. All Ayes

**22. Communication and Reports**

Principal and Superintendent reports were given.

**23. Policy**

Moved by Freed, seconded by Mullins to affirm policies 606.1 Class Size - Class Grouping; 606.3 Animals in the classroom; 606.5 Student Field Trips and Excursions; 606.6 Insufficient classroom; 607.1 Student Guidance and Counseling Program; 607.2 Student Health Services; 704.3 Investments; 705.02 Credit Cards and Procurement Cards; 706.03 Pay Deductions; 710.01 School Nutrition Program. 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

## **24. New Business**

### **A. Discussion concerning the Cherokee FFA Chapter**

Members of the Cherokee FFA Chapter presented information about their trip to the National Convention in Indianapolis and highlights from the school year.

### **B. Action concerning requests for early graduation**

Moved by Riggert, seconded by Mullins to approve requests for early graduation, pending successful completion of course requirements of the Board and the Iowa Department of Education. All Ayes

### **C. Action regarding approval of Cherokee CSD's teacher mentor program**

Moved by Riggert, seconded by Barkley to approve the Cherokee CSD mentoring program for the 2023-24 school year for first and second year teachers. All Ayes

### **D. Action regarding Northwest AEA Board of Directors Ballet**

Moved by Mullins, seconded by Freed to vote for Roger Brinkert for the Northwest AEA Board of Directors, District 3. All Ayes

### **E. Action concerning a request to the School Budget Review Committee for modified allowable growth-LEP**

Moved by Freed, seconded by Mullins to approve 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 2023 certified enrollment headcount, in the amount of \$11,246. All Ayes

### **F. Action concerning a request to the School Budget Review Committee for modified allowable growth – open enrolled out students**

Moved by Freed, seconded by Riggert to approve 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, for \$24,089. All Ayes

### **G. Action concerning a request to the School Budget Review Committee for modified allowable growth – Increasing Enrollment**

Moved by Freed, seconded by Mullins to approve a request to the School Budget Review Committee for Modified Supplemental Amount for Increasing Enrollment of Students for \$30,604. All Ayes

### **I. Action concerning district appointments**

Moved by Riggert to approve appointments as listed excluding the following for further discussion at the December board meeting. Child Abuse Investigator, Level 1; Harassment Investigators; Level II Harassment Investigator and Legal Counsel. Motion died for lack of a second.

Moved by Freed, seconded by Mullins to appoint Joyce Lundsgaard as Board Secretary/Treasurer; Chronicle Times – Newspaper of General Circulation; Tom Ryherd as Equity and Affirmative Action Coordinator and Title IX Coordinator; Brian Christiansen and Tom Ryherd as Child Abuse Level 1 Investigators; Brian Christiansen as Title I Coordinator and Foster Care Coordinator, Matt Malausky as Homeless Liaison, Krista Miller as Homeschool Liaison; Rachel Doeden and Cara Jacobson as Wellness Policy Coordinators; Matt Malausky and Tom Ryherd as Harassment Investigators; Ashley Brady as Level II Harassment Investigator; John Cook and Steve Avery as Legal Counsel; Matt Malausky as EL Coordinator, Krista Miller as Migrant Coordinator; Brian Christiansen, Krista Miller, Matt Malausky and Tom Ryherd as Administrative Representatives for the Teacher Quality Team; and James De Vos, Abby James, Cindy Husman, and Kathy Curtis as Teacher Representatives for the Teacher Quality Team. All Ayes

**J. Action concerning standing board committees**

Moved by Freed, seconded by Riggert to appoint Barkley & Thomas to the Curriculum and Instruction Committee, Riggert & Thomas to the Policy Committee; Freed & Mullins to the Finance Committee; Freed & Mullins to the Building, Grounds and Capital Projects Committee; Barkley & Riggert to the Transportation and Nutrition Committee for the 2023-24 school year. All Ayes

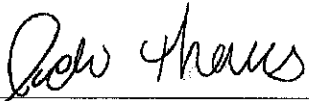
**K. Action concerning the appointment to Cherokee County Conference Board**

Moved by Freed, seconded by Mullins to approve the appointment of Jocelyn Riggert to the Cherokee County Conference Board. All Ayes

**24. Adjournment**


Moved by Freed, seconded by Mullins to adjourn the meeting at 6:51 P.M. All Ayes

Regular Meeting - December 18, 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-Work Session  
December 11, 2023**

The Cherokee Community School District Board of Education held a Special Meeting on Monday, December 11, 2023 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**

The meeting was called to order at 5:30 p.m.

Board Members Present: Jodi Thomas, Brian Freed, Ray E. Mullins II, Jocelyn Riggert, Jared Barkley

**2. Approve the agenda**

Moved by Mullins, seconded by Freed 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. The board directed administration to gather additional information and the building and grounds projects will be further at the regular board meeting on December 18.

**4. Adjournment**

Moved by Mullins, seconded by Riggert to adjourn the meeting at 7:32 P.M. All Ayes

Regular Meeting, December 18, 2023

  
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President, Board of Education  
Cherokee Community School District

  
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Secretary, Board of Education  
Cherokee Community School District



**Financial Report -11/30/23**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 3,155,782.79	1,333,637.52	1,149,236.00	<b>3,340,184.31</b>
Management	758,285.45	61,757.05	4,151.00	<b>815,891.50</b>
Self-Insurance Fund	860,790.91	13,947.36	16,610.17	<b>858,128.10</b>
<b>Subtotal General Fund</b>	<b>4,774,859.15</b>	<b>1,409,341.93</b>	<b>1,169,997.17</b>	<b>5,014,203.91</b>
Activity	161,401.72	30,336.52	37,007.71	<b>154,730.53</b>
PPEL	208,372.23	82,988.31	5,599.41	<b>285,761.13</b>
Capital Projects (Sales Tax)	2,184,110.52	139,594.79	749.00	<b>2,322,956.31</b>
Debt Service	-	47,643.84	300.00	<b>47,343.84</b>
Hot Lunch	414,213.37	67,253.43	42,944.86	<b>438,521.94</b>
Trust and Agency	40,863.16	251.89	800.00	<b>40,315.05</b>
Braves Bank	19,723.92	1,941.71	-	<b>21,665.63</b>
<b>Total - All Funds</b>	<b>\$ 7,803,544.07</b>	<b>\$ 1,779,352.42</b>	<b>\$ 1,257,398.15</b>	<b>\$ 8,325,498.34</b>

Published Budget Report  
 All Funds  
 11/30/2023

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	2,948,202.31	<b>2,948,202.31</b>	<b>10,540,000.00</b>	28%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	122,393.05			
Inst. Staff Support Svcs	(2200-2299)	280,968.19			
General Administration	(2300-2399)	162,848.83			
Building Administration	(2400-2499)	252,277.98			
Business Administration	(2500-2599)	266,187.23			
Plant Operation & Maint	(2600-2699)	772,390.03			
Student Transportation	(2700-2799)	177,769.73			
<b>TOTAL SUPPORT SERVICES</b>			<b>2,034,835.05</b>	<b>5,020,500.00</b>	41%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	237,757.06	<b>237,757.06</b>	<b>810,000.00</b>	29%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	991,784.52			
Debt Service	(5000-5999)	200,715.63			
AEA Support Direct	(5200)	515,165.00			
<b>TOTAL OTHER EXPENDITURES</b>			<b>1,707,665.15</b>	<b>3,810,678.00</b>	45%
<b>TOTAL EXPENDITURES</b>			<b>6,928,459.57</b>	<b>20,181,178.00</b>	34%

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Antivirus, Malware, Patching, Backup		
14649	Advanced Network Professionals	106.80
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	60.86
Books for CMS Book Club		
New books for library		
New books for library		
New books for library		
CES Library Books		
13052	Book Vine, The	376.75
Parts/Grounds Upkeep		
Equip Repair		
Equip Repair		
Parts for JD tractor		
Parts/Grounds Upkeep		
parts		
10396	Builder's Sharpening and Service	932.99
Building Repair - Outside Labor		
Building Repair - Outside Labor		
Building Repair - Outside Labor		
10034	Champion Electric	613.00
Publication Expense		
18221	Cherokee Chronicle Times	287.83
JD Gator Registration Renewal		
10599	Cherokee County Recorder	20.50
PSAT/NMSQT Testing		
11576	College Board	106.56
Legal Service		
10305	Cornwall, Avery, Bjornstad & Scott	4,400.00
Piano Tuning- 2 pianos at CWHS		
11794	Dave's Piano Service	286.05
Climate and culture 12 days of christmas		
10067	Fareway Stores, Inc.	93.28
ISCA Conf Mileage, Meals, Supplies		
18309	Haack, Brenda	299.55
Insurance on 16 ... Deer vs Suburban		
10140	Holzhauser Motor Co., Inc.	7,970.47
Medicaid		
Medicaid-		
12846	Iowa Department of Human Services	3,863.75
New eyes, door repair, new hinge		

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Vendor Number	Vendor Name	Amount
12318	JR's Sales and Service	603.00
STEM Supplies - Games, etc		
10268	Letsche, Amy	164.20
Removal of equipment		
15067	Lindsey, Todd	600.00
218 Todd Peters Shed Resale		
219 Menards 8X8 resale		
220 Todd Peters Resale		
8X8 Menards Resale 222		
11735	Marcus Lumber	147.91
Food and other supplies purchased		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	473.73
Oil		
12876	Midwest Lubricants, Inc.	789.75
Camera and Fob setup		
New fisheye camera for CMS ISS room.		
Dome camera for Detention Room		
14115	Midwest Technology Services, LLC	2,349.91
Repairs - Outside Labor		
14672	Midwestern Mechanical, Inc	395.00
Building Repair - Outside Labor		
Building Repair - Outside Labor		
11495	Modern Heating and Cooling, Inc.	713.59
Trans Parts		
Part for JD tractor		
Trans Vehicle Parts		
Trans Supplies		
Transportation Supplies		
10180	Motor Parts Sales	583.49
Pest Extermination		
Pest Extermination		
15025	Plunkett's Pest Control, Inc	175.00
Conf Mileage, Lodging, Meal & Parking		
15088	Riggert, Jocelyn	487.00
Baking Supplies for Braves Mentoring		
15087	Ruhland, Nancy	6.86
Repair - Outside Labor		
13615	SCE, LLC	736.00
Stools - STEM Room		
11884	School Specialty, LLC	448.08
Medicaid Billing		
12838	Timberline Billing Service LLC	40.65

Cherokee Community School  
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Vendor Number	Vendor Name	Amount
Invoice Description		
Radiator cap for 5		
11226	Trivista-Iowa	12.82
School Safety Radios		
15084	Unplugged Wireless Communications, LLC	750.00
Flags		
13293	VFW	150.00
Multi Purpose Ramp		
15064	Wheelchair Dynamics, INC	5,100.00
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 33	Local Option Sales and Service Tax Fund
Armory Restoration		
15015	Mid-Continental Restoration Co Inc	25,190.00
Fund Number 33		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Building Improvement		
Building Improvement		
20223	Control System Specialists, LC	705.11
Building Improvement		
15082	EM Controls, Inc.	740.25
Equipment for Facilities		
12780	Koenig Portable Toilets	1,760.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CHS Concession Supplies		
14863	American Popcorn Co.	576.00
New basketballs		
30263	CENTER SPORTS, INC	1,066.28
BB Cheer Uniforms		
14352	Champion Team Wear AR	161.96
JV BB 12/15/23 official		
15091	Eddie, Mark	75.00
MS BB Official 11/30/23		
15086	Fuller, Gabe	80.00
JV BB ref on 12/15/23		
30936	HARRIMAN, WADE	75.00
12/1/23 WR Tourney		
12907	Hinton High School	100.00
JV BB ref on 12/15/23		
14769	Jenness, Carson	75.00
Food and other supplies purchased		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	751.36

Cherokee Community School  
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Board Report

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Vendor Number	Vendor Name	Amount
Invoice Description		
7 JV Wrestlers to MOC Tournament		
30321	MOC/FV High School	70.00
V BB Official 12/15/23		
15080	Schoonhoven, Marlin	140.00
JV Official on 12/1/23 replacement		
14327	Shea, Mark	75.00
V BB Official 12/15/23		
30469	SPANGLER, CORY	140.00
V BB Official 12/15/23		
30265	TE GROOTENHUIS, BRADLEY	140.00
JV BB Official 12/15/23		
15092	Turner, Trace	75.00
Wr official 11/28/23		
12666	Von Hagel, Curt	150.00

Fund Number	21		
Checking Account ID	3		
Checking Account ID	4	Fund Number	61
Food and other supplies purchased			
18253	MARTIN BROS. DISTRIBUTING CO., INC.	32,771.62	SCHOOL NUTRITION FUND
Lunch account refund			
14908	Webb, Terri	12.00	

Fund Number 61  
Checking Account ID 4

12/08/2023 02:03 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Brave Designs Instructional Supplies		
13763	360 Custom Designs	44.80
Instructional Supplies		
15085	AEP Connections, LLC	380.00
Brave Designs Supplies		
Stools - Leonard Classroom		
Vacuum		
braves mentoring supplies		
TAG Supplies		
New battery for BRB		
Backdrop for staff pictures		
Homeroom Supplies		
CMS Office Supplies		
Replacement PC Battery		
Clothing Rack		
Homeroom Supplies		
Technology Supplies		
Elem Office Supplies		
Headphones for Text to Speech testing		
Channel to clean up wiring		
DVDs for computer science classes		
13771	Amazon Capital Services	2,482.53
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.43
Clothing Allowance - Shoes		
11197	Brown, Russ	96.29
Phone & Data Service		
14427	C-M-L Telephone Cooperative Assoc	2,155.56
bacteria culture for a lab		
10157	Carolina Biological Supply Co	46.75
Meal Money - Dance Coach		
13234	Cash and Joyce Lundsgaard	50.00
Outside Labor - CMS building repair		
10034	Champion Electric	761.81
CWHS Vending Supplies		
11224	Chesterman Company	418.90
Grounds Maintenance - Sand		
10084	City of Cherokee	60.00
Legal Services		
10305	Cornwall, Avery, Bjornstad & Scott	200.00
Bus Tire		
12916	Country Tire and Service Inc.	555.11
Maintenance Supplies		

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Vendor Number	Vendor Name	Amount
Invoice Description		
Maintenance Supplies		
Maintenance Supplies		
10239	Diamond Vogel	814.09
Shredding		
11580	Document Depot and Destruction, Inc.	49.00
PD Supplies		
14832	Donovan Group I	2,500.00
Special Education Reading Curriculum		
15068	EPS Operations, LLC	5,017.54
Building Repair - Outside Labor		
14217	H and S Electric	108.10
Repaired damaged walls		
20070	Haselhoff Construction Inc.	1,750.00
Maintenance Supplies		
13294	Home Depot Pro, The	2,663.41
CMS Special Education Math Curriculum		
10399	Houghton Mifflin Harcourt Publishing Co.	22,329.98
Background check		
11789	ISFIS, Inc.	90.00
PD		
15049	Johnson, Collin	14.99
Peters 217 - Resale		
Carson Resale		
Peters 217 - Resale		
215 8x8 Resale		
8x8 215 resale		
11735	Marcus Lumber	577.55
Flute Repairs		
Resale Clarinet Book		
Resale Reeds		
Oboe Reed		
Bass Clarinet Repair		
10894	MidBell Music, Inc.	363.54
Care/Upkeep Grounds		
14672	Midwestern Mechanical, Inc	894.90
Tires for Van#2 - '19 Transit		
10425	Northside Tire Inc	326.34
Class through the AEA		
Intentional Teacher Training		
10125	Northwest AEA	150.00
Elem Teacher Supplies		
ISP Curriculum		
Mental Health Awareness Bags		
12578	OTC Brands, Inc	265.47



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Vendor Number	Vendor Name	Amount
Invoice Description		
Outside Labor		
13215	Plains Boiler Service	386.66
Postage		
14903	Quadient Finance USA, Inc.	500.00
ELI FUNDING CMS Reading Intervention		
13492	Really Great Reading, LLC	1,801.80
Mentoring Supplies		
Calculators		
11884	School Specialty, LLC	322.42
Cardstock & Copy Paper		
14763	Staples	923.58
Time & Attendance		
11578	Time Management Systems	335.07
Bus 8 Repairs		
11226	Trivista-Iowa	377.72
Cell phone service		
18319	Verizon Wireless	529.91
Vinyl patch, and 2 can spray for buses		
14736	Worldwide Vinyl Repair Systems	149.97
Mileage		
14012	Wynn, Alec	37.00
Fund Number 10		
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
Worker's Comp Policy		
14160	Risk Administration Services, Inc.	4,045.00
Insurance Premium		
13585	SU Insurance Company	15,301.00
Fund Number 22		
Checking Account ID 1		
Checking Account ID 2	Fund Number 33	Local Option Sales and Service Tax Fund
Redoing Press Boxes		
14263	Brentwood Construction LLC	26,650.00
Building Improvement		
20049	Mongan Painting Company	12,500.00
Fund Number 33		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Lease for Copiers		
14869	Access Systems Leasing	1,001.53
Site Improvements		
11597	Benson Construction	74,342.50
Building Improvement		
20223	Control System	242.00

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Vendor Number	Vendor Name	Amount
Invoice Description		
	Specialists, LC	
CWHS Window/Door Replacement		
20224	FEH Design	350.00
Exterior Doors		
Science Reno		
Windows		
Interior Doors		
20070	Haselhoff Construction Inc.	76,582.86
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Special Olympics Bowling practice		
13578	Century Lanes	1,071.00
Cheer Uniforms - Wrestling		
14352	Champion Team Wear AR	539.92
CWHS Concession Supplies		
31168	Cherokee Locker, Inc.	304.24
CMS Concession Supplies		
CWHS Concession Supplies		
11224	Chesterman Company	1,227.60
Speech Shirts & Joggers		
12371	Creative Services	2,024.88
Basketball Backpacks		
30028	Graphic Edge DBA Game One, The	1,825.27
3 performances & Scripts		
11177	Playscripts, Inc	406.12
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
WHS Kitchen - Ala Carte		
11224	Chesterman Company	1,566.00
Milk - CES		
Milk - CWHS		
Milk - CMS		
14860	East Side Jersey Dairy ESJD	7,156.57
Food Purchases		
Food Purchases		
Food Purchases		
Purchased Food		
14861	PAN-O-GOLD BAKING CO	2,038.14
Fund Number 61		
Checking Account ID 4		

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Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Cheer coaches clothing allowance		
Girls BB coaches gear		
13763	360 Custom Designs	508.00
CWHS Ind Arts Instructional Supplies		
13610	Airgas USA, LLC	84.06
Movie Tickets		
12581	American 3 Theatre	96.00
Mop Service		
Mop Service		
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	121.72
Softener Salt		
Cooler & Softener Rental		
CWHS Nurse Supplies		
Softener Salt		
Nurse Supplies		
10079	Blaine's Culligan	318.70
ISP Textbooks - The Hobbit		
CES Library Books		
CES Library Books		
13052	Book Vine, The	1,382.89
disposable gloves for labs test strips		
elodea for lab in Biology		
10157	Carolina Biological Supply Co	280.72
Publication Expense		
18221	Cherokee Chronicle Times	236.74
Water & Sewer		
10084	City of Cherokee	8,637.90
High School Radon Testing & Training		
14929	Energy Association of Iowa Schools	3,500.00
AI Presenter for CMS & CWHS		
15079	Groom-Meeks, Sandy	358.30
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenancs Supplies		
Maintenance Supplies		
13294	Home Depot Pro, The	3,776.82
Tuition & Fees		
Tuition & Fees		
11026	Iowa Central Community College	17,940.00
2023 CFPM Fall Workshop		

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Vendor Number	Vendor Name	Amount
11789	ISFIS, Inc.	160.00
	Music order for 23-24 NWICDA	
	Dordt HC	
	concert music	
	concert music	
	music	
	music	
	MS Jazz Band Piece	
	MS Jazz Band Piece	
	Jazz Band music	
	Drum Sheet Music for Jazz Choir	
	MS Jazz Band Piece	
12200	J.W. Pepper and Son, Inc.	774.26
	197 Todd - Resale	
	198 - 8x8 Resales	
	Resale	
	Supplies	
	CHS Ind Arts Resale	
	Credit Memo - Return	
	Building Repair - Armory	
	WHS Ind Art Resale	
	WHS Ind Art Resale - 204	
	WHS Ind Arts Resale	
	WHS Ind Arts Instructional	
	Supplies	
	Resale Austin 208	
	Resale Seth 209	
	Resale Olivia 207	
	Resale - Mailbox	
	Construction Resale 211	
	8x8 Shed Resale - 214	
	Lopez Resale 212	
	213-Rogers Resale	
	Resale - AJ 216	
	WHS Ind Arts Instructional	
	Supplies	
	Returns	
11735	Marcus Lumber	4,376.26
	18253	
	MARTIN BROS. DISTRIBUTING	112.80
	CO., INC.	
	Electricity	
	Electricity	
	Electricity	
	Electricity	
	Electricity	
	Electricity	
12363	MidAmerican Energy Company	9,703.84
	Reeds	
10894	MidBell Music, Inc.	26.99
	Trans Supplies	
10180	Motor Parts Sales	23.78
	Proud braves items	

Vendor Number	Vendor Name	Amount		
Invoice Description				
District Table Tent #1				
10125	Northwest AEA	196.50		
updated directory poster for CMS				
10188	Pilot Rock Signs	150.00		
Parts for robotics class.				
13310	Fitsco Education, LLC	81.05		
Pest Control				
Pest Extermination				
15025	Plunkett's Pest Control, Inc	175.00		
Admin Fee				
15034	Point C Health	228.00		
Postage Machine Lease				
14866	Quadient Leasing USA, Inc	491.25		
Garbage Collection				
10217	Sanitary Services, Inc.	2,340.50		
Activity Fund Checks				
10720	Storey Kenworthy/Matt Parrott	199.77		
Elem Teacher Supplies				
13216	Teacher Synergy, LLC	40.00		
Medicaid Billing				
12838	Timberline Billing Service LLC	549.61		
Bus 3 muffler				
11226	Trivista-Iowa	690.24		
ELL Curriculum				
14983	Vista Higher Learning, Inc.	169.00		
Project Success				
Project Success				
10248	Western Iowa Tech Comm College	12,734.00		
Fund Number 10				
Checking Account ID 1	Fund Number 71			SELF-INSURANCE FUND
October 2023 Flu Shot Clinic				
11157	Cherokee Regional Medical Center	2,995.00		
Admin Fee				
13725	Mid-American Benefits, Inc.	1,812.50		
Fund Number 71				
Checking Account ID 1	Fund Number 40			DEBT SERVICES FUND
Checking Account ID 2				
Agent Fee				
14093	UMB Bank, NA	300.00		
Fund Number 40				
Checking Account ID 2	Fund Number 21			STUDENT ACTIVITY FUND
Checking Account ID 3				
Popcorn for CMS Concession Stand				

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Vendor Number	Vendor Name	Amount
Invoice Description		
14863	American Popcorn Co.	229.55
12/1 V bball		
14702	Baker, Brady	140.00
12/11 MS bball		
30749	BARRINGER, DALE	80.00
11/30 V BB		
14051	Billings, Mason	140.00
Scripts & Rights		
11646	BROOKLYN PUBLISHERS LLC	29.25
12/1 JV bb		
15081	Burger, Mason	75.00
Athletic tape		
Slip--Knot sheets for bball		
30263	CENTER SPORTS, INC	351.94
warm up tops for wrestling- Quote 7889		
15048	Compound Sportswear, LLC	1,315.60
12/18 MS bball		
14537	Crow, Richard	80.00
Girls Basketball Backpacks		
Practice G BB Jerseys		
10676	Decker Sporting Goods	1,830.00
12/21 V bball		
15083	DeRocher, Adam	140.00
Drake Honor Band Fee		
31038	DRAKE UNIVERSITY	64.17
12/5 MS bball		
14982	Eddie, Steve	80.00
12/21 V bball		
30991	Eekhoff, Kevin	140.00
12/1 JV girls bball		
12/5 MS bball		
12/7 MS bball		
12/8 JV boys bball		
30523	Fuhrman, Mark	310.00
Concession Supplies - CSD		
Ballfields		
Pizzas for VB Tournament		
11060	Godfather's Pizza	1,632.45
12/8 JV boys bball		
31235	HENDERSON, ALAN	75.00
12/4 MS bball		
14910	Hilbrands, Dean	80.00
snacks for first meeting		

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Vendor Number	Vendor Name	Amount
Invoice Description		
10274	Hy-Vee Food Stores, Inc	46.02
Registration Fee for IHSMA State Jazz		
31080	Iowa High School Music Association	150.00
12/1 JV boys bball		
14769	Jenness, Carson	75.00
12/8 V bball		
13627	Kastner, Cory	140.00
12/1 Varsity bball		
32001	Kooi, Bryan	140.00
12/16 V Wrestling		
14031	Langley, Brett	240.00
18253	MARTIN BROS. DISTRIBUTING CO., INC.	523.16
JV/V Vball tourney on 8/29/23 Fees		
30321	MOC/EV High School	170.00
Strong Foundations Honor Band reg fees		
14920	North High Bands	72.00
12/11 MS bball		
12/18 MS bball		
31293	Oswald, Kyle	160.00
12/7 MS Basketball		
30706	PEDERSEN, LES	80.00
12/1 V bball		
14467	Rens, Marcus	140.00
12/16 V wrestling		
31627	SELLERS, TOM	240.00
12/4 MS bball		
14327	Shea, Mark	80.00
12/21 V bball		
30265	TE GROOTENHUIS, BRADLEY	140.00
12/8 V bball		
13629	Ten Napel, Jeff	140.00
WHS Speech Supplies		
13652	Theatrefolk Ltd.	29.75
Entry Fee for USD Coyote Jazz Fest 23-24		
31011	University of South Dakota	175.00
12/16 V Wrestling		
12666	Von Hagel, Curt	240.00
12/8 JV girls bball		
31315	Wagner, Scott	75.00

Cherokee Community School

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Vendor Number Vendor Name

Amount

Invoice Description

12/8 V bball

13628 Wedge, Mike 140.00

12/1 JV girls bball

12/8 JV girls bball  
31584 Wessling, Doug 155.00

Fund Number 21

Checking Account ID 3

Checking Account ID 4 Fund Number 61 SCHOOL NUTRITION FUND

garbage disposal for new sink

40074 Hobart Sales and Service 3,839.40

18253 MARTIN BROS. DISTRIBUTING 33,360.75  
CO., INC.

Fund Number 61

Checking Account ID 4



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Vendor Number Vendor Name

Amount

Invoice Description

Checking Account ID 1 Fund Number 10 GENERAL FUND

Black Stocking Caps

13763 360 Custom Designs 94.50

New microphone for CWHS gym

Fobs for Kindergarten

Maintenance Supplies

Wifi Analyzer and adapters

Brave Designs Supplies

STEM Hacker Game for students

New battery for J.De Vos

Walnut Table Legs

Sheet Protectors

Brave Design Supplies

Johnson Science Supplies

rolling cart

STEM 2 Cool glue guns with glue sticks

office items

Brave Design Supplies

Equipment for Robotics Class

Wagon to haul the Really Great Reading

Ed Foundation Supplies &amp; Teacher Supplie

Maintenance Supplies

PERKINS '24 PURCHASES

PERKINS '24 PURCHASES

Chair Feet

Johnson Classroom

STEM Hot glue supplies

Ed Foundation Supplies

WHS Counselor Supplies

Vacuum

STEM pinball pen springs

office items

Johnson Classroom

Culture and Climate

WHS Ind Arts Instructional Supplies

Cat6 cable

13771 Amazon Capital Services 4,322.01

Maintenance Supplies

Drill for IT Dept

Tech Supplies

WHS Ind Arts Instructional Supplies

Trans Supplies

WHS Ind Arts Instructional Supplies

WHS Ind Arts Instructional Supplies

WHS Ind Arts Instructional Supplies

WHS Ind Arts Instructional Supplies

WHS Industrial Art Resale

10021 Bomgaars Supply 1,289.05

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Vendor Number Vendor Name Amount

Invoice Description

Lodging ITEC Conference

Lodging ITEC Conference

11545 Comfort Inn & Suites - Des Moines, IA 555.52

Reimbursements for National FFA

11035 Ducommun, Linda 299.79

Midwest Conference Fees

Quizlet Renewal

Iowa Track and Field Clinic

Lodging for FFA Nationals

Lodging for TAG Conference

Lodging - FFA Nationals

ISCA Conference Lodging

Lodging for PE PD Conference

Crisis Prevention Conference

gasoline

gasoline

Registration Fee

Lodging - State Volleyball

Lodging for Conference

Speech Coaches Convention

Lodging

14961 Elan Financial Services 6,282.35

WHS FCS Instructional Supplies

Climate & Culture

Veterans Day Food

WHS FCS Instructional Supplies

WHS FCS Instructional Supplies

10067 Fareway Stores, Inc. 659.29

Prescriptions

11242 Hy-Vee Pharmacy 123.27

Registration for Lego League

Competition

10277 Iowa State University 100.00

Mileage & Parking for

Conference

11647 James, Abby 200.00

Gas & Top Golf for National FFA

15028 Nelson, Kathy 131.13

Office Chairs

10852 One Office Solution 426.00

Mentoring Program for

Superintendents

10087 School Administrators of Iowa 500.00

Reimbursements for National FFA

30158 SLOTA, JUDY 1,022.44

Fund Number 10

Checking Account ID 1

Checking Account ID 3

Fund Number 21

STUDENT ACTIVITY FUND

Yearbook T-Shirts/Sweatshirts

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Vendor Number	Vendor Name	Amount
13763	360 Custom Designs	80.60
ipad tripods for sports teams WHS Speech Supplies Esports Equipment crockpot for concessions Glitter Cardstock		
13771	Amazon Capital Services	344.85
11/28 V wrestling		
14497	Bouse, Justin	150.00
11/30 JV boys basketball		
15075	Dykstra, Matt	75.00
Fair Oaks Farms Tour Lodging for FFA Nationals Lodging - FFA Nationals Lodging - State Volleyball Tennis Balls		
14961	Elan Financial Services	6,234.30
CWHS Concession Supplies Dance Fundraiser - VB Tailgate		
10067	Fareway Stores, Inc.	219.40
Roses for VB Senior night		
11242	Hy-Vee Pharmacy	21.00
Gas & Top Golf for National FFA		
15028	Nelson, Kathy	306.25
11/28 V wrestling		
31171	Pfeiffer, James	150.00
Meal for FB Playoffs		
15078	Pizza Ranch - Harlan	246.00
11/28 V wrestling		
14939	Reineke, Matthew	150.00
11/17/23 Varsity BB Official		
V basketball 11/30		
15073	Riley, Dylan	280.00
11/27 9th bball game		
11/30 Boys JV		
31315	Wagner, Scott	150.00
MS basketball 11/28		
31584	Wessling, Doug	80.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 6		
Fund Number 81		
NON-EXPENDABLE TRUST FUNDS		
WHS Scholarship		
15076	Northwest Iowa Comm College & Riley Miller	500.00
Vera Pratt Scholarship		
15077	SDSU & Colby Heims	100.00

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Vendor Number Vendor Name

Invoice Description

Fund Number 81

Checking Account ID 6

**Board Report**

Amount

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# Cherokee Elementary School

December 2023 Brian Christiansen, Principal  
Jen Burch, Instructional Coach



**DISTRICT GOAL 1**  
**COLLEGE & CAREER**  
**READINESS**

It is hard to believe that we have almost reached the end of our first semester of school. The end of first semester is Friday, December 22nd. Report cards will be sent home via email through our JMC system on Thursday, January 4th.

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

Instructional Coaches in the district had the opportunity to present at AEA's MTSS Conference in Sioux City last week. The presentation showcased the work our district has done to help our students become Future Ready. At CES this includes our work with our PIE (Partners in Excellence), our commitment to building community within our classrooms and awareness of necessary durable skills in our students.

Student Council members helped design Holiday Dress-Up days for the students at CES during the week of December 18-22. They include:

**Monday:** Hats Off to Christmas! (wear a festive hat/headband)

**Tuesday:** Team Santa! (wear your red)

**Wednesday:** Elfie Selfie! (dress in green and we'll snap a selfie)

**Thursday:** 'Tis the Season! (best holiday attire)

**Friday:** Home for the Holidays! (wear your comfiest clothes to kick off winter break)

Teachers at CES continue to devote time to finding the best math curriculum to meet the needs of our students. Teachers have narrowed their search down to two curriculums. Each grade level will have completed teaching at least one lesson from each of these by mid-January to help determine the best match for our students.

**DISTRICT GOAL 3**  
**COMMUNICATION &**  
**POSITIVE**  
**RELATIONSHIPS**

CES students would like to thank Matt and Valorie Royster for hosting a school-wide assembly on integrity. They, along with their family, taught our students all the ingredients that make up having integrity. As part of our continuing implementation of PBIS in our building, a speaker from the community will be invited to teach us about a different character trait each month.

Important Dates Coming Up	
December 23-January 2	Winter Break
January 2nd	Teacher Professional Development
January 3rd	First day of 2nd Semester for students
January 9th-January 19th	Winter FAST Testing



# Cherokee Middle School

December 2023

Krista Miller, Principal  
Linda Ducommun, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

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

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

The December Cherokee Chamber of Commerce Student of the Month is Kaden Nee. He is the son of Pete Nee and Teneka Beckman. Kaden stays busy by being involved in football, track, wrestling, and weight lifting. Teachers appreciate his kindness and leadership he shows to staff and peers. In the future, Kaden would love to wrestle at the University of Iowa.

Our SEBH team surveyed students on the main areas to help us check in with students regarding these topics similar to the Conditions of Learning. This will help us to see where our students feel they are struggling. Based on initial results it looks like our students are feeling better about their emotional safety than last spring. We will look into the concerning areas and address those in our life skills class that we are adding this spring as well as in our weekly social emotional learning lessons.

Our students are enjoying the concrete area that we added this fall for their wellness time. They have opportunities to play basketball, gaga ball or four-square. It's nice they are able to still go outside and get fresh air year around now.

Band and Vocal Concerts have been in full swing this month. It is great to see the amazing progress the students have made through this school year already. Excellent job to our directors and students.

Teachers continue to evaluate student's current understanding of the Iowa Core content through formative assessments to help address the gaps in our student's learning. They are making changes as needed to help students learn the material and improve student achievement.

We will begin winter MAP testing at the beginning of January for our mid year progress check. We will use that data to create new WIN groups for our students based on their individual needs. We are looking forward to seeing the growth our students have made thus far!

Teachers are preparing for the holiday celebrations this week and decorating. Students have enjoyed this festive time of year. Staff will play the 8th grade basketball game on the last day before break.



# December 2023 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>● Students and teachers are getting ready for semester tests at the end of the week. <ul style="list-style-type: none"> <li>○ Semester Tests are for each class at the high school and are taken over the course of 3 days. Each class has a review session before each test where students can ask questions and clarify their thoughts before they test with their teachers. This helps prepare our students for semester exams at the college level.</li> </ul> </li> <li>● Work Based Learning is at an all time high with more and more students wanting to be a part of this program at the high school. Students are placed around the community and are learning in a hands-on environment about various careers they are interested in going into in the future.</li> <li>● Tim Stoneking wrote and submitted a grant this month in hopes to expand our current CAPS program to include education and Research &amp; Design strands. CAPS focuses on real world experiences for our high school students allowing them to work with and interact with adults in our community to solve problems and gain a better understanding of how durable (soft) skills play a part in the world outside of high school.</li> <li>● Kelly Wester from Cherokee Regional Medical Center came and presented information about the harms of vaping. It was very informative in the short amount of time she was with each grade.</li> <li>● Natalie Barkley has been testing students in grades 9, 10, 11 to determine if they would benefit from having a text-to-speech reader. Many adults today listen to podcasts and audiobooks as one way to receive information. With the addition of a google extension we can make this tool available for our students for various activities on their computers. This can also be turned off if teachers wish to have students read without audio. We are finding that many of our students not only prefer hearing the text read aloud, but quiz and test scores are improving when this mode is available.</li> </ul>
<p><b>Staff Positives</b></p>	<ul style="list-style-type: none"> <li>● We held a district wide holiday party at Mud on Main on Wednesday, December 13. It was a good chance for staff members from all buildings to get together and visit.</li> <li>● Our Climate &amp; Culture Teacher Leader, Alanna Fuller has come up with a fun rendition of the 12 Days of Christmas for our staff to engage in throughout the rest of December.</li> <li>● Mr. Hoskinson did a school tour, showing his health students where the AED units are in the building, he also told the students how many times he has had to use them while he's been at Cherokee. This was an eyeopener for a lot of them.</li> <li>● Outdoor PE had their trapping unit where they set traps and skinned animals they caught, great job Mrs. Cox!</li> <li>● Our robotics class/club have been really busy lately building their robots. Every now and then, you will see the students driving their robots around the front hallway of the school. Great work Mrs. Fowler, and Ms. Johnson!</li> <li>● Mrs. Puettmann informed me the other day that our E-Sports team is ranked #1 in the state at the JV level. You are only allowed to participate at the JV level your first year in competition. Mrs. Puettmann has started this program this year, and the students are very excited about it. Thank you for tackling this, Mrs. Puettmann. I know the students are loving it.</li> </ul>
<p><b>Student Positives</b></p>	<ul style="list-style-type: none"> <li>● Staff and students have had lots of fun decorating doors as a part of our Holiday Door Decorating Contest this month. You would not believe all of the excitement for the prize of donuts and juice delivered to their homeroom.</li> </ul>

	<ul style="list-style-type: none"><li>● The Winter Concert for band and choir was excellent. I had not been to the high school winter concert, and seeing audience members join our choir and sing the Hallelujah Chorus was great.</li><li>● Winter Sports are in full gear!</li></ul>
<b>Looking Ahead...</b>	<ul style="list-style-type: none"><li>● Holiday Break December 23-January 2</li><li>● Second Semester starts on January 3 for students.</li><li>● January 3 we are having a pep rally in all buildings to welcome students back and showcase our winter activities.</li></ul>

Mr. Matt Malusky- WHS Principal & Mrs. Natalie Barkley- Instructional Coach



Superintendent Report  
December, 2023

Board/District Goal #1: To support and expand career opportunities with local entities, in addition to college readiness, by prioritizing/allocating resources

- Building Reports - Principals/Instructional Coaches - on Agenda
- In partnership with CRMC, we will be offering an EMT Registered Apprenticeship second semester.
- Cherokee CAPS Innovation Showcase is Wednesday, December 20 at 6:30 in the high school library. The Cherokee CAPS associates will showcase what they have accomplished this semester.
- There is a lot of talk about possible changes coming to AEAs within the next year. As a district, the AEA provides a lot of services to our students that we would not be able to provide without their assistance, or that would be much more costly as we would have to seek those services from an outside vendor. It will be interesting to see how this topic moves in the legislative session.

Board/District Goal #2: To develop problem solving skills, interpersonal skills, and team building skills for all students, while increasing implementation/alignment of Iowa Common Core, by prioritizing/allocating resources.

- Building Reports - Principals/Instructional Coaches - on Agenda
- Work continues to expand student opportunities at the WITCC campus in Cherokee. We will be adding an Auto II course as well as Intro to Welding courses at the campus starting the 2024-2025 school year. We are also looking to have our kids take classes through Zoom that are being offered in person at the Sioux City campus.

Board/District Goal #3: Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- Building Reports - Principals/Instructional Coaches - on Agenda
- Request for Early Graduation: One additional early graduate, Zion Libke.
- Krista, Jodi and I, along with other entities within the county, attended a vaping awareness meeting with Public Health. The focus was how to expand education to parents and youth about the health factors associated with vaping.
- The Cherokee Education Foundation fundraising event is set for Saturday, March 2, at the Little Sioux Event Center.

#### **SRO & Technology Update**

- **School Resource Officer, Sergeant Brett Gannon**
  - Officer Gannon has been sick this week and was unable to provide a report.
- **IT Director, Dan Bringle**
  - This month has been a steady month for tickets and new projects. We processed 76 tickets and have installed many new items, including switches, camera's, door FOBs, school wide media system, rebuilding the basketball display board, and wrestling setup, and much more. We are always excited when we can move the district forward in technology.

#### **Nursing, Nutrition & Transportation Update**

- **Director of Nursing, Rachel Doeden**

- Over the last few weeks we have seen an increase in reported cases of strep, influenza A, and a stomach bug. None of our buildings are close to hitting 10% absent due to illness.
- Summary of health office data from the start of the year through
  - **CES:**
    - Averaging 20.5 walk in visits a day
    - currently 66 scheduled meds daily at CES
    - 2 students qualify for 1:1 nursing services, 1 has an agency nurse with them at all times, the other does not.
  - **CMS:**
    - Averaging 10.5 walk in visits per day
    - Assists daily with mental health/behavioral crisis of students
    - 27 scheduled medications throughout the day
  - **CWHS:**
    - Averaging 2.25 walk in visits/ day (poorly documented due to RN not always available)
    - 8 scheduled daily medications
- 487 students have utilized the CMS/CWHS office visit request link to communicate a health need with RN's
- **Food Service Director, Cara Jacobson**
  - I can't believe I just made the menu for 2024. This year has flown by! We continue to have great participation in school breakfast and lunch. Breakfast we average around 300, and for lunch around 850.
  - We were awarded another supply chain assistance grant, which we should be receiving soon! This is to be used on non processed or minimally processed foods such as milk, and fresh fruits and vegetables. The state was also asking if anyone had used their allocated \$\$ for Fresh fruits and veggies up for the year, and we have, so they awarded us \$5000.00 more. We love to be able to offer so many fresh fruits and vegetables. It is also helping keep our sodium levels at a minimum, as the USDA is asking us to continue to reduce.
  - Looking forward to the new year and hopefully increasing our participation! We have a wonderful staff that wants only the best for our children, and puts a lot of love into each meal!
  - Wishing you all a Very Merry Christmas from the Food service Department at CCSD!!!
- **Transportation Director, Rachel Mallory**
  - The delivery of the bus we are getting off lease was delayed due to a delay with the new buses the other district is leasing.
  - Inspection is on Thursday the 14th.
  - Winter sports are in full swing.

#### **Activities, Building, Grounds, & Capital Projects Update**

- **Maintenance Director, Mike Fiedler & Grounds Director, Jamie Hodgdon**
  - Jamie has been working on his equipment for next spring and trying to get bids for spring/summer projects.

- Mike has also been working on getting bids for summer projects.
- We added a wheel chair lift in the Auditorium that allows wheelchair bound students to participate on the stage.
- Things have been running pretty good lately.
- **Activities Director, Jason Spooner**
  - Basketball and Wrestling are in full swing. As of 12/11, the Varsity girls are 7-0 and ranked #14, The Varsity boys are 2-4, but have lost to some tough teams. The wrestling team was 7-1 and just got 3rd at a tough meet in Akron. We host the Paul Fuhrman meet on Saturday Dec 16.
  - Band and vocal concerts are happening this week as well.

**Policy/Legislative Update**

- Board Policy - on the agenda

PURPOSE OF NONINSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's noninstructional services and business operations that assist in the delivery of the education program. These noninstructional services include, but are not limited to, transportation, the school lunch program and child care. The board, as it deems necessary, will provide additional noninstructional services to support the education program.

It is the goal of the board to provide noninstructional services and to conduct its business operations in an efficient manner.

**Cross References**

	<b>Code</b>	<b>Description</b>
	802.07	<u>Energy Conservation</u>

Approved \_\_\_\_\_ Reviewed 5/26/2015, 12/18/17, 10/19/20, 12/18/23 Revised \_\_\_\_\_

## DEPOSITORY OF FUNDS

Each year at its annual meeting, the board will designate by resolution the name and location of the Iowa located financial depository institution or institutions to serve as the official school district depository or depositories. The maximum deposit amount to be kept in the depository will be stated in the resolution. The amount stated in the resolution must be for all depositories and include all of the school district's funds.

It is the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Legal Reference: Iowa Code §§ 12C.2; 279.33

I.C. Iowa Code	Description
Iowa Code § 12C.2	<u>Deposit of Public Funds - Approval</u>
Iowa Code § 279.33	<u>Directors - Powers and Duties - Annual Settlements</u>
<b>Cross References</b>	
Code	Description
206.03	<u>Secretary (I, II)</u>
206.04	<u>Treasurer</u>
210.01	<u>Annual Meeting</u>
702	<u>Cash in School Buildings</u>
704.01	<u>Local - State - Federal - Miscellaneous Revenue</u>

## TRANSFER OF FUNDS

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed.

Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

If all requirements for district use of funds under the Preschool Foundation Aid, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement or any discontinued fund teacher have been met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds by passage of a board resolution into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.

The District may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association of Iowa Girls High School Athletic Union.

If the before and after school program exceeds the amount necessary to operate the program, the excess amount may, following a public hearing, be transferred by resolution of the board of directors of the school corporation for deposit in the general fund of the school corporation to be used for school district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.

The district may choose to request approval from the School Budget Review Committee to transfer funds to make a program whole, prior to its elimination.

Temporary transfers (loans) of funds are permitted between funds but must be repaid to the originating fund, with interest, by Oct. 1 following the end of the fiscal year.

It is the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Legal Reference: Iowa Code §§ 24.21-.22; 257.10, 279.8; 279.42; 298A.  
289 I.A.C. 6

I.C. Iowa Code	Description
Iowa Code § 24	<u>Local Budgets</u>
Iowa Code § 257.10	<u>District Cost Per Pupil</u>
Iowa Code § 279.42	<u>Directors - Powers and Duties-Gifts to Schools</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 298A	<u>School District Fund Structure</u>
I.A.C. Iowa Administrative Code	Description
289 I.A.C. 6	<u>School Budget Review - Duties and Procedures</u>
Cross References	
Code	Description
701.03	<u>Financial Records</u>
704.02	<u>Debt Management</u>
704.02-R(1)	<u>Debt Management - Post-Issuance Compliance Regulation for Tax-Exempt Obligations</u>

## FINANCIAL RECORDS

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

### **Governmental fund type:**

- General fund
- Special revenue fund
  - Management Levy fund
  - Public Education and Recreation Levy fund (PERL)
  - Student activity fund
- Capital projects fund
  - Physical Plant and Equipment Levy fund (PPEL)
  - Secure and Advanced Vision for Education (SAVE)
- Debt service fund

### **Proprietary fund type:**

- Enterprise fund
  - School nutrition fund
  - Child care fund
- Internal service fund

### **Fiduciary funds:**

- Trust
  - Expendable trust funds
  - Nonexpendable trust funds
  - Pension trust funds
- Agency Funds

### **Account groups:**

- General capital assets account group
- General long-term debt account group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital projects funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The board may establish other funds in accordance with generally accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent in conjunction with the school business official to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.



Legal Reference: Iowa Code §§291; 298; 298A.  
281 I.A.C. 98

I.C. Iowa Code	Description
Iowa Code § 291	<u>Board Officers</u>
Iowa Code § 298A	<u>School District Fund Structure</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 98	<u>Education - Categorical Funding</u>
Cross References	Description
Code	Description
701.02	<u>Transfer of Funds</u>
701.04	<u>Governmental Accounting Practices &amp; Regulations</u>
802.04	<u>Capital Assets</u>
802.04-R(1)	<u>Capital Assets - Regulation</u>
802.04-R(2)	<u>Capital Assets - Management System Definitions</u>

Approved 11/16/20

Reviewed 12/18/23

Revised \_\_\_\_\_

## GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance - restricted, committed, assigned, and unassigned - while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The Board authorizes the board secretary to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A.

I.C. Iowa Code	Description
Iowa Code § 257.31	<u>Finance Program - Committee</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 297	<u>School Houses/Sites</u>
Iowa Code § 298A	<u>School District Fund Structure</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
701.03	<u>Financial Records</u>

Approved 7/11/2011 Reviewed 5/26/2015, 12/18/17, 10/19/20, 12/18/23 Revised \_\_\_\_\_

## BUDGET PLANNING

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent/business manager to prepare the budget for review by the board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least 10 but no more than 20 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April 15. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Legal Reference: Iowa Code §§ 24; 257; 279.8; 297; 298; 618.

	<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 24		<u>Local Budgets</u>
Iowa Code § 257		<u>Financing School Programs</u>
Iowa Code § 279.8		<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 297		<u>School Houses/Sites</u>
Iowa Code § 298		<u>School Taxes and Bonds</u>
Iowa Code § 618		<u>Publications and Posting of Notices</u>
<b>Cross References:</b>		
	<b>Code</b>	<b>Description</b>
214		<u>Public Hearings</u>

SPENDING PLAN

The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

Legal Reference: Iowa Code § 24.9

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	<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 24.9		<u>Notice of Hearings</u>

Approved 11/17/08 Reviewed 7/20/15, 12/18/17, 10/19/20, 12/18/23 Revised \_\_\_\_\_

## LOCAL - STATE - FEDERAL - MISCELLANEOUS REVENUE

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade during the regular academic school year are set by the board based upon the superintendent's recommendation in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the physical plant and equipment levy (PPEL) fund. The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- Goods and services which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Legal Reference: Iowa Code §§ 12C; 23A; 24.9; 257.2; 279.8; 41; 282.2, .6, .24; 291.12, 297.9-.12, .22; 301.1.

Iowa Code §	I.C. Iowa Code	Description
Iowa Code § 12C		<u>Deposit of Public Funds</u>
Iowa Code § 23A		<u>Noncompetition by Government</u>
Iowa Code § 24.9		<u>Notice of Hearings</u>
Iowa Code § 257.2		<u>Finance Programs Definitions</u>
Iowa Code § 279.8		<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 282.2		<u>Attendance and Tuition - Offsetting Taxes</u>
Iowa Code § 282.24		<u>Attendance and Tuition - Fees</u>
Iowa Code § 282.6		<u>Attendance and Tuition - Tuition</u>
Iowa Code § 291.12		<u>Board Officers - Duties of Treasurer</u>
Iowa Code § 297		<u>School Houses/Sites</u>
Iowa Code § 301.1		<u>Textbooks - Adoption, Purchase, Sale</u>
Iowa Code § 279.41		<u>Schoolhouses and Sites Sold</u>
<b>Cross References</b>	<b>Code</b>	<b>Description</b>
701.01		<u>Depository of Funds</u>
705.04		<u>Expenditures for a Public Purpose</u>
705.04-R(1)		<u>Expenditures for a Public Purpose - Use of Public Funds Regulation</u>

Approved 11/17/08 Reviewed 7/20/15, 12/18/17, 10/19/20, 12/18/23 Revised \_\_\_\_\_

## DEBT MANAGEMENT

### DEBT LIMITS

#### Credit Ratings

The school district seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The school district recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the school district is committed to ensuring that actions within their control are prudent.

#### Debt Limits

For general obligation debt, the school district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the school district's boundaries, as prescribed the Iowa constitution and statutory restrictions.

For revenue debt, the school district's goal is to provide adequate debt service coverage of at least 1.20 times the annual debt service costs.

In accordance with Iowa law, the school district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

### PURPOSES AND USES OF DEBT

#### Capital Planning

To enhance creditworthiness and prudent financial management, the school district is committed to systematic capital planning, intergovernmental cooperation and coordination and long-term financial planning.

#### Capital Financing

The school district may issue long-term debt for capital projects as authorized by Iowa law, which include, but are not limited to, the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the school district include:

- General Obligation Bonds
- General Obligation Capital Loan Notes
- Bond Anticipation Notes
- Revenue Anticipation Notes
- School Infrastructure Sales, Services and Use Tax Revenue Bonds
- Lease Purchase Agreements, including Certificates of Participation

#### Working Capital Financing

The school district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The school district shall strive to repay working capital debt by the end of the fiscal year in which the debt was incurred. A Working Capital Reserve may be included in sizing any working capital debt issue.



## DEBT MANAGEMENT

### **Refundings**

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the school district, such as to release restrictive bond covenants which affect the operations and management of the school district.

In general, advance refundings for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless there is a compelling public policy objective for doing so.

### **DEBT STANDARDS AND STRUCTURE**

#### **Length of Debt**

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

#### **Debt Structure**

Debt will be structured to achieve the lowest possible net cost to the school district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the school district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

Generally, the school district will only issue fixed-rate debt. In very limited circumstances, the school district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the school district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The school district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) taking into consideration the call option value of any callable maturities.

The school district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with State law.

#### **Decision Analysis to Issue Debt**

Whenever the school district is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the school district's credit worthiness, listed below.

Debt Analysis – Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

## DEBT MANAGEMENT

Financial Analysis – Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditure trends; history and long-term trends of revenues and expenditures; evidences of financial planning; adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections.

Governmental and Administrative Analysis – Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis – Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry and occupation; housing characteristics; new construction; evidences of industrial decline; and trend of the economy.

### **DEBT ISSUANCE**

#### **Credit Enhancement**

Credit enhancements (i.e., bond insurance, etc.) may be used but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

#### **Costs and Fees**

All costs and fees related to issuing the debt will be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

#### **Method of Sale**

Generally, all school district debt will be sold through a competitive bidding process. Bids will be awarded on a TIC basis providing other bidding requirements are satisfied.

The school district may sell debt using a negotiated process in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of school district credit are unusually volatile or uncertain.

#### **Professional Service Providers**

The school district will retain external bond counsel for all debt issues. All debt issued by the school district will include a written opinion by bond counsel affirming that the school district is authorized to issue the debt, stating that the school district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa law as it relates to the issuance of the particular debt.

The school district will retain an independent financial advisor. The financial advisor will be responsible for structuring and preparing all offering documents for each debt issue. The financial advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialist, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring services and security or escrow purchases.

## DEBT MANAGEMENT

Compensation for bond counsel, financial advisor and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

### **DEBT MANAGEMENT**

#### **Investment of Debt Proceeds**

The school district shall invest all proceeds received from the issuance of debt separate from the school district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture.

Investments will be consistent with those authorized by Iowa law and the school district's Investment Policy to maintain safety of principal and liquidity of the funds.

#### **Arbitrage and Record Keeping Compliance**

The treasurer shall maintain a system of record-keeping, reporting and compliance procedures with respect to all federal tax requirements which are currently, or may become applicable through the lifetime of all tax-exempt or tax credit bonds.

Federal tax compliance, record-keeping, reporting and compliance procedures shall include not be limited to:

- 1) post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
- 2) proper maintenance of records to support federal tax compliance;
- 3) investments and arbitrage compliance;
- 4) expenditures and assets;
- 5) private business use; and
- 6) designation of primary responsibilities for federal tax compliance of all bond financings.

#### **Financial Disclosure**

The school district is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The school district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

The Official Statements accompanying debt issues, Annual Audits, and Continuing Disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS). The treasurer shall be responsible for ongoing debt disclosure as required by any Continuing Disclosure Certificate for any debt issue and for maintain compliance with disclosure standards promulgated by state and federal regulatory bodies

Legal Reference: Iowa Code §§ 74-76; 278.1; 298; 298A.

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	<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 278.1		<u>Power of Electors</u>
Iowa Code § 298		<u>School Taxes and Bonds</u>
Iowa Code § 298A		<u>School District Fund Structure</u>
Iowa Code § 74		<u>Public Obligation Warrants</u>
Iowa Code § 75		<u>Sale of Public Bonds</u>
Iowa Code § 76		<u>Public Bonds and Debt Obligations</u>
<b>Cross References</b>		
	<b>Code</b>	<b>Description</b>
701.02		<u>Transfer of Funds</u>

Approved \_\_\_\_\_ Reviewed 10/19/20, 12/18/23

Revised \_\_\_\_\_

## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

## 1. Role of Compliance Coordinator/Board Treasurer

The board treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

## 2. Financing Transcripts' Filing and Retention

The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;
- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;
- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

## 3. Proper Use of Proceeds

The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;
- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;

## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

### 4. Timely Expenditure and Arbitrage/Rebate Compliance

The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
  - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
  - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

### 5. Proper Use of Bond Financed Assets

The board treasurer shall:

- a) Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
  - 1. management contracts;
  - 2. service agreements;
  - 3. research contracts;
  - 4. naming rights contracts;
  - 5. leases or sub-leases;
  - 6. joint venture, limited liability or partnership arrangements;
  - 7. sale of property; or
  - 8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.

## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

## 6. General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

## 7. Advance Refundings

The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
  - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
  - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
  - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and
  - (4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;

## POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

## 8. Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.



	<b>I.C. Iowa Code</b>	<b>Description</b>
	Iowa Code § 278.1	<u>Power of Electors</u>
	Iowa Code § 298	<u>School Taxes and Bonds</u>
	Iowa Code § 298A	<u>School District Fund Structure</u>
	Iowa Code § 74	<u>Public Obligation Warrants</u>
	Iowa Code § 75	<u>Sale of Public Bonds</u>
	Iowa Code § 76	<u>Public Bonds and Debt Obligations</u>
<b>Cross References</b>		
	<b>Code</b>	<b>Description</b>
	701.02	<u>Transfer of Funds</u>

Approved \_\_\_\_\_

Reviewed 7/20/15, 12/18/17, 10/19/20, 12/18/23

Revised \_\_\_\_\_



Preview Order 1110 - K1G 4x4 XL Max: Order Summary Time of Preview: 11/10/2023 08:41:43 Receipt: NA

Dealership Name: Holzhauser Ford Cherokee, Inc.

Sales Code : F58603

Dealer Rep.	Mark Cmelik	Type	Fleet	Vehicle Line	Expedition	Order Code	1110
Customer Name	cherokee scho	Priority Code	C2	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K1G0 EXPEDITION XL MAX 4X4	\$61555	FORD FLEET SPECIAL ADJUSTMENT	\$0
TOTAL BASE VEHICLE	\$61555	PRICE CONCESSION INDICATOR	\$0
OXFORD WHITE	\$0	REMARKS TRAILER	\$0
XL CLOTH BUCKET SEATS	\$0	FRONT LICENSE PLATE BRACKET	\$0
BLACK ONYX	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
EQUIPMENT GROUP 100A	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.18" MACH ALUM WHL W/PNTD PKTS	\$0	FUEL CHARGE	\$0
.3.5L ECOBOOST V6 ENGINE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
.10SPD AUTO TRANS W/SLCTSHFT	\$0	PRICED DORA	\$0
.P275/65R18 A/T TIRES	\$0	ADVERTISING ASSESSMENT	\$0
.3.73 RATIO REGULAR AXLE	\$0	DESTINATION & DELIVERY	\$1895
HEAVY-DUTY TRAILER TOW PKG	\$995		
TOTAL BASE AND OPTIONS			MSRP \$64445
DISCOUNTS			NA
TOTAL			\$64445

ORDERING FIN: KU920 END USER FIN: KU920

INCENTIVES

Acc. Code ID :10 Contract/Ref # :07-462R Bid Date :06/12/23State : IA

DISCOUNTS:

\$-2600.00

Customer Name:  
Customer Address:

Customer Email:

Customer Phone:

**\$59,860**

Customer Signature

Date

*This order has not been submitted to the order bank.*

*This is not an invoice.*



**Holzauer Motors**  
712-225-5713

[Retail] 2024 Chevrolet Suburban (CK10906) 4WD 4dr LS (✔ Complete)

**Price Summary**

**PRICE SUMMARY**

	<b>MSRP</b>
Base Price	\$62,200.00
Total Options	\$325.00
Vehicle Subtotal	\$62,525.00
Destination Charge	\$1,995.00
<b>Grand Total</b>	<b>\$64,520.00</b>

\$62,200

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Data Version: 20920. Data Updated: Nov 9, 2023 6:39:00 PM PST.



**Holzauer Motors**  
712-225-5713

[Retail] 2024 Jeep Wagoneer L (WSJM76) 4x4 (✔ Complete)

## Price Summary

### PRICE SUMMARY

	MSRP
Base Price	\$68,545.00
Total Options	\$0.00
Vehicle Subtotal	\$68,545.00
Destination Charge	\$2,000.00
<b>Grand Total</b>	<b>\$70,545.00</b>

\$67,500

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Data Version: 20920. Data Updated: Nov 9, 2023 6:39:00 PM PST.

## Discipline Response Matrix

The *Discipline Response Matrix* was developed to assist school administrators and educators, and provides general guidance for supportive practices and responses to behavior.

Levels of response:

- **LEVEL 1:** A level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically addressed at the time that they occur. Parent/guardian communication by a certified staff member involved in the event is recommended. Teachers may handle the consequence without administrator involvement if they choose.
- **LEVEL 2:** A level 2 behavior is one which requires more intensive intervention than a Level 1 behavior, and which may or may not require administrator involvement. Formal documentation must be documented in JMC and parent/guardian communication is required to ensure students receive the support needed to understand and correct behavior.
- **LEVEL 3:** A level 3 behavior is one which requires immediate administrative involvement and written documentation in JMC. Level 3 behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Written formal documentation describing interventions initiated, conducted or attempted, and parent/guardian communication is required.
- **LEVEL 4:** A level 4 behavior requires immediate intervention and administrative involvement with written documentation of interventions previously in place. Level 4 behaviors involve immediate suspension and possible recommendation for expulsion. Formal documentation and parent/guardian communication are required.

## Level 1 Behavior Guidelines

**Defining the behavior:** A level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically addressed at the time that they occur. Parent/guardian communication by a certified staff member involved in the event is recommended. Teachers may handle the consequence without administrator involvement if they choose.

*Modifications may be made by the teacher and/or office as necessary.*

*At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.*

Behavior	Restorative Responses	1st Offense	2nd Offense	3rd Offense	4th Offense	
Cell Phone / Technology Violations	<ul style="list-style-type: none"> <li>• Check in/Checkout</li> <li>• Correction techniques:                             <ul style="list-style-type: none"> <li>○ Prompt</li> <li>○ Redirect</li> <li>○ Reteach</li> <li>○ Provide choice</li> </ul> </li> <li>• Mindfulness strategies</li> <li>• Restorative conferencing</li> <li>• Student and parent/guardian interviews</li> <li>• Teaching of self-regulation strategies:</li> <li>• Use of affective statements by educator and/or student</li> <li>• When-then strategies</li> </ul>	Confiscated/ picked up by student @ end of day	Confiscated/ student can pick up after 2 days/parent same day	Confiscated/ student can pick up after 3 days/parent same day	Insubordination 1 Day ISS	
Profanity		30 minute detention & meeting with the principal	60 minute detention & meeting with the principal	1 Day ISS Meeting with Parents	2 Days ISS Meeting with Parents	
Lunch Violations		2 days private dining	1 week private dining and parent notification	Private dining the rest of the semester		
Inappropriate Use of the Internet		Verbal warning (depending on the violation)	Placed on restricted list			
Dress Code Violation		Student sent/called to the office, asked to change or given clothes	Student sent/called to the office, asked to change or given clothes, parent notified	Student sent/called to the office, asked to change or given clothes, parent notified, 30 minute detention	Student sent/called to the office, asked to change or given clothes, parent notified, 60 minute detention	
Classroom Disruptions		Teacher discretion				
Minor Conflict		Teacher discretion				
Academic Dishonesty/ Cheating / Plagiarism		Students caught plagiarizing papers, reports or any other classroom assessment will be punished up to and including receiving no credit for the assignment.				
Unexcused Tardies		Unexcused tardies 1-5= Teacher lets student know they are UT	Unexcused Tardies 5+ = 20 min. detention each. Students are given 2 days to make up detention or it will add to unexcused absence count for each class, possibly resulting in a WF for the class.. <i>(Assigned &amp; documented by Office Staff)</i>			
Unexcused Absences		Communication to parents by Office Staff. Students receive 0 credit for items missed while unexcused.				

## Level 2 Behavior Guidelines

**Defining the behavior:** A level 2 behavior is one which requires more intensive intervention than a Level 1 behavior, and which may or may not require administrator involvement. Formal documentation must be documented in JMC and parent/guardian communication is required to ensure students receive the support needed to understand and correct behavior.

*Modifications may be made by the teacher and/or office as necessary.  
At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.*

Behavior	Restorative Responses	1st Offense	2nd Offense	3rd Offense	4th Offense
Unexcused Absences	<ul style="list-style-type: none"> <li>• Check in/Checkout</li> <li>• Correction techniques:                             <ul style="list-style-type: none"> <li>○ Prompt</li> <li>○ Redirect</li> <li>○ Reteach</li> <li>○ Provide choice</li> </ul> </li> <li>• Mindfulness strategies</li> <li>• Peer mentors</li> <li>• Restorative conferencing</li> <li>• Seat change</li> <li>• Student and parent/guardian interviews</li> <li>• Teaching of self-regulation strategies:                             <ul style="list-style-type: none"> <li>○ Breathing</li> <li>○ Individual reflective time</li> <li>○ Journaling</li> <li>○ Peer support</li> <li>○ Problem solving strategies</li> <li>○ Speaking to an adult</li> <li>○ Taking a break</li> <li>○ Thinking of alternative solutions</li> </ul> </li> <li>• Use of affective statements by educator and/or student</li> <li>• When-then strategies</li> <li>• In-school community service (teachers note what tasks they need help with)</li> </ul>			Unexcused Absences 3-9 Zeros for all missed class work, 1 Day ISS per unexcused day 5= Letter home from school 7= Conference with parents & student 10= Removal from Class, Lose Credit, WF on Transcript	
Insubordination / Disrespect of Staff		One day ISS	Three days ISS	Three days of OSS	Refer to the superintendent
Classroom Insubordination which impedes learning of all students		Sent to office, principal & student call parents, make plan for re-entry, detention	Sent to office, call parents, inform next step, one day ISS	Removal from class, lose credit, WF on Transcript	
Parking Lot Violation		Two hour detention	Parking at the swimming pool for two weeks with two hour detention	No longer allowed to park on school premises for the remainder of the year with a two hour detention	
Possession or Use of Tobacco/Products Containing Tobacco/Nicotine (1st or 2nd offense)		Two days ISS, police notified	Two days OSS, police notified		
Fighting (as defined in the handbook where only minor injury occurs, not in self-defense)		One day OSS	Two days OSS, Police notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Sexual Harassment (1st offense)		Three days ISS			
Bullying (1st offense)		One day OSS			
Theft of School Property		Three Days ISS, Repair/ Replace, call police	Two Days OSS, Repair/ Replace, call police	Refer to Superintendent	Refer to Superintendent

## Level 3 Behavior Guidelines

**Defining the behavior:** A level 3 behavior is one which requires immediate administrative involvement and written documentation in JMC. Level 3 behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Written formal documentation describing interventions initiated, conducted or attempted, and parent/guardian communication is required.

*Modifications may be made by the teacher and/or office as necessary.*

*At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.*

Behavior	Restorative Responses	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault/Act of Violence Simple Assault	<ul style="list-style-type: none"> <li>• Any lower-level interventions from Level 1 or 2</li> <li>• Community service</li> <li>• Functional behavior assessment, if applicable</li> <li>• Implementation of restorative conferencing with student champion</li> <li>• In-school counseling</li> <li>• Increase access to mentor</li> <li>• Re-entry practices</li> <li>• Substance-use intervention group</li> </ul> <p>When Level 3 behaviors and occur and alternative-to-suspension program or other low level interventions have been utilized, an out-of-school suspension can be assigned:</p> <ul style="list-style-type: none"> <li>• Out-of-school Suspension 1-3 days</li> </ul> <p>Indicated Level 3 behaviors can be recommended for permissive expulsion or change of placement as defined in Section 3 *Must be addressed through the District's Title IX process</p>	Four Days OSS  Two Days OSS	Eight Days OSS  Four Days OSS	Refer to the superintendent	Refer to the superintendent
Use of Camera/Phone in Inappropriate Locations or for Inappropriate Pictures		OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Inappropriate Use of Internet (3rd and 4th offenses)				Placed on a severe restricted list	Laptop confiscated
Threats Toward Faculty/Staff		Four days OSS	Eight days OSS	Refer to superintendent	Refer to superintendent
Harassment or Threats Towards Students			Two days OSS	Four days OSS	Refer to superintendent
Causing Major Property Damage		Three days ISS, repair or replace, call police	Two days OSS, repair or replace, call police		
Sexual Harassment (2nd or Continuing Offenses)			Two days OSS	Four days OSS, notify police	Refer to superintendent
Possession or Use of Tobacco/Products Containing Tobacco/Nicotine (3rd Offense)				Four days OSS with counseling, police notified	
Possession of knife, imitation firearm, or dangerous object		OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Tampering with Video Surveillance		One day ISS	Two days OSS	Refer to Superintendent	Refer to Superintendent
Unexcused Absences				Unexcused Absence 10 = Withdrawal Fail from the class, explore credit recovery	



## Level 4 Behavior Guidelines

**Defining the behavior:** A level 4 behavior requires immediate intervention and administrative involvement with written documentation of interventions previously in place. Level 4 behaviors involve immediate suspension and possible recommendation for expulsion. Formal documentation and parent/guardian communication are required.

*Modifications may be made by the teacher and/or office as necessary.*

*At any time the building principal may deem it necessary to assign a consequence anywhere along the continuum for a specific offense.*

Behavior	Restorative Responses	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession of Weapons	<ul style="list-style-type: none"> <li>Conference with a student, parent and administrator to explain options for student</li> <li>Intervention program</li> <li>Outside counseling and services</li> <li>Recommendation to alternative educational placement</li> <li>Referral to School Police Supports</li> </ul>	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified	OSS - Refer to Superintendent Police Notified
Possession of Drug Paraphernalia		5 Days OSS	10 Days OSS/Possible Expulsion	Expulsion	
Substances Purported to be Illicit Drugs		7 Days OSS	14 Days OSS	Expulsion	
Possession of Using Illegal Drugs in School		OSS until evaluation & Diversion Program is started			
Distributing or Selling Illegal Drugs		5 Days OSS & Psychological Eval before returning	10 Days OSS/Expulsion or possible alternative setting	Expulsion	
Acts of Terrorism		10 Days OSS & Psychological Eval before returning	Expulsion		
Assault Towards a Staff Member		Refer to Superintendent, call police	Refer to Superintendent, call police	Refer to Superintendent, call police	Refer to Superintendent, call police
Caused Major Property Damage				Refer to superintendent, call police	Refer to superintendent, call police
Arson		Refer to superintendent, call police	Refer to superintendent, call police	Refer to superintendent, call police	Refer to superintendent, call police

When students have been provided with information on the expulsion process, supports available, and information on alternative instructional options, the following shall take place:

- Mandatory 5-day suspension and
- Recommendation for expulsion

## 1

## Leveling Tally

Behavior	L1	L2	L3	L4
Being in a non-designated/unsupervised area	2	2		
Tampering with video surveillance		1	3	1
Caused major property damage			2	3
Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding			5	
Possessed, Sold, or furnished a knife/dangerous object				5
Possessed/used tobacco/products containing tobacco or nicotine (3rd offense)				5
Committed or attempted to commit robbery or extortion				4
Engaged in, or attempted to engage in, hazing		2	2	
Possessed or used tobacco/products containing tobacco or nicotine (1st or 2nd offense)			1	4
Committed or attempted to commit a sexual assault				5
Parking violations		5		
Tardiness (habitually)		5		
Leaving school without proper authorization		4	1	
Willfully caused serious injury, except in cases of demonstrated self defense (no lethal force)			2	3
Unlawful possession or sale of a controlled substance				5
Driving reckless on or around school campus		4	1	
Racial/ethnic tensions	1	4		
Absence/truancy - unexcused		4		
Bus conduct	1	4		
Cheating on a test or school related assignment / plagiarism	3	2		
Habitual disruption	2	3		
Harassed, threatened, or intimidated peers		2	3	
Arson				4
Committed or attempted to commit sexual assault				5

Committed sexual harassment (1st attempt)			3	1
Committed sexual harassment (2nd offense)			1	4
Made terrorist threats				5
Possessed, sold or furnished a firearm or explosive				5
Displayed/directed a knife to another person			1	4
Unlawfully offered the selling of drugs			1	3
Caused, attempted to cause, or threatened to cause physical harm			3	
Dress code violation	5			
Skipping punishment/detention	1	4		
Hacking/cyber security threat			4	1
Academic dishonesty	4	1		
Disruption in class	5			
Inappropriate cell phone use	4	1		
Inappropriate use of technology	3	2		
Lying	5			
Minor conflict	5			
Minor interruptions/distractions	5			
Misuse of school property	3	2		
Not having classroom materials	5			
Not following classroom agreements/procedures	4	1		
Off-task behavior	5			
Lack of understanding physical boundaries	3	2		
Tardiness (non-habitual)	5			
Use of profanity, not direction	5			
Attempted to cause property damage		4	1	
Caused minor injury (except in self defense)		2	3	
Caused or attempted to cause damage to school or private property		4	1	
Committed an obscene act or engaged in habitual profanity/vulgarity		3	2	

Bullying on school grounds (including cyber bullying)		4	1	
Unlawfully possessed/offered vapes, arranged/negotiated to sell drug paraphernalia				5
Knowingly received school or private property		1	2	1
Stolen or attempted to steal school property		2	2	
Aided infliction or attempted infliction of physical injury			4	
Caused, attempted to cause, threatened or participated in an act of hate violence			3	1
Habitual inappropriate use of technology		4	1	
Harassed, intimidated or threatened pupil or district personnel			4	
Possessed or used tobacco, or products containing tobacco or nicotine (1st or 2nd offense)		1	2	1
Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind (1st offense)			1	3
Assault/battery on a school employee				4
Caused, attempted to cause, threatened to cause physical injury to another person, except in self-defense (non deadly force)			3	1
Bullying off school grounds (including cyber bullying)		3	2	



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# City of Cherokee

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To whom it may concern,

The City of Cherokee is maintaining all sewer utilities that are under Gillette Drive if there ever was an issue the City would be responsible for all repairs needed to the city main including the removal and replacement of any concrete or earth that would be affected.

A handwritten signature in black ink, appearing to read "Luke Gravenish". The signature is fluid and cursive, with the first name "Luke" being more prominent than the last name "Gravenish".

Luke Gravenish

Public Works Superintendent

City of Cherokee



## 1. Parties

Bottler:  
Chesterman Company  
4700 S. Lewis Blvd.  
Sioux City, IA 51106

Cherokee Public Schools  
600 W Bluff St  
Cherokee, Iowa 51012

Account hereunder represents to Bottler that the Account has the capacity to enter into an agreement with Bottler. Furthermore, by entering into an Agreement with Bottler the Account represents that it is free and clear of any outstanding and binding obligations and/or agreements with organizations that would prohibit Bottler's and the Account's ability to conduct normal business with one another.

This agreement will include all currently existing and future buildings, and includes, without limitation, the grounds, all vending and concession areas, branded and unbranded food service outlets, and dining facilities operated by Cherokee Public Schools Concessions, Food Service and Full-Service accounts, its operating interests, and its concessionaires.

## 2. Term

Length of the Agreement: 5 years  
Start Date: 8-1-2023  
End Date: 8-1-2028

If Account temporarily or permanently closes one or more of the outlets covered by this Agreement during the term of the Agreement, Bottler and the Account may mutually amend the Agreement, including but not limited to a reduction in Sponsorship Fees, Rebate Fees, Commissions, Pricing or a combination of each element of Consideration. If an amended Agreement cannot be reached, then this original Agreement shall stay enforced and the Account will fulfill the Volume Agreement per the parameters above.

In the event that the Account closes its business in its entirety, the Account agrees to pay to Bottler a pro rata portion of the costs of refurbishing and installing equipment and pay to Bottler the unearned portion of pre-paid Sponsorship Fees, upfront funding, or any other element of Consideration that is considered unearned, if any.



### **3. Advertising Rights**

Account grants Bottler the exclusive right to advertise non-alcoholic beverages at the facility and in connection with the facility. Such advertising should be subject to prior approval by Account.

No permanent or temporary advertising, signage, or trademark visibility for competitive beverages will be display or permitted anywhere at the facility unless otherwise agreed upon by both parties.

Account further agrees that all beverages will be dispensed in Bottler's equipment and that no other trademarked equipment, coolers, or containers will be permitted.

### **4. Equipment**

All equipment placed by Bottler is property of Bottler unless otherwise stated. Account agrees to the terms of Bottler's equipment placement agreement.

### **5. Product Rights**

Account grants Bottler the exclusive right to sell or distribute non-alcoholic beverages at the facility. No competitive products may be sold, dispensed, sampled, or served anywhere at the facility.

Account agrees that, at a minimum, the following Core Products will be available: Coca-Cola® Classic (or Coke®), Diet Coke®, Coca-Cola Zero Sugar®, and Sprite®. If Account serves bottle and/or can beverages, it agrees that in addition to the aforementioned Core Products, it will make available Gold Peak Tea® and Dasani®. The Account also agrees to make available new product innovation that would be appropriate for the channel of business the Account operates within. Account and Bottler may mutually amend the product offering at any time.

### **6. Consideration**

**Sponsorship Fees:** Bottler agrees to pay Account Thirty-Five Thousand Dollars (\$35,000.00) for the entire term of the agreement. The Sponsorship Fees will be paid in the following installments Fifteen Thousand Dollars (\$15,000.00) upon signing of the agreement then an annual installment of Five-Thousand Dollars (\$5,000.00). The first installment shall be paid within thirty days (30) after the date the agreement has been fully executed and signed by both parties. The subsequent annual Sponsorship Fees will be paid on or about the anniversary date of the agreement. The Sponsorship Fees shall be deemed earned evenly over the agreement year for which they are paid.

**Pricing:** Account shall be entitled to purchase beverages and associated beverage products (cups, lids, carbon dioxide) from Bottler in accordance with the prices set in Exhibit A. Prices will be subject to an annual increase of 5% over the previous year's price, except in the event of an increase in a component



of Bottler's cost of goods, manufacture, or delivery, or increases in taxes, deposits, and other government related fees in which Bottler may increase prices to cover such increases costs as mutually agreed upon by Bottler and Account.

**Rebates:** For accounts Sioux City Concession and General Accounts. Bottler will pay Account a rebate of \$2.00 for each standard physical case (SPC) of 20oz. PowerAde, 20oz Dasani, 20oz Carbonated Soft Drink including Minute Maid Lemonade product purchased from Bottler during the Term of the Agreement, whereas One (1) 12 count case is equivalent to one (1) SPC. Rebates will be paid annually and based on Bottler's case sales record.

**Commissions:** Bottler agrees to pay Account a (monthly) commission at a rate of 30%. Bottler may at any time decrease commissions by more than the stated rate and/or percentage in the event of a substantial increase of material component of Bottler's cost of goods, manufacture or delivery. Bottler shall notify Account thirty (30) days in advance prior to the date of any such substantial commission decrease takes effect. Commissions are paid based upon cash collected after deducting taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any.

Bottler agrees to purchase Four Thousand dollars (\$4,000.00) of Powerade equipment for the athletic departments for Cherokee High Schools. These purchases will be made in the following installments. First purchase will be Two Thousand (\$2,000.00) and the following annual purchases will be Five Hundred Dollars (\$500.00) for the term of the contract.

**Concessionaire:** If the Account employs a concessionaire, Account will cause Concessionaire to purchase from Bottler all requirements for beverages and associated beverage products (cups, lids, and carbon dioxide, if applicable). Prices will be determined by the existing agreement between Account and Bottler. Account acknowledges that there will be no duplication of allowances, funding, or benefits to Account or Concessionaire if Concessionaire has an existing agreement with Bottler or The Coca-Cola Company.

## **7. Termination**

If Account breaches any of its obligations set forth in this Agreement and Account fails to cure any such breach within thirty (30) days after it receives written notice from Bottler, then at its option and not as its sole remedy, Bottler may terminate this Agreement, and Account shall return any equipment, pay to Bottler a pro rata portion of the costs of refurbishing and installing equipment, and pay to Bottler the unearned portion of pre-paid sponsorship fees or other upfront funding, if any.

Bottler shall have the right to withhold and not pay further amounts of which may become payable to Account pursuant to this Agreement if Account has failed to perform its obligations hereunder, Bottler's rights hereunder have been lost, limited, or restricted, or there exists a bona fide dispute between the parties.





If Bottler breaches any of its obligations set forth in this Agreement and fails to cure any such breach within thirty (30) days after it receives written notice from Account, then at its option and not as its sole remedy, Account may terminate this Agreement, and Account shall return equipment, pay to Bottler the unearned portion of pre-paid sponsorship fees or other upfront funding, if any.

Notwithstanding anything to the contrary in this agreement, to the maximum extent permitted by applicable law, neither Account nor Bottler shall be liable to the other party or any other party for any indirect, special, incidental, consequential or punitive damages, costs, losses, or expenses of whatever nature.

### 8. Jury Waiver

Each party, to the extent permitted by law, knowingly, voluntarily, and intentionally waives its right to a trial by jury in any action or other legal proceeding arising out of or in connection with this agreement and the transactions it contemplates. This waiver applies to any action or legal proceeding, whether arising in contract, tort, or otherwise.

### 9. Entire Agreement

This agreement contains the entire agreement between the parties with respect to the subject matter hereof. Account may not assign this Agreement without the written consent of Bottler. All amendments to or waivers of this Agreement must be in writing signed by all parties.

In witness whereof, the parties hereto have executed this Agreement as of the date first above written.

Bottler:  
By:  
Printed Name:  
Title:  
Date:

Account:  
By:  
Printed Name:  
Title:  
Date:

#### Exhibit A

Cherokee Public Schools	
20oz CSD	\$ 28.00
20oz Dasani	\$ 28.00
20oz Powerade	\$ 28.00

\* Prices listed in Exhibit A are subject to a 5% annual increase. Any other products will be purchased at Bottler's established FSOP Gold Trade Letter pricing.