

# Cherokee Community School District



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Regular Board Meeting  
January 15, 2024  
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

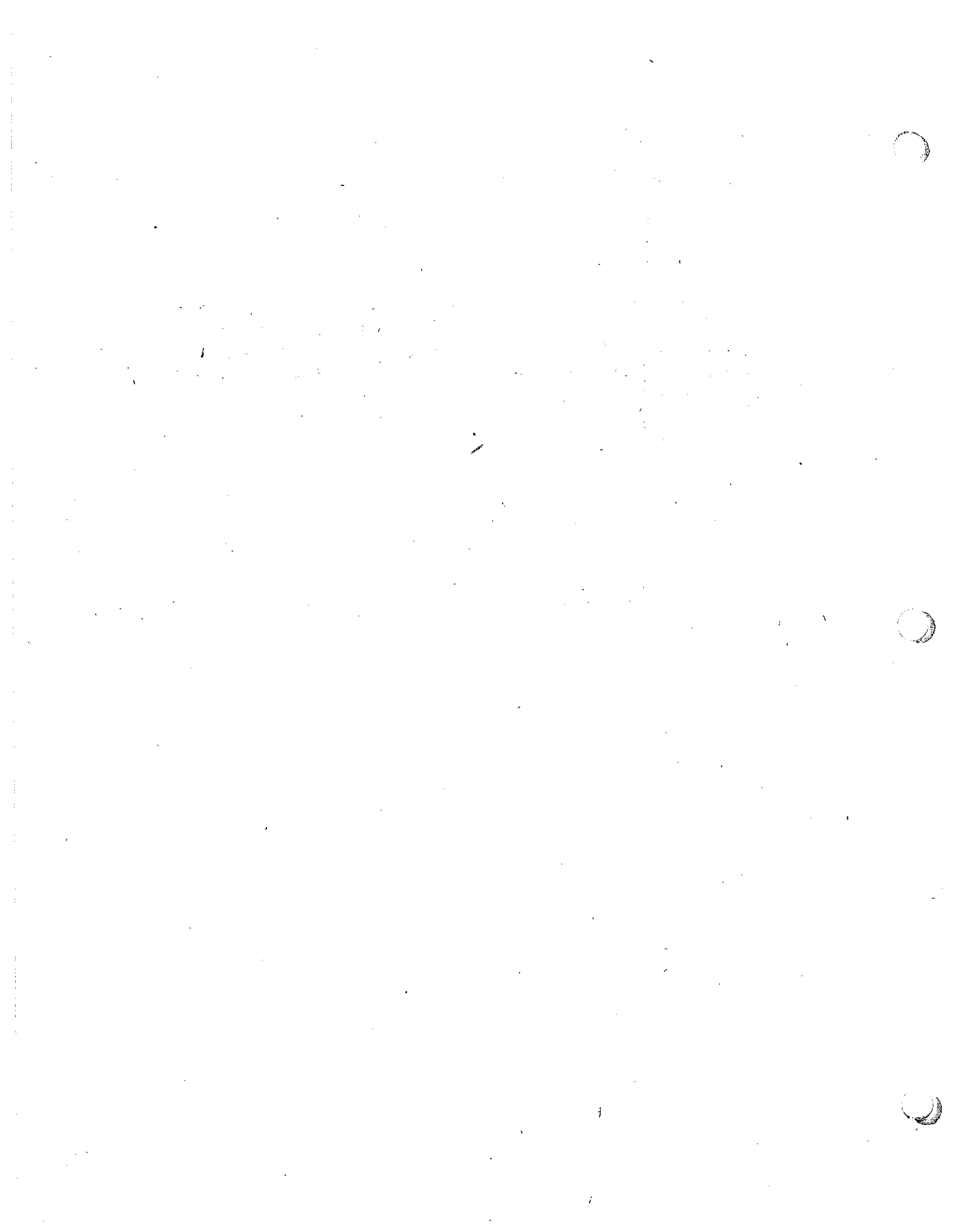
Mr. Tom Ryherd, Superintendent



**Cherokee School District Board of Education  
Cherokee Community School District, 600 West Bluff Street**

*With community involvement, we will empower learners  
to become contributing members of our changing world.*

The initial proposals between the Cherokee Education Association and the Cherokee School District will be presented at 4:30 PM on Monday, January 15, 2024, at the Cherokee Washington High School Library at 600 West Bluff Street, Cherokee, Iowa, 51012. This presentation is open to the public under Chapter 20 of the Iowa Code. This is not a meeting of the Board of Directors. No action can or will be taken.



**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, January 15, 2024 @ 5:00 PM**

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

**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 January 15, 2024 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

1. Call the meeting to order
2. Pledge of Allegiance and Mission Statement
3. Approve the agenda
4. Roll call of members in attendance
5. Action to excuse board members not in attendance
6. Welcome Visitors Recognition of persons who wish to speak to the board regarding a school issue not on the agenda
7. Consent agenda A. Approve the minutes of the regular meeting [12-18-23] B. Approve financial statements C. Approve monthly bills D. Approve fundraising requests E. Approve resignations F. Approve retirements Dawn Henke - CWHS At Risk Associate G. Approve internal transfers H. Approve contract extensions Jennifer Nice - CMS Para Judy Slota - CWHS FFA Adviser Mason Timmerman - CWHS Individual Speech Asst Coach
8. Communication and Reports A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
9. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21 Affirm: 704.2.r.2 Bond Disclosure Policy; 704.4 Gifts - Grants - Requests; 704.5 Student Activities Fund; 705.1 Purchasing; 705.1.r.1 Purchasing, Bidding, Suspension and Debarment of Vendors and Contractors Procedure; 705.3 Payment for Goods and Services; 705.4 Expenditures; 706.1 Payroll Periods; 706.2 Payroll Deductions; 706.3.r.1 Pay Deduction Regulation
10. New Business A. Discussion of/ action concerning Cherokee Washington High School Discipline Response Matrix - Second Reading B. Discussion of/ information concerning 2024-2025 School Calendar options C. Discussion of/ action concerning gifts from RJ Thomas Manufacturing in the amount of \$6787.52 D. Discussion of/ action concerning a resolution of acknowledgement for RJ Thomas Manufacturing E. Discussion of/ action concerning substitute teacher pay for the 2024-2025 school year F. Discussion of/ information concerning a Board Work Session - February 6, 2023 in Room 200 at WITCC.
Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues

**\* 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.**

**11. Board Committee Reports**

- A. Curriculum and Instruction – Thomas & Barkley
- B. Policy – Thomas & Riggert
- C. Finance – Freed & Mullins
- D. Building, Grounds, Capital Projects – Freed & Mullins
- E. Transportation, Nutrition – Barkley & Riggert

**12. Items of Interest for the Next Meeting [February 19, 2024 @ 5:30 PM]**

- A. Discussion of/ action concerning the 2024-2025 School Calendar
- B. Discussion of/ information concerning negotiations
- C. Discussion of/ information concerning a date for a Budget Hearing - Monday, April 1

**13. Adjournment**

**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  
Regular Meeting  
December 18, 2023**

The Cherokee Community School District Board of Education a regular meeting on Monday, December 18, 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 5:31 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 Mullins, seconded by Freed to approve the agenda. All Ayes

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

Roll call of board members was taken. Present were Brian Freed, Jocelyn Riggert, Jared Barkley, Ray E Mullins II, 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 – 11/20/23; Special Meeting 12/11/23
- Monthly Bills
- Financial Statements
- Resignations – Ethyn Tope - Custodian
- Contract Extensions – Adam Rapp – Varsity Baseball; Jennifer Feierstein – CES Custodian; Katie Puettmann – E-Sports Coach; Khennadi Crum – CES Para; Danielle Cox – MS Girls Basketball; Lily Woock – CWSHS Social Studies

**8. Communication and Reports**

Principal and Superintendent reports were given.

**9. Policy**

Moved by Mullins, seconded by Barkley to affirm policies 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. All Ayes

**10. New Business**

**A. Discussion of/information concerning the CCSD support services**

Kathy Jochims, shared social worker with the NWAEA, and Kami Crum, youth services worker with Seasons Center, presented information on behavior and mental health services provided to the district students.

**B. Discussion/Action concerning requests for early graduation**

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

**C. Discussion/Action concerning purchase of SUV for the 2024-25 school year**

Moved by Mullins, seconded by Riggert to approve the purchase of a 2024 Ford Expedition for \$59,860 for the 2024-25 school year. All Ayes

**D. Discussion of information concerning CWS Discipline Response Matrix – First Reading**

The board discussed, in the first reading, the CWS Discipline Response Matrix to include restorative practices in addition to the traditional disciplines currently in place.

**E. Discussion of/information concerning Gillette Drive**

Discussion was held concerning the district taking ownership from the city of Gillette Drive, the street adjacent to the high school. Concerns were discussed regarding future maintenance and upkeep of the street.

**F. Discussion of/information concerning setting a public hearing regarding Gillette Drive**

No action was taken regarding setting a public hearing concerning Gillette Drive.

**G. Discussion/Action concerning a request to the School Budget Review Committee for modified allowable growth –At-Risk Dropout Prevention Plan**

Moved by Mullins, seconded by Barkley to approve the At-Risk Dropout Prevention Plan for the 2024-25 school year including a request to the School Budget Review Committee for Modified Supplemental Amount for the At-Risk Dropout Plan for \$198,792. All Ayes

**H. Discussion/Action concerning beverage contract with Chesterman Company**

Moved by Freed, seconded by Mullins to approve the beverage contract with Chesterman Company through August 1, 2028. All Ayes

**I. Discussion/Action concerning Level II Harassment Investigator**

Moved by Freed, seconded by Riggert to approve Sergeant Bret Gannon as the district appointed Level II Harassment Investigator. All Ayes

**J. Discussion/Action concerning adding Ahlers & Cooney P.C. as legal council**

Moved by Mullins, seconded by Freed to approve Ahlers & Cooney as legal counsel in addition to Steve Avery and John Cook. All Ayes

**K. Discussion of/information concerning a Board Work Session in January**

The board discussed plans for a Board Work Session in January.

**L. Discussion of/action concerning out of state travel to Sioux Falls**

Moved by Mullins, seconded by Riggert to approve out of state travel for the outdoor PE class to Sioux Falls on December 20. All Ayes

**11. Closed Session**

Moved by Freed, seconded by Barkley to enter into closed session at 7:18 P.M. to conduct the evaluation of the Superintendent as provided in section 21.5(1)(i) of the open meetings law. Roll call vote, Ayes: Freed, Riggert, Barkley, Mullins, Thomas

**12. Discussion of/action concerning proposal of interim administrative contracts and MOU's**

Moved by Mullins, seconded by Freed to eliminate the interim nature of contracts and rescind Memorandums of Understanding for Tom Ryherd, Matt Malausky and Krista Miller for the remainder of the contract year. Roll call vote was taken: Ayes – Mullins, Freed, Barkley, Thomas Abstain - Riggert



**13. Adjournment**

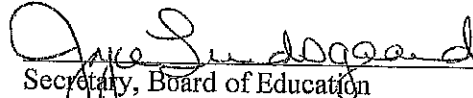
Moved by Mullins, seconded by Freed to adjourn the meeting at 8:15 P.M. All Ayes

Regular Meeting -- January 15, 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

Published Budget Report  
 All Funds  
 12/31/2023

Category	Function #s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	3,747,938.60	3,747,938.60	10,540,000.00	36%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	151,261.38			
Inst. Staff Support Svcs	(2200-2299)	334,706.54			
General Administration	(2300-2399)	188,255.29			
Building Administration	(2400-2499)	304,442.16			
Business Administration	(2500-2599)	305,843.80			
Plant Operation & Maint	(2600-2699)	858,964.02			
Student Transportation	(2700-2799)	217,890.68			
<b>TOTAL SUPPORT SERVICES</b>			2,361,363.87	5,020,500.00	47%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	314,814.18	314,814.18	810,000.00	39%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	1,211,848.77			
Debt Service	(5000-5999)	200,715.63			
AEA Support Direct	(5200)	515,165.00			
<b>TOTAL OTHER EXPENDITURES</b>			1,927,729.40	3,810,678.00	51%
<b>TOTAL EXPENDITURES</b>			8,351,846.05	20,181,178.00	41%

12/31/2023

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,340,184.31	910,239.81	1,104,167.22	3,146,256.90
Management	815,891.50	14,490.98	19,346.00	811,036.48
Self-Insurance Fund	858,128.10	13,337.08	16,803.11	854,662.07
<b>Subtotal General Fund</b>	<b>5,014,203.91</b>	<b>938,067.87</b>	<b>1,140,316.33</b>	<b>4,811,955.45</b>
Activity	154,730.53	33,492.72	23,213.21	165,010.04
PPEL	285,761.13	10,263.33	155,724.25	140,300.21
Capital Projects (Sales Tax)	2,322,956.31	122,622.93	64,340.00	2,381,239.24
Debt Service	47,343.84	9,055.25	-	56,399.09
Hot Lunch	438,521.94	100,287.86	44,171.10	494,638.70
Trust and Agency	40,315.05	3.83	-	40,318.88
Braves Bank	21,665.63	1,424.49	-	23,090.12
<b>Total - All Funds</b>	<b>\$ 8,325,498.34</b>	<b>\$ 1,215,218.28</b>	<b>\$ 1,427,764.89</b>	<b>\$ 8,112,951.73</b>

Cherokee Community School

Board Report

01/11/2024 01:11 PM

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Brave Designs Supplies		
13763	360 Custom Designs	103.11
Chromebook parts		
14716	AGParts Worldwide, Inc.	1,343.00
On the Run series books		
13177	Alquist, Christy	102.20
Replacement Keyboard Cover & Remotes		
Door Handles for Preschool Doors		
Central Office Supplies		
Brave Designs Supplies		
Business Prime Membership Fee		
Phone Holder		
SPED classroom materials		
WHS CAPS		
13771	Amazon Capital Services	1,307.37
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	60.86
Phone, Internet, Fax, Data, Firealarm		
14427	C-M-L Telephone Cooperative Assoc	2,141.06
Chamber Membership		
11818	Cherokee Chamber of Commerce	200.00
Publication Expense		
18221	Cherokee Chronicle Times	401.84
SRO Salary		
10084	City of Cherokee	48,595.75
Maintenance Supplies		
Maintenance Supplies		
12772	Full Compass Systems, LTD	343.79
Annual Conference for ECLC teachers		
14670	Iowa State University	330.00
Batteries-STEM		
10268	Letsche, Amy	16.00
CMS med cart & Lock boxes		
10060	MacGill and Company	1,669.00
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
12363	MidAmerican Energy Company	9,384.82

Cherokee Community School

Board Report

01/11/2024 01:11 PM

Vendor Number	Vendor Name	Amount
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Invoice Description

Building Repair - Outside Labor

13215	Plains Boiler Service	386.66
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CWHS Pest Extermination

15025	Plunkett's Pest Control, Inc	98.00
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Medicaid Billing Fee

12838	Timberline Billing Service LLC	1,280.23
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Time & Attendance

11578	Time Management Systems	337.56
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Fund Number 10

Checking Account ID 1

Checking Account ID 2	Fund Number 36
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PHYSICAL PLANT & EQUIPMENT

Building Improvement

14189	Carroll Control Systems, Inc.	901.75
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CWHS Window/Door Replacement

20224	FEH Design	962.50
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Fund Number 36

Checking Account ID 2

Checking Account ID 3	Fund Number 21
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STUDENT ACTIVITY FUND

CWHS Speech Supplies

13771	Amazon Capital Services	14.99
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1/30 MS bball

30749	BARRINGER, DALE	80.00
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Cheer Skirt

14352	Champion Team Wear AR	42.99
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Girls BB Warmups

10676	Decker Sporting Goods	1,250.00
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1/18 MS basketball

30523	Fuhrman, Mark	80.00
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1/18 MS basketball

30936	HARRIMAN, WADE	80.00
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1/30 MS bball

14910	Hilbrands, Dean	80.00
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ISU Honor Band

10277	Iowa State University	25.00
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Lemars WR Invite fee

30730	LeMars Community Schools	175.00
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NWI Honors Orchestra Festival

13409	NWI Honor Orchestra Festival	15.00
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1/22 MS basketball

14327	Shea, Mark	80.00
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supplies for Spanish Club mtg

11809	Teacher's Discovery	194.97
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West Sioux WR Invite Fees

14076	West Sioux High School	100.00
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Cherokee Community School

01/11/2024 01:11 PM

Vendor Number Vendor Name

Invoice Description

1/22 MS basketball

30337 Wiener, Arnie

Fund Number 21

Checking Account ID 3

**Board Report**

Amount

80.00

Cherokee Community School

Board Report

01/04/2024 03:00 PM

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Student IEP items		
Elem Office Supplies		
health office		
SPED curriculum materials		
Brave Designs Supplies		
CWHS FCS Instructional Supplies		
Technology Supplies		
New SSD for Art		
Office Supplies		
13771	Amazon Capital Services	1,348.63
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.43
Softener Salt- CMS		
Softener Salt- CWHS		
Cooler/Softener Rent		
CWHS Nurse Supplies		
Softener Salt - CBS		
CMS Nurse Supplies		
10079	Blaine's Culligan	592.20
CES Library Book Order		
CES Library Book Order		
13052	Book Vine, The	160.95
Outdoor PE outing		
15094	Cox, Danielle	90.00
19 Bus Inspections		
11300	Department of Education	950.00
Comm Services - December 2023		
14832	Donovan Group I	2,500.00
Maintenance Supplies		
12772	Full Compass Systems, LTD	68.79
New Board Member - Reg Fees		
10002	Iowa Association of School Boards	220.00
IHSMA Membership for 23-24 School Year		
31080	Iowa High School Music Association	25.00
PD Supplies		
15049	Johnson, Collin	22.49
Temp Help		
15097	LETSCHE, HEIDI	445.50
Temp Help		
15096	LETSCHE, JULIA	155.25
Pest Control CBS/CMS		
15025	Flunkett's Pest Control, Inc	77.00
Admin Fee - Flex Plan		
15034	Point C Health	213.00

Cherokee Community School Board Report

01/04/2024 03:00 PM

Vendor Number Vendor Name Amount

Invoice Description

Postage  
 14903 Quadient Finance USA, Inc. 500.00

SPED curriculum materials  
 10171 Remedial Publications, Inc 152.28

Parts for robotics class.  
 14013 Rev Robotics LLC 156.44

Christmas Party Supplies  
 15087 Ruhland, Nancy 371.14

Laminating Film  
 11884 School Specialty, LLC 390.36

Xerox Supplies - Paper  
 14763 Staples 402.70

Cell phone  
 18319 Verizon Wireless 529.91

Fund Number 10  
 Checking Account ID 1 Fund Number 71 SELF-INSURANCE FUND

Admin Fee  
 13725 Mid-American Benefits, Inc. 1,824.00

Fund Number 71  
 Checking Account ID 1  
 Checking Account ID 2 Fund Number 36 PHYSICAL PLANT & EQUIPMENT

Leases for Copiers  
 Leases for Copiers  
 14869 Access Systems Leasing 1,001.53

Building Improvement  
 15093 Copper Cottage 1,077.59

Fund Number 36  
 Checking Account ID 2  
 Checking Account ID 3 Fund Number 21 STUDENT ACTIVITY FUND

CWHS Speech Supplies  
 WHS Speech Supplies - Scripts  
 13771 Amazon Capital Services 65.18

1/4 Varsity wrestling  
 14045 Bashore, Caleb 150.00

CWHS Concession Supplies  
 14310 Cherokee Athletic Boosters 850.00

1/11 Varsity bball  
 14537 Crow, Richard 140.00

1/5 JV basketball  
 15091 Eddie, Mark 75.00

1/5 Varsity bball  
 13815 Ehlers, Chris 140.00

CMS Pop Concert Choir Music  
 Order 23-24  
 12200 J.W. Pepper and Son, Inc. 189.00



Cherokee Community School

Board Report

01/04/2024 03:00 PM

Vendor Number Vendor Name Amount

Invoice Description

1/5 JV basketball  
14769 Jenness, Carson 75.00

1/5 JV boys bball  
13855 Nelson, Kody 75.00

1/11 Varsity bball  
31293 Oswald, Kyle 140.00

1/5 Varsity bball  
30204 Floeger, Lance 140.00

1/4 Varsity wrestling  
14939 Reineke, Matthew 150.00

1/5 Varsity bball  
13816 Sadler, Todd 140.00

1/4 JVR bball  
14327 Shea, Mark 100.00

Supplies for Paul Fuhrman WR  
Tourney  
14251 Spooner, Jason 29.73

Individual Speech Supplies  
13652 Theatrefolk Ltd. 65.30

1/25 MS wrestling  
12666 Von Hagel, Curt 150.00

1/11 Varsity bball  
30528 Wagner, James 140.00

1/4 JVR bball  
31315 Wagner, Scott 100.00

1/5 JV boys bball  
14066 Weaver, Andrew 75.00

Fund Number 21  
Checking Account ID 3

Checking Account ID 4 Fund Number 61 SCHOOL NUTRITION FUND

CES- December Milk

CMS- December Milk

14860 East Side Jersey Dairy 1,545.62  
ESJD

Fund Number 61  
Checking Account ID 4

Checking Account ID 6 Fund Number 81 NON-EXPENDABLE TRUST FUNDS

Cherokee Chapter of EE P.E.O  
Scholarship

15098 Iowa State University and  
Julia Letsche 300.00

Fund Number 81  
Checking Account ID 6

Cherokee Community School

Board Report

12/22/2023 01:11 PM

Vendor Number Vendor Name Amount

Invoice Description

Checking Account ID 1 Fund Number 10 GENERAL FUND

Staples for Copiers  
14914 Access Systems 304.99

health office

Supplies for Innovation  
Showcase CAPS

Crimp and tool for Alex

STEM 2 Cool glue guns with glue  
sticks

POE Injectors

ISP- Curriculum Supplies

CMS Office Supplies

Connectors for WHS Gym sound  
system

USB Charging Station

Benjamin Mauritz

Brave Designs Supplies

CMS Office Supplies

13771 Amazon Capital Services 727.11

Mop Service

10183 Aramark Uniform Services 30.43  
AUCA Chicago Lockbox

Parts - New Door

13089 Aurelia Lumber Company 623.71

Gasoline

14383 Barnes, Pam 135.79

Tech Supplies

Maintenance Supplies

Ice Melt

CWHS Industrial Art Resale

Donation

10021 Bomgaars Supply 1,900.54

Building Repair - Outside Labor

Building Repair - Outside Labor

Building Repair - Outside Labor

10034 Champion Electric 824.16

School Election Billing

10416 Cherokee County Auditor 1,174.97

Water & Sewer

10084 City of Cherokee 2,452.53

Fish tank Supplies - Ed.

Foundation Fun

Gasoline

All State Band Lodging

14961 Elan Financial Services 1,084.47

Climate & Culture

CWHS FCS Instructional Supplies

10067 Fareway Stores, Inc. 322.86

Maintenance Supplies

Maintenance Supplies

Maintenance Supplies

Cherokee Community School

Board Report

12/22/2023 01:11 PM

Vendor Number	Vendor Name	Amount
Invoice Description		
13294	Home Depot Pro, The	179.61
WHS FCS Instructional Supplies		
CAPS serving Cocoa at Chamber Lighting		
Culture & Climate Supplies		
10274	Hy-Vee Food Stores, Inc	161.84
NASA trip registration		
15089	Industry Simulation Education	1,140.00
CWHS Choir Pop Concert Music Order 23-24		
Music order for 23-24 NWICDA Dordt HC		
CWHS Choir Pop Concert Music Order 23-24		
12200	J.W. Pepper and Son, Inc.	412.34
TAG Field Trip		
14760	Lakeland TAG	120.00
WHS Ind Art Instructional Supplies		
224 Resale		
225 8x8 menards resale		
11735	Marcus Lumber	182.08
Parts		
11495	Modern Heating and Cooling, Inc.	608.16
Culture & Climate - Holiday Gathering		
14786	Mud on Main	410.50
Garbage Collection		
10217	Sanitary Services, Inc.	2,373.60
Instructional Supplies		
13957	Social Thinking	169.54
Install window in 26		
11624	Valley Glass Co	90.00
Gasoline & Diesel		
10361	Your FleetCard Program	5,286.87
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3 Fund Number 21 STUDENT ACTIVITY FOND		
supplies for Spanish Club mtgs		
13771	Amazon Capital Services	30.99
Stickers and medals		
30835	Awards Unlimited, Inc.	14.49
Scripts & Rights		
11646	BROOKLYN PUBLISHERS LLC	5.00
CWHS Concession Supplies		
31168	Cherokee Locker, Inc.	168.00

Cherokee Community School  
12/22/2023 01:11 PM

Board Report

Page: 3  
User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Description	
	2 new girls BB pairs of shorts	
10676	Decker Sporting Goods	142.00
	statistics program for trackwrestling	
	State Dance Lodging	
	All State Band Lodging	
14961	Elan Financial Services	1,143.20
	CWHS Concession Supplies	
	CWHS Concession Supplies	
	CWHS Concession Supplies	
	CWHS Concession Supplies	
	CWHS Concession Supplies	
10067	Fareway Stores, Inc.	66.78
	Engraving Plaques & Award	
13459	Five-Star Awards and More	43.00
	12/16/23 Paul Fuhrman Invite	
14432	FloSports, Inc. (Trackwrestling)	100.00
	Vocal & Band Fundraiser	
	Vocal & Band Fundraiser	
13402	Four Seasons Fund Raising	3,595.11
	Water for officials	
	Food/drink for coaches/officials room	
10274	Hy-Vee Food Stores, Inc	113.91
	Spanish club shirts	
14450	Image Market	597.50
	Large Group Speech Fees Varsity & 9th	
30733	Iowa High School Speech Association	470.00
	CMS Pop Concert Choir Music Order 23-24	
12200	J.W. Pepper and Son, Inc.	260.99
	Morningside MS Jazz Fee	
30757	Morningside University	160.00
	2024 Yearbook Publishing Costs	
13776	Walsworth Publishing Company, Inc.	4,012.61
	Sub for varsity BB Official on 12/21/23	
14254	Woelber, Troy	140.00
	Fund Number 21	
	Checking Account ID 3	

# Cherokee Elementary School

January 2024 Brian Christiansen, Principal

Jen Burch, Instructional Coach



**DISTRICT GOAL 1**  
COLLEGE & CAREER  
READINESS

CES students and staff would like to give a big thank you to our winter sports coaches and activity sponsors for organizing a winter pep assembly. It was a great way to start our second semester on January 3rd!

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

January 2nd PD Day brought a day for teachers complete report cards and to collaborate in preparation for their 2nd semester work with students. This time allows teachers to come back refreshed and ready to begin the 2nd half of the school year with students.

CES has started their Winter FAST testing. New for the Winter testing period, all teachers will have a full day sub to complete testing with their students. This will allow teachers time to assess students individually and in small groups as needed. The testing window closes on February 2nd for all winter FAST assessments.

Teachers at CES are excited for guest speaker, Gerry Brooks who will be speaking at our Shared PD on February 9th. Mr. Brooks is a principal and is widely known for his ability to bring laughter through real life experiences and encourages improved instruction through positive climate and culture.

**DISTRICT GOAL 3**  
COMMUNICATION &  
POSITIVE  
RELATIONSHIPS

Teachers were able to navigate virtual professional development on January 8th and January 9th. The days were spent exploring resources that such as ELL strategies as well topics that aligned to their required Individual Career Development Plans. Teachers listened to podcasts, read articles and organized games/activities that aligned to their curriculum standards.

Our December Healthy Hero is Bryson Newcomb. Bryson is in Mrs. Miller's class and is described as being very kind and helpful to other students and staff. Bryson often includes students who he see's struggling or being left out. Bryson is always trying his hardest in PE, most of the time he leaves sweating. Mrs. Miller said that Bryson works hard in the classroom as well. Bryson always seems to have a positive attitude and has fun with the activities we do. Congratulations, Bryson!



Thank you our maintenance crew for all of their hard work with snow removal and making sure that the playground is ready for our students.

Reminder: January 22nd is a No School for students and staff.

# Cherokee Middle School

January 2024

Krista Miller, Principal  
Linda Ducommun, Instructional Coach



## DISTRICT GOAL 1

COLLEGE & CAREER  
READINESS

The January Cherokee Chamber Student of the Month is Ireland Kennedy. Ireland is the daughter of Dr. Dan and Adrienne Kennedy. She is active in volleyball, basketball and NWI Volleyball. Her advice to other students is, "Do your best, work hard, and have fun!" Her teachers appreciate her kindness and positive energy. After high school, Ireland would like to become a physical therapist.

## DISTRICT GOAL 2

21ST CENTURY SKILLS  
PROBLEM SOLVING,  
TEAM BUILDING &  
INTERPERSONAL SKILLS

Staff and students enjoyed starting the semester back with a pep rally to support our basketball, wrestling and cheer programs at the high school. We appreciate them coming down to put this on for the elementary and middle school students.

## DISTRICT GOAL 3

COMMUNICATION &  
POSITIVE  
RELATIONSHIPS

The students and staff are navigating a slightly different schedule this semester. We made some adjustments to improve academic work time, increasing teacher advisory time, combined 7th & 8th grade band and choir and scheduling for some shared staff members as well. It is going well so far.

Our 6th grade students started the NOVA classes with Sgt. Gannon this last week. We are lucky that he is able to spend the end of everyday at the middle school teaching our students! We are looking forward to the weekly classes!

Students receive Proud Braves cards when they show responsible, respectful, and safe behavior throughout the day in these different environments: Restrooms/Locker Rooms, Learning Environments, Hallways, Wellness, Lunchroom, Special Events. We opened our Braves Store the first week back and it was a huge success. There are many items including, but not limited to: water bottle decals, pencils/pens, coupons from many generous Cherokee businesses and more. Our students love to be recognized for things they are doing well! Students participated in a Gym Olympics as the first building wide reward for their efforts right before break. They really enjoyed the minute to win it style games.

CMS students are just finishing up their winter round of the MAP tests as check ins for their current progress since the beginning of the year. The students are working on various individualized skills in What I Need (WIN) time to help them prepare for the ISASP tests in late March. Students have also been looking at their historical MAP scores and seeing them in a graphical format so they can visualize their strengths and areas to work on.

It was nice to have a full day PD coming back from break. Teachers appreciated some end of semester and planning time for the upcoming semester. We also participated in the AI discussion and demo from a guest speaker, Sandy Groom Meeks. Teachers collaborated in the afternoon to help students achieve and succeed.



## 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> <ul style="list-style-type: none"> <li>Work Based Learning</li> <li>Problem Solving and Team Building Skills</li> <li>Technology</li> <li>Iowa Core</li> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Work Based Learning has 46 students enrolled in this semester. Each of these students works in the community learning hands-on skills in a career they are interested in pursuing.</li> <li>• Students worked as teams to decorate doors in their homerooms for the holidays. The doors were awesome and many homerooms went "all in" to win. Ms. Phillips' homeroom was crowned the 2023 winner.</li> <li>• Teachers are diving into curriculum during snow day PDs, working on their core standards to plan engaging lessons.</li> <li>• Ms. Phillips does a fantastic job as our Communication Teacher Leader at the high school, posting some great things that are happening at the high school.</li> </ul>
<p><b>Staff Positives</b></p>	<ul style="list-style-type: none"> <li>• Teachers are very thankful to the School Board for allowing us to do professional development on snow days. This is put together by the instructional coaches. Each teacher fills out a google form giving reflections and thoughts on a district initiative, an educational piece of information (video, article, etc.) to spark some reflection, as well as dives into their personalized PD topic for the year.</li> <li>• Sandy Groom-Meeks presented to the CMS and CWHS Staff on January 2 about AI- the good, bad, and how it can be used in education. Teachers were given time to explore a few sites and learn how AI could be used in their classrooms. Quite a few of our teachers have used snow day PD time to dive into some of these sites further.</li> </ul>
<p><b>Student Positives</b></p>	<ul style="list-style-type: none"> <li>• We kicked off the new year with a pep rally and some games on the first day back after break. It is always great to see our high school students interacting with the elementary and middle school students.</li> <li>• Students have started new WIT classes, including the new EMT class, which has five students enrolled.</li> <li>• Students were very glad to end the semester at Winter Break, and start fresh during the third quarter.</li> </ul>
<p><b>Looking Ahead...</b></p>	<ul style="list-style-type: none"> <li>• CWHS ISASP Testing April 4 &amp; 5.</li> <li>• Basketball Senior Night is February 5.</li> <li>• Gerry Brooks is presenting at our February 9 professional development.</li> </ul>

Mr. Matt Malausky- CWHS Principal & Mrs. Natalie Barkley- Instructional Coach

Superintendent Report  
January, 2024

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
- A team from the high school and I will be meeting with Kris Byum and Linda Fandel from Iowa Work Force Development on Friday, January 19 to put together an action plan to address some of the barriers that are currently impacting work based learning, internships, etc.

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
- We have currently used two virtual PD days with the possibility of having to use another one on Friday (January 12). Depending on how the rest of the winter plays out, we may want to have a conversation about whether or not to look at adding additional virtual PD days.
- The Governor announces changes in the near future that will directly impact the AEAs in the state. This will have a direct impact on school districts as well. She had some key points during her state address that will change the landscape of how the AEAs operate. It is early to say exactly how differently things will be done in the future, but it is easy to say that things will look different. As new information comes available, I will keep you informed of how these changes will impact our district.

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
- With the recent weather events that we have had, communication is critical. I have been trying to be timely and efficient with the use of JMC and Facebook to keep students, staff, and parents informed about schedule changes. I am lucky to have a great team to assist with getting the message out.
- Board work session is scheduled for Tuesday, February 6, 2024 from 9:00 - 2:00 in Room 200 at WITCC.

**SRO & Technology Update**

- **School Resource Officer, Sergeant Brett Gannon**
  - On Thursday I addressed our high school students during Homeroom and talked to them about what to do in the event there is an active shooter at the high school. The students were very receptive to the information.
  - The 6th graders started the NOVA program this week. I also started the Criminal Justice class at the high school CJ on Monday.
- **IT Director, Dan Bringle**
  - Happy New Year! IT is looking forward to another great year. It has been another busy month for the IT Department (which we like).



## 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 rec	

## 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



## 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	



2023 RJ Thomas Mfg Grant Funding December, 2023

We are requesting feedback about the projects' implementations and successes by May 1 to be mailed to board members at [cheryl.ooten@yahoo.com](mailto:cheryl.ooten@yahoo.com) and [lbbrowne10@gmail.com](mailto:lbbrowne10@gmail.com). The feedback allows us to advocate in the future for successful projects. Both Cheryl and Linda are lifelong educators and feel strongly about supporting teachers and their students in innovative, challenging, and compelling learning activities.

#	School Grant Projects	Submitted by	School Dept	Amount Requested	Amount Approved by Board
1	2-3D Printers	Ami Burch	Art Club	1049.74	1049.75
2	Wellness Equipment	Cara Lubeck	5-8 Phys Ed	910.95	910.95
3	Microscopes	Leonard Stowater HenkeCreel	CMS Science Teachers	724.28	724.28
4	Sensory Play	Tricia Langholdt-Vannatta	Preschool	907.96	0
5	Robotics Equipment	Amy Fowler	FTC Robotics team	1016.00	1016.00
6	Science, sensory, STEM equipment	Lindsey Renken	Preschool	173.85	173.85
7	Seating options	Natasha Timmerman	6 <sup>th</sup> Grade Soc Studies	1824.00	0
8	Projector for gym	Kelly Mullins	Cherokee Elem School	??17,400	0
9	Esports gaming	Katie Puettmann	9-12 FCS & Esports Coach	1,000.00	0
10	Lego Robot kits	Ami Burch	Lego League Coach	1467.80	1467.80
11	Marble-powered computer	Amy Letsche	STEM Gr 5-8 Computer Sci Gr 4	1070.15	1070.15
12	Vocab Math Posters Word Wall	Bailey Mathews	Hi School Math	374.75	374.75
	<b>TOTALS</b>			10,519.48 + ??17,400	6787.52

## Substitute Pay Comparisons

Ridge View- \$130/day

MMCRU - \$130/day

South O'Brien - \$140/day

Alta-Aurelia - \$140/day

## GIFTS - GRANTS - BEQUESTS

The board believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The board will have sole authority to determine whether the gift furthers the interests of the school district.

Gifts, grants, and bequests are approved by the board. Once it has been approved by the board, a board member or the superintendent may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district become the property of the school district. Gifts, grants, and bequests are administered in accordance with terms, if any, agreed to by the board.

Legal Reference: Iowa Code §§ 279.42; 565.6.

I.C. Iowa Code	Description
Iowa Code § 279.42	<u>Directors - Powers and Duties-Gifts to Schools</u>
Iowa Code § 565.6	<u>Gifts to Governmental Bodies</u>
<b>Cross References</b>	
Code	Description
217	<u>Gifts to Board of Directors</u>
402.04	<u>Gifts to Employees</u>
508.01	<u>Class or Student Group Gifts</u>
704.06	<u>Online Fundraising Campaigns/Crowdfunding</u>

Approved \_\_\_\_\_ Reviewed 7/20/15, 12/18/17, 11/16/20, 1/15/24 Revised \_\_\_\_\_

## STUDENT ACTIVITIES FUND

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the board. Students may use this revenue for purposes approved by the superintendent.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the board and under the specific control of the building principal. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It is the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Legal Reference: Iowa Code § 279.8

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
504.05	<u>Student Fund</u> <u>Raising</u>
504.05-R(1)	<u>Student Fund</u> <u>Raising</u>
705.04	<u>Expenditures for a</u> <u>Public Purpose</u>
705.04-R(1)	<u>Expenditures for a</u> <u>Public Purpose - Use</u> <u>of Public Funds</u> <u>Regulation</u>

Approved \_\_\_\_\_ Reviewed 7/20/15, 12/18/17, 11/16/20, 1/15/24 Revised \_\_\_\_\_

## PURCHASING - BIDDING

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

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

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

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

### **Goods and Services**

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

Purchases for goods and services shall conform to the following:

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

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

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

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

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

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

### **Public Improvements**

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

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

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

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

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

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

**Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure**

In connection with transactions subject to federal suspension and debarment requirements, the district is prohibited from entering into transactions with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

When soliciting bids or otherwise preparing to enter into such a transaction, the superintendent or designee will use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred prior to committing to any sub-award, purchase, or contract:

1. Obtaining a certification of a party’s compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
2. Requiring compliance with the federal suspension and debarment requirements as an express condition of any sub-award, purchase, or contract in question; or
3. Prior to committing to any sub-award, purchase, or contract, check the online Federal System for Award Management at <https://sam.gov/portal/SAM/###11> to determine whether the relevant party is subject to any suspension or debarment restrictions.

2 CFR Part 200 Subpart B-General Provisions  
200.113 Mandatory Disclosures

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.) It is the responsibility of the Superintendent to timely report to the relevant federal or pass through agency any violations of federal criminal law involving fraud, bribery or gratuity potentially impacting a federal grant.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 26	<u>Bidding</u>
Iowa Code § 285	<u>Transportation Aid</u>
Iowa Code § 28E	<u>Joint Exercise of Government Power</u>
Iowa Code § 297	<u>School Houses/Sites</u>
Iowa Code § 301	<u>Textbooks</u>
Iowa Code § 73A	<u>Public Contracts and Bonds</u>
Iowa Code § 73	<u>Preferences</u>
Iowa Code §72.3	<u>Divulging Contents of Sealed Bids</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
261 I.A.C. 54	<u>Economical Development - Iowa TSB Program</u>
281 I.A.C. 43.25	<u>Transportation - Purchasing</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
705.04	<u>Expenditures for a Public Purpose</u>
705.04-R(1)	<u>Expenditures for a Public Purpose - Use of Public Funds</u>



801.04  
802.03  
803.01  
803.02

Regulation  
Site Acquisition  
Emergency Repairs  
Disposition of Obsolete Equipment  
Lease, Sale or Disposal of School District Buildings & Sites

## PAYMENT FOR GOODS AND SERVICES

The board authorizes the issuance payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

The board authorizes the board secretary, upon approval of the superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary will examine the claims and verify bills. The board will approve the bills at its next regular meeting.

The secretary will determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It is the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Legal Reference: *Love v. City of Des Moines*, 210 Iowa 90, 230 N.W. 373 (1930).  
Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5).  
281 I.A.C. 12.3(1).

I.C. Iowa Code		Description
Iowa Code § 279		<u>Directors - Powers and Duties</u>
Iowa Code § 291.12		<u>Board Officers - Duties of Treasurer</u>
Iowa Code § 721.2		<u>Misconduct in Office - Nonfelonious</u>
I.A.C. Iowa Administrative Code		Description
281 I.A.C. 12.3		<u>Administration</u>
Case Law		Description
Love v. City of Des Moines		<u>210 Iowa 90, 230 N.W. 373 (1930)</u>
Code		Description
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>

## EXPENDITURES FOR A PUBLIC PURPOSE

The board recognizes that school district funds are public funds, and as such, should be used to further a public purpose and the overall educational mission of the school community. The district is committed to managing and spending public funds in a transparent and responsible manner. Prior to making a purchase with public funds, an individual should be comfortable defending the purchase/reimbursement to the taxpayers in the district. If the individual is uncomfortable doing so, the purchase may not fulfill a public purpose and additional guidance should be sought before the purchase is made.

Individuals who have concerns about the public purpose of a purchase or reimbursement should utilize the district's *Internal Controls* policy and regulation as a resource for questioning a purchase. Concerns should be reported to the superintendent and/or the board president.

The superintendent shall develop a process for approving expenditures of public funds. The board will review expenditures and applicable reports as necessary to ensure proper oversight of the use of public funds. To the extent possible, expenditures shall be pre-approved by the district prior to expending the funds. Purchases of food and refreshment for district staff, even within district, should comply with the district's *Employee Travel Compensation* policy, and all other applicable policies. All purchases/reimbursements shall comply with applicable laws, board policies and district accounting requirements.

Additional guidance regarding appropriate expenditures of school funds is provided in the regulation accompanying this policy

Legal Reference: Iowa Constitution Art. III, sec. 31;  
Iowa Code §§ 68A.505; 279.8; 721.2.  
281 I.A.C. 98.70

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 68A.505	<u>Campaign Finance - Use of Public Money</u>
Iowa Code § 721.2	<u>Misconduct in Office - Nonfelonious</u>
Iowa Constitution	<u>Iowa Constitution</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 98	<u>Education - Categorical Funding</u>
Iowa Constitution	Description
Iowa Constitution	<u>Art. III, § 31</u>
Cross References	Description
Code	Description
401.07	<u>Employee Travel Compensation</u>
704.01	<u>Local - State - Federal - Miscellaneous Revenue</u>

Code	Description
704.05	<u>Student Activities Fund</u>
705.01	<u>Purchasing - Bidding</u>
705.01-R(1)	<u>Purchasing - Bidding - Suspension and Debarment of Vendors and Contractors Procedure</u>
705.01-R(2)	<u>Purchasing - Bidding - Using Federal Funds in Procurement Contracts</u>
705.03	<u>Payment for Goods and Services</u>
707.05	<u>Internal Controls</u>
707.05-R(1)	<u>Internal Controls - Procedures</u>
905.01	<u>Community Use of School District Buildings &amp; Sites &amp; Equipment</u>
905.01-R(1)	<u>Community Use of School District Buildings &amp; Sites &amp; Equipment - Regulation</u>
905.01-R(2)	<u>Community Use of School District Buildings &amp; Sites &amp; Equipment - Fees Schedule</u>
905.01-EH(1)	<u>Community Use of School District Buildings &amp; Sites &amp; Equipment - Application Form</u>
905.01-EH(2)	<u>Community Use of School District Buildings &amp; Sites &amp; Equipment - Indemnity and Liability Insurance Agreement</u>

Approved 12/21/20

Reviewed 1/15/24

Revised \_\_\_\_\_

PAYROLL PERIODS

The payroll period for the school district certified staff is monthly. Employees are paid on the 20<sup>th</sup> day of each month. Payroll periods for non-certified staff are every two weeks. If payment day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It is the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

Legal Reference: Iowa Code §§ 91A.

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	I.C. Iowa Code	Description
Iowa Code § 91A		<u>Wage Payment</u>
<b>Cross References</b>		<u>Collection</u>
	<b>Code</b>	<b>Description</b>
706.02		<u>Payroll Deductions</u>

Approved \_\_\_\_\_ Reviewed 08/17/15, 1/15/18, 11/16/20, 1/15/24 Revised 11/16/20

## PAYROLL DEDUCTIONS

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System (IPERS).

Employees may elect to have payments withheld for district-related and mutually agreed upon group insurance coverage, and/or tax sheltered annuity programs. Requests for these deductions will be made in writing to the superintendent. Requests for purchase or change of tax-sheltered annuities may be made anytime during the year.

It is the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

Legal Reference: Iowa Code §§ 91A.2(4), .3; 294.8-.9, .16.

I.C. Iowa Code	Description
Iowa Code § 294	<u>Teachers</u>
Iowa Code § 91A.2	<u>Wage Payment Collection - Definitions</u>
Iowa Code § 91A.3	<u>Wage Payment Collection - Mode of Payment</u>
<b>Cross References</b>	
Code	Description
406.05	<u>Licensed Employee Group Insurance Benefits (I, II)</u>
406.06	<u>Licensed Employee Tax Shelter Program</u>
412.04	<u>Classified Employee Tax Shelter Program</u>
706.01	<u>Payroll Periods</u>

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 11/16/20, 1/15/24 Revised \_\_\_\_\_

## PAY DEDUCTION REGULATION

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Superintendent. Within 15 days, the superintendent will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

### U.S.C. - United States Code

29 U.S.C. Sec. 2 13(a)

### Description

Labor - Fair Labor Standards

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

29 C.F.R. Pt. 541

### Description

Labor - Exemptions

### Cross References

### Code

### Description

Employee Leaves of Absence

409.02







