

# Cherokee Community School District



Regular Board Meeting

March 18, 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

**Public Hearing – School Calendar 2024-2025**  
**Cherokee Community School District, 600 West Bluff Street**  
**Monday, March 18, 2024 @ 5:30 PM**

Cherokee Community School District 2024-2025 School Calendar is available on the front page of the district website: [www.ccsd.k12.ia.us](http://www.ccsd.k12.ia.us) and is also available in hardcopy at the central office. If you have comments that you wish to be considered before the 2024-2025 school calendar is board approved and are not able to attend the public hearing, please submit those comments to: Tom Ryherd, Superintendent by March 18, 2024 by 2:00 PM.

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| <ol style="list-style-type: none"><li>1. Call the hearing to order</li><li>2. Approve the agenda</li><li>3. Public hearing on the 2024-2025 School Calendar</li><li>4. Any person interested may appear and file objections to the proposed 2024-2025 School Calendar</li><li>5. Close the public hearing</li><li>6. Adjournment</li></ol> |
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**Regular Board of Education Meeting**  
**Cherokee Community School District, 600 West Bluff Street**  
**Agenda for Monday, March 18, 2024 following public hearing**

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 March 18, 2024 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

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| <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<br/>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 regular meeting [2-19-2024]</li><li>B. Approve financial statements</li><li>C. Approve monthly bills</li><li>D. Approve fundraising requests</li><li>E. Approve resignations<br/>Gabe Fuller - MS Football<br/>Natalie Barkley - Basketball Cheer Co-Coach<br/>Gail Kremer - Basketball Cheer Co-Coach<br/>Victoria Morse - CWHS Para<br/>Jina Wood - CES ELL Teacher</li><li>F. Approve retirements</li><li>G. Approve internal transfers</li><li>H. Approve contract extensions<br/>Heidi Gerstandt - Volunteer Girls Golf Assistant<br/>Dave Ellis - MS Track<br/>Jonathan Riggert - MS Track</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.**

<b>Kaysei Johnson - CES Para</b>	
<b>8. Communication and Reports</b>	
<ul style="list-style-type: none"> <li><b>A. Principals' Building Reports/ Instructional Coaches' Reports</b></li> <li><b>B. Directors'/ Superintendent's Report</b></li> </ul>	
<b>9. Policy</b>	
<p><b>Clerical Change(s):</b> Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21</p> <p><b>Affirm:</b> 707.1 - Secretary's Report; 707.2 - Treasurer's Report; 707.3 - Publication of Financial Report; 707.4 - Audit; 707.5 - Internal Controls; 707.5r1 - Internal Controls Procedures; 708 - Care, Maintenance, &amp; Disposal of School District Records; 709 - Insurance Program; 710.1 - School Food Program; 710.2 - Free or Reduced Cost Meals Eligibility; 710.3 - Vending Machines; 710.4 - Meal Charges; 711.1 - Student School Transportation; 711.2 - Student Conduct on School Transportation; 711.2.r.1 - Student Conduct on School Transportation Regulation; 711.3 - Student Transportation for Extracurricular Activities; 711.4 - Summer School Program Transportation; 711.5 - Transportation of Nonresident and Nonpublic School Students; 711.6 - Transportation of Non-School Groups; 711.7 - School Bus Safety Instruction; 505.8 - Parent &amp; Family Engagement</p>	
<b>10. New Business</b>	
<ul style="list-style-type: none"> <li><b>A. Discussion of/ information concerning CWHS National Honor Society Community Service Project</b></li> <li><b>B. Discussion of/ action concerning 2024-2025 School Calendar options</b></li> <li><b>C. Discussion of/ action concerning SRO Contract and 28E agreement with the city of Cherokee</b></li> <li><b>D. Discussion of/ action concerning Chromebook bids for the 2024-2025 school year</b></li> <li><b>E. Discussion of/ action concerning a board resolution to levy property tax for fiscal year 2024-2025 for the regular program budget adjustment as allowed under section 257.14 Code of Iowa</b></li> <li><b>F. Discussion of/ action concerning the FY23 Audit</b></li> <li><b>G. Discussion of/ action concerning an auditing firm for the FY24, FY25, and FY26 school years</b></li> </ul>	
<p><b>Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues</b></p>	
<b>11. Board Committee Reports</b>	
<ul style="list-style-type: none"> <li><b>A. Curriculum and Instruction – Thomas &amp; Barkley</b></li> <li><b>B. Policy – Thomas &amp; Riggert</b></li> <li><b>C. Finance* – Freed &amp; Mullins</b></li> <li><b>D. Building, Grounds, Capital Projects – Freed &amp; Mullins</b></li> <li><b>E. Transportation, Nutrition – Barkley &amp; Riggert</b></li> </ul>	
<b>12. Items of Interest for the Next Meeting [April 15, 2024 @ 5:30 PM]</b>	
<ul style="list-style-type: none"> <li><b>A. Discussion of/ action concerning 2024 graduates of Cherokee Washington High School</b></li> </ul>	
<b>13. Adjournment</b>	

**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  
February 19, 2024**

The Cherokee Community School District Board of Education held a regular meeting on Monday, February 19, 2024. The meeting was held in the CWHS Library, 600 W. Bluff St., Cherokee, IA.

**1. Call the meeting to order**

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

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

The Pledge of Allegiance and Mission Statement were recited.

**3. Action to approve the agenda**

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

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

Roll call of board members was taken. Present were Jared Barkley, Jocelyn Riggert, Jodi Thomas, Ray E. Mullins II, Brian Freed – by phone

**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. A statement was given concerning an article in the Chronicle Times regarding HSB 675.

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

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

- Minutes of the regular meeting – 1/15/24; open meeting – 1/15/24; work session – 2/6/24
- Monthly Bills
- Financial Statements
- Resignations – Jennifer Feierstein – CES custodian; Jackie Brady – CMS Nurse; Sarah Tracy – Freshman Volleyball Coach
- Internal Transfers – Jacob Bruce – MS Track Coach to HS Track Coach
- Contract Extensions – Liz Zobel – CWHS Ag Science Teacher; Brittney Brunnsen – CES Para; Nicholas Brewer – CES Custodian; Keeli Larson – CMS Para
- 

**8. Communication and Reports**

Principal and Superintendent reports were given.

**9. Policy**

Policies 707.1 to 710.2 will be reviewed at the March meeting.

**10. New Business**

**A. Discussion of/information concerning CMS Leadership Team**

Nancy Ruhland, CMS Success Coach, and members of the 7<sup>th</sup> grade Leadership Team shared information on the new middle school program designed to help 5<sup>th</sup>-8<sup>th</sup> grade students develop leadership skills.

**B. Discussion of/information concerning K-12 curriculum purchases for 2024-25**

Curriculum lead teachers reported on the process used to select math curriculum for the 2024-25 school year. The board will approve curriculum purchases at the March meeting.

**C. Discussion of/action concerning signage for CWHS**

Moved by Freed, seconded by Mullins to approve the purchase of the CWHS lighted sign from RJ Thomas at the cost of \$30,260. Ayes: Freed, Mullins, Barkley Nays: Riggert Abstain: Thomas

**D. Discussion of/action concerning summer 2024 projects**

Moved by Mullins, seconded by Freed to approve the CWHS projects listed as first priority for an estimated cost of \$1,138,250 All Ayes

**E. Discussion of/action concerning virtual PD days**

Moved by Barkley, seconded by Freed to approve any additional virtual professional development days needed for teachers during the remainder of the school year under the direction and guidance of the Admin/ICC team. All Ayes

**F. Discussion of/action concerning Substitute pay for 2024-25**

Moved by Freed, seconded by Mullins to approve increasing substitute teacher pay by \$5 to \$150/day for the 2024-25 school year. All Ayes.

**G. Discussion of/action concerning SRO Contract**

Moved by Mullins, seconded by Freed to table the renewal of the SRO contract until the updated contract is received from the City. All Ayes

**H. Discussion of/action concerning dates for Budget Hearings**

Moved by Freed, seconded by Mullins to hold the budget hearings on April 1, 2024 and April 15, 2024. All Ayes

**I. Discussion of/action concerning 2024-25 school calendar options**

Two calendar options for the 2024-25 school year were presented to the board for review. Calendars will be sent out to the staff and public for feedback before approval by the board.

The board entered into exempt session for discussing collective bargaining strategies and issues at 7:05 P.M.

The board resumed in open session at 7:26 P.M.

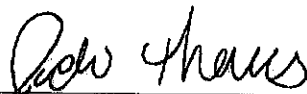
Moved by Mullins, seconded by Riggert to enter into closed session at 7:29 P.M. as provided in section 21.5(1)(i) of the open meetings law to evaluate the Superintendent. Ayes: Freed, Mullins, Riggert, Barkley, Thomas

The board resumed in open session at 9:01 P.M.

**11. Adjournment**

Moved by Mullins, seconded by Barkley to adjourn the meeting at 9:01 P.M. All Ayes

Regular Meeting – March 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

Published Budget Report  
 All Funds  
 2/29/2024

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	5,406,963.49	<b>5,406,963.49</b>	<b>10,540,000.00</b>	51%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	221,570.85			
Inst. Staff Support Svcs	(2200-2299)	618,921.09			
General Administration	(2300-2399)	229,661.84			
Building Administration	(2400-2499)	405,095.09			
Business Administration	(2500-2599)	397,612.35			
Plant Operation & Maint	(2600-2699)	1,016,130.83			
Student Transportation	(2700-2799)	348,821.80			
<b>TOTAL SUPPORT SERVICES</b>			<b>3,237,813.85</b>	<b>5,020,500.00</b>	64%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	402,428.13	<b>402,428.13</b>	<b>810,000.00</b>	50%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	1,234,959.99			
Debt Service	(5000-5999)	200,715.63			
AEA Support Direct	(5200)	515,165.00			
<b>TOTAL OTHER EXPENDITURES</b>			<b>1,950,840.62</b>	<b>3,810,678.00</b>	51%
<b>TOTAL EXPENDITURES</b>			<b>10,998,046.09</b>	<b>20,181,178.00</b>	54%

2/29/2024

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,124,513.32	1,051,809.09	1,046,920.90	<b>3,129,401.51</b>
Management	820,634.50	4,720.97	-	<b>825,355.47</b>
Self-Insurance Fund	848,679.68	26,407.10	19,934.61	<b>855,152.17</b>
TPRA Grant		181,112.60	181,112.60	
<b>Subtotal General Fund</b>	<b>4,793,827.50</b>	<b>1,264,049.76</b>	<b>1,247,968.11</b>	<b>4,809,909.15</b>
Activity	164,234.66	30,039.55	19,286.36	<b>174,987.85</b>
PPEL	53,369.03	84,638.25	10,863.63	<b>127,143.65</b>
Capital Projects (Sales Tax)	2,496,066.94	149,873.41	-	<b>2,645,940.35</b>
Debt Service	61,848.09	1,444.84	-	<b>63,292.93</b>
Hot Lunch	421,745.95	60,343.40	1,658.98	<b>480,430.37</b>
Trust and Agency	40,558.81	1.58	-	<b>40,560.39</b>
Braves Bank	24,465.18	1,514.00	-	<b>25,979.18</b>
<b>Total - All Funds</b>	<b>\$ 8,056,116.16</b>	<b>\$ 1,591,904.79</b>	<b>\$ 1,279,777.08</b>	<b>\$ 8,368,243.87</b>

Cherokee Community School

**Board Report**

Page: 1  
User ID: ALG

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Vendor Number Vendor Name

Amount

Invoice Description

Checking Account ID 1 Fund Number 10 GENERAL FUND

Gas & Diesel

10361 Your FleetCard Program 6,394.83

Fund Number 10

Checking Account ID 1



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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Brave Designs Supplies		
13763	360 Custom Designs	264.55
ISASP Headphones		
Stall Door Pieces		
Battery for Brian		
Envelopes for scholarships & wall tack		
New SSD for Alex		
Toner for Library		
SPED classroom materials		
13771	Amazon Capital Services	296.36
Mop Service 2/14/24		
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.43
Mileage 2/14/24 & 2/15/24		
12974	Barkley, Natalie	126.00
State Wrestling Gas, Parking, Supplies		
14675	Bellefy, Kristen	54.49
Softener Salt - CMS		
CWHS Softener Salt		
Softener & Cooler Rent		
CWHS Nurse Supplies		
Softener Salt - CES		
CMS Nurse Supplies		
10079	Blaine's Culligan	910.00
Trans Supplies		
CWHS Ind Art Instructional Supplies		
CWHS Ind Art Instructional Supplies		
Brave Designs Supplies		
Tech Supplies		
Maintenance Supplies		
10021	Bomgaars Supply	804.33
Culture Climate - Plants for Counselors		
14753	Botanicals by Katie, LLC	47.97
Parts		
Parts		
Parts		
10396	Builder's Sharpening and Service	727.26
Phone, Data		
14427	C-M-L Telephone Cooperative Assoc	1,104.32
College Bio phot lab		
10157	Carolina Biological Supply Co	65.16
Cash for Book Fair		
13234	Cash and Joyce Lundsgaard	125.00
Water & Sewer		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
10084	City of Cherokee	2,090.08
Outside Labor - Building Repair		
14423	Claussen, Tonya	150.00
OE Tuition & TLC		
13397	Clayton Ridge Community School District	7,770.80
Outside Labor Repairs		
20223	Control System Specialists, LC	448.00
Comm Services - January 2024		
14832	Donovan Group I	2,500.00
TAG Supplies		
Health 2 Food Lab Groceries		
CWHS FCS Instructional Supplies		
WHS FCS Instructional Supplies		
Board Workshop		
Items for CMS Braves Store		
TAG Supplies		
CWHS FCS Instructional Supplies		
CWHS FCS Instructional Supplies		
FCS		
10067	Fareway Stores, Inc.	879.44
Repairs to smoke detectors in CES gym		
14222	Feld Fire	415.50
Lego Robot Kits		
12999	FIRST	559.90
2/1/24-1/31/25Benefit Compliance Program		
14946	Gallagher Benefit Services, Inc.	1,500.00
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
13294	Home Depot Pro, The	3,290.44
Breakfast for mentoring		
Health 2 Food Lab Groceries		
10274	Hy-Vee Food Stores, Inc	336.11
Medicaid Billing		
12846	Iowa Department of Human Services	2,710.55
CWHS Band Instructional Supplies		
music for 5-8 spring concert		
Spring/LG Choir Music Order 2024		
CMS 7-8 Choir Spring Music Order 2024		
Spring/LG Choir Music Order 2024		

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Vendor Number	Vendor Name	Amount
Invoice Description		
12200	J.W. Pepper and Son, Inc.	1,350.11
Fuel at State Wrestling		
14072	Koedam, Brent	56.01
Brave Designs Supplies		
Sandbox Shed Resale		
11735	Marcus Lumber	58.29
OE Billing		
11366	Marcus-Meriden-Cleghorn CSD	15,720.50
CWHS Vending Supplies		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	304.74
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
12363	MidAmerican Energy Company	9,736.59
ISP Band Equipment - Flute		
10894	MidBell Music, Inc.	535.02
Returned 05-A-SW3H-Round Remote Switch		
Window for 26 , rest will be returned		
Correct parts, 26, 14,5		
Turn Signal & Brass Barbed Tee		
Returning switch not correct		
13075	MIDWEST BUS PARTS, INC	293.35
DEF		
12876	Midwest Lubricants, Inc.	112.50
Speakers for locker rooms		
14115	Midwest Technology Services, LLC	1,017.77
Track repair fall 2023		
13551	Midwest Tennis and Track	600.00
Trans Supplies		
Trans Supplies		
Maintenance Parts		
10180	Motor Parts Sales	30.31
Math Intervention Materials		
10125	Northwest AEA	51.34
Operating Service Agreement		
13215	Plains Boiler Service	386.66
CWHS Pest Control		
15025	Plunkett's Pest Control, Inc	98.00
Admin Fee 2/1/24-2/29/24		
15034	Point C Health	234.00
Postage & Toner		

Cherokee Community School

Board Report

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Vendor Number	Vendor Name	Amount
Invoice Description		
14903	Quadient Finance USA, Inc.	760.00
W/2's/1099's		
10517	Quill Corporation	177.22
DOT Physical		
14502	Redenbaugh Chiropractic	150.00
OE TLC		
14273	Remsen-Union Community School District	178.90
Oil change and check #17 for Clunk sound		
11459	Ron's Repair, Inc.	77.00
Garbage Collection		
10217	Sanitary Services, Inc.	2,340.50
Outside Labor		
13615	SCE, LLC	243.50
OE Sp Ed Billing		
10778	Sioux Central Community School District	9,064.57
Regular Ed Tuition		
12692	Sioux City Comm School District	1,357.44
Mileage & Meal		
Mileage		
14251	Spooner, Jason	222.00
OE Billing		
13182	Storm Lake Comm School District	41,522.67
Brakes and check engine on 10		
Outside Repairs		
Radiator Cap		
Clamp for 5		
11226	Trivista-Iowa	1,314.03
Building Repair		
11624	Valley Glass Co	80.00
Cell Phone Service		
18319	Verizon Wireless	530.05
1/27/24-2/26/25 Negotiation Software		
14737	Vista Software LLC	2,400.00
CBS Math Curriculum		
10529	Zaner-Bloser	2,298.60
Fund Number 10		
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
1/16/24-7/1/24 - Added Bus		
11652	Central Ins at Central Bank	819.00
Insurance Premium		
13585	SU Insurance Company	15,301.00
Fund Number 22		

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Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
Administrative Fee		
13725	Mid-American Benefits, Inc.	1,849.00
Fund Number 71		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Building Improvement		
Building Improvement		
Building Improvement		
Building Improvement		
20223	Control System Specialists, LC	3,030.27
Equipment Repairs & Building Improvement		
11495	Modern Heating and Cooling, Inc.	1,377.36
Site Improvements		
13944	On Deck Sports	2,431.81
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CWHS Concession Supplies		
14863	American Popcorn Co.	410.00
State Wrestling Gas, Parking, Supplies		
14675	Bellefy, Kristen	48.74
CWHS Speech Supplies		
11646	BROOKLYN PUBLISHERS LLC	45.00
Ice Cream - CWHS Concession Supplies		
14310	Cherokee Athletic Boosters	2,550.00
CWHS Concession Supplies		
10865	Cherokee Comm School Food Service	238.33
Shipping G BB Pants		
Nike Showtime Pant & Shipping		
10676	Decker Sporting Goods	80.00
CWHS Concession Supplies		
CWHS Concession Supplies		
CWHS Concessions		
CWHS Concessions		
CWHS Concession Supplies		
10067	Fareway Stores, Inc.	84.71
2/6/24 MS WR meet		
14432	FloSports, Inc. (Trackwrestling)	85.00
Choir and Band Fall Fundraiser		
13402	Four Seasons Fund Raising	1,686.15
Senior night roses		
11242	Hy-Vee Pharmacy	36.00
5-6-7 Honor Choir Registration		

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User ID: ALG

Vendor Number	Vendor Name	Amount
	Invoice Description	
	Fee	
14688	ICDA	80.00
	IHSMA Solo and Ensemble Entry Fee-Choir	
	State Large Group Entry Fee	
	Solo ensemble entry fee	
31080	Iowa High School Music Association	400.00
	Speech Awards	
	Individual State Entry Fees	
30733	Iowa High School Speech Association	879.50
	Candy for CMS Concession Stand	
	CWHS Concession Supplies	
	CWHS Concession Supplies	
	Candy for CMS Concession Stand	
	CWHS Concession Supplies	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	994.54
	FFA order	
30928	NATIONAL FFA ORGANIZATION	194.00
	2/6/24 MS BB Official	
14327	Shea, Mark	80.00
	Bowling for 5-8 grades on Feb. 19 & 20	
13261	Sweet 16 Bowling	1,572.50
	Fund Number 21	
	Checking Account ID 3	
	Checking Account ID 4	
	Fund Number 61	
	SCHOOL NUTRITION FUND	
	CMS - January Milk	
	CWHS - January Milk	
	CES - January Milk	
14860	East Side Jersey Dairy ESJD	2,846.12
	Food & Supplies	
	Ala Carte Purchases	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	29,866.06
	Equipment Repairs & Building Improvement	
	Equipment Repairs & Building Improvement	
11495	Modern Heating and Cooling, Inc.	200.00
	Purchased Food	
	Purchased Food	
	Purchased Food	
	Purchased Food	
	Purchased Food	
14861	PAN-O-GOLD BAKING CO	987.12
	Fund Number 61	
	Checking Account ID 4	

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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 92	TPRA Grant Consotium
TPRA Reimbursement		
15120	Algona Community School District	12,252.00
TPRA Reimbursement		
15121	Audubon Community School District	3,578.46
TPRA Reimbursement		
15123	Calamus/Wheatland Community School District	5,111.90
TPRA Reimbursement		
12856	CAM Community School Distrit	10,009.84
TPRA Reimbursement		
15124	Central Community School District	5,387.50
TPRA Reimbursement		
15125	Clear Lake Community School District	8,061.00
TPRA Reimbursement		
15126	Coon Rapids-Bayard School District	5,777.00
TPRA Reimbursement		
10622	Glenwood Community School District	20,203.50
TPRA Reimbursement		
15129	Greene County Community School District	3,925.00
TPRA Reimbursement		
15131	Harlan Community School District	21,648.50
TPRA Reimbursement		
15132	Knoxville Community School District	31,400.00
TPRA Reimbursement		
15134	Mount Ayr Community School	10,211.10
TPRA Reimbursement		
15136	Northeast Community School District	10,288.30
TPRA Reimbursement		
15137	Osage Community School District	26,108.50
TPRA Reimbursement		
15139	South Tama County Community School District	7,150.00
Fund Number	92	
Checking Account ID	1	

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
CWHS Ind Arts Instructional Supplies		
13610	Airgas USA, LLC	17.44
CWHS Ind Arts Resale		
Egoway A1708 A2159 A2289 A2338		
Replaceme		
health office supplies		
CWHS Ind Art Instructional Supplies		
Maintenance Supplies		
Classroom supplies and resources.		
13771	Amazon Capital Services	1,068.65
Operating Fund Checks		
Lunch Fund Checks		
10720	Storey Kenworthy/Matt Parrott	557.70
Time & Attendance		
11578	Time Management Systems	356.90
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
2/6/24 MS BB Official		
2/20/24 MS BB Official		
15112	Berry, Steve	160.00
JV 11/30 replacing Dylan RILEY		
14051	Billings, Mason	75.00
new mat, logo, braves wording		
14588	Dollamur	10,311.00
12/14 MS bball		
30523	Fuhrman, Mark	80.00
12/1 v bball		
15080	Schoonhoven, Marlin	140.00
12/14 MS bball		
31584	Wessling, Doug	80.00
Fund Number 21		
Checking Account ID 3		



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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Dave Zelle tennis coaching polo		
Brave Designs Supplies		
13763	360 Custom Designs	142.11
February Services		
14649	Advanced Network Professionals	106.80
Professional Services		
20291	Ahlers and Cooney, PC	145.00
Equipment Repair		
14544	Alta Implement Co., Inc.	46.04
TAG Supplies		
Equipment - CWHS Office		
Brave Designs Instructional Supplies		
Laminating sheets for student instructio		
Replacement Battery		
Brave Designs Supplies		
New Mac battery		
Privacy glare screen for Becky		
New barcode scanner for Ashley		
13771	Amazon Capital Services	910.86
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	60.86
Repair-Outside Labor		
11597	Benson Construction	2,654.81
New books for library		
new books for library		
13052	Book Vine, The	160.62
Water Bottle Stickers		
14683	Brave Designs	15.00
Outside Labor		
Outside Labor		
Outside Labor		
Outside Labor		
Outside Labor		
10034	Champion Electric	1,592.06
Publication Expense		
18221	Cherokee Chronicle Times	206.22
CWHS Vending Supplies		
11224	Chesterman Company	134.40
Outside Labor Repair		
14423	Claussen, Tonya	200.00
Legal Services		
Legal Services		
10305	Cornwall, Avery, Bjornstad & Scott	1,725.00

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Piano Tuning for 3 HS Pianos		
11794	Dave's Piano Service	434.70
Comm Services Jan 2024		
14832	Donovan Group I	1,000.00
Refrigerator		
10245	Ebert's	889.90
Antenna and radio for bus 11		
10522	Electronic Specialties, Inc.	549.18
Special Education Reading Curriculum		
15068	EPS Operations, LLC	1,355.43
Repair outside labor		
Repair outside labor		
14222	Feld Fire	1,194.79
Maintenance Supplies		
13294	Home Depot Pro, The	37.62
Social Emotional Curriculum for PK		
15118	Inspire to Create Enterprises, LLC	822.31
IASRO School Safety Conference		
15146	IOWA SRO	200.00
Background Checks		
11789	ISFIS, Inc.	138.00
Music Order for 7th grade Honor Choir		
Music order for the 5-6th Honor Choir		
Music Order for 7th grade Honor Choir		
Music order for the 5-6th Honor Choir		
12200	J.W. Pepper and Son, Inc.	154.68
Food, Supplies, Ala Carte, Vending, Conc		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	120.44
Equipment Repair		
11495	Modern Heating and Cooling, Inc.	100.00
Supplies		
Repair Parts		
10180	Motor Parts Sales	47.68
Graphics Software		
Graphics Software		
14994	Mullins, Kelly	240.00
February Table Tent 2024		
10125	Northwest AEA	24.50
12-month teacher plan		
14400	Notable Inc. (Kami)	99.00

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User ID: ALG

Vendor Number	Vendor Name	Amount	
Invoice Description			
Parts			
13215	Plains Boiler Service	58.80	
Pest Control			
15025	Plunkett's Pest Control, Inc	98.00	
materials for 5/6 Life Skills class			
18393	RICK TROW PRODUCTIONS, INC	123.95	
Glaze for ceramics Supplies			
11884	School Specialty, LLC	334.38	
DOT Physical			
14747	Sioux Valley Family Health	150.00	
Shared PD Speaker			
Shared PD Speaker Fee - 2/9/24			
10797	South O'Brien CSD	5,250.00	
11 X 17 Copy Paper			
Orbit Orange Cardstock			
Blue Cardstock			
14763	Staples	273.59	
Attendance Software			
11578	Time Management Systems	360.59	
Water pump bus 12			
Check engine light bus 5			
11226	Trivista-Iowa	867.11	
Outside Labor - Building Repair			
15119	Winona Controls, Inc.	971.91	
Fund Number 10			
Checking Account ID 1			
Checking Account ID 2	Fund Number 33		Local Option Sales and Service Tax Fund
Building Improvement - Garage Doors Bus			
14942	Day's Door Company	11,680.00	
Fencing around Green House Area			
20013	Midwest Fence and Gate Company	5,439.32	
Fund Number 33			
Checking Account ID 2	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
Copier Lease			
Copier Lease			
14869	Access Systems Leasing	1,001.53	
Spreader for Grounds Maintenance			
14544	Alta Implement Co., Inc.	1,200.00	
Removal of Trees @ Little League Fields			
Removal of trees at CWHS			
14895	T&D Tree Service	6,816.50	

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Vendor Number	Vendor Name	Amount
Invoice Description		
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3		
Fund Number	21	STUDENT ACTIVITY FUND
cords for graduation for Sp. Hon. Soc.		
14510	AATSP-STORE	160.20
CWHS Concession Supplies		
CWHS Concession Supplies		
CWHS Concession Refunds		
CWHS Concession Refunds		
11224	Chesterman Company	723.60
Jugs Baseball pitching machine		
L screen for baseball		
14767	Jugs Sports, Inc	4,505.00
Tennis Ball machine		
15141	LTR SPORTS, INC.	2,468.00
Food, Supplies, Ala Carte, Vending, Conc		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	68.19
2024 Yearbook Banner		
10188	Pilot Rock Signs	156.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4		
Fund Number	61	SCHOOL NUTRITION FUND
Ala Carte Purchases - Kitchen		
11224	Chesterman Company	1,849.85
CES- February Milk		
CWHS- February Milk		
CMS- February Milk		
14860	East Side Jersey Dairy ESJD	2,881.85
Food, Supplies, Ala Carte, Vending, Conc		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	34,606.32
Purchased Food		
Purchased Food		
Purchased Food		
Purchased Food		
14861	PAN-O-GOLD BAKING CO	1,285.23
Fund Number 61		
Checking Account ID 4		

# Cherokee Elementary School

March 2024 Brian Christiansen, Principal  
Jen Burch, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

CES staff members have been busy preparing for ISASP training. Time was set aside during our February 26th professional development day and during our March 18th professional development day for teachers to complete the necessary trainings and plan for the best testing environments. Third and fourth grade students will be completing their ISASP testing on March 26th, 27th, and 28th.

## DISTRICT GOAL 2 21ST CENTURY SKILLS

PROBLEM SOLVING,  
TEAM BUILDING &  
INTERPERSONAL SKILLS

Spring conferences were a big success! Office staff spent time contacting families that hadn't signed up for a conference time prior to Thursday, March 14th to schedule a time that worked best. Report cards were handed out to families at conferences; those that weren't able to attend conferences their report cards will be mailed home. It is always great to see families in the building and for us to share all the wonderful things that students have accomplished over the school year.

Our February Healthy Hero recipient is Pierce Robinson. Pierce is in Mrs. Kremer's 4th grade class. "Pierce is involved in activities such as football and basketball outside of the school setting. Pierce is a great leader who is willing to work with any of his peers. Pierce makes sure he includes his peers even when games are competitive. The calm positive demeanor of Pierce rubs off on others and makes class enjoyable for everyone."

We would like to thank Sheriff Derrick Scott for being our guest speaker at our February PBIS assembly. Sheriff Scott spoke to the students about the importance of honesty both in and out of school.

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

Our school therapy dog, Fletcher, passed his certification testing from the Alliance of Therapy Dogs Association. Fletcher began his training with K9 Kennels out of Orange City. He has passed his Beginning, Intermediate, and Advanced trainings. We are very proud of Fletcher and his handler, Mrs. Brunsting, for these accomplishments.

Fourth grade student council members are delivering morning announcements each day at CES. Their messages contain important information about the lunch menu, birthdays, the day we are on, along with Make You Laugh Monday jokes, Would you Rather Wednesdays and Fun Fact Fridays. This is helping develop appropriate speaking skills to be carried on throughout their lives.

Important Upcoming Dates	
ISASP Testing	March 26th, 27th, 28th
No School/Professional Development Days	March 29th, April 1st, April 15, and May 6th



# Cherokee Middle School

March 2024

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**

Congratulations to Taelyn Reuter for being chosen as the March Cherokee Chamber of Commerce Student of the Month! Taelyn is in 8th grade and the daughter of Chris and Kayla Reuter. She is involved in volleyball, track, softball, and basketball as the manager. She is also involved with the youth group at Trinity Lutheran Church. Taelyn's teachers appreciate her willingness to help others, dedication to her classes, and the kindness she shows to everyone around her. After high school, she is planning on pursuing a degree in elementary education.

Our teachers are looking forward to Parent Teacher Conferences and sharing student's progress with parents. We hope to have excellent attendance to share all of the positive things happening in our student's education.

All grades qualified to go bowling in Le Mars because of their improvements on MAP test scores. The students worked very hard, and everyone loves to be recognized for their efforts. We did not stop there with recognition. We also decided to recognize the top four performers in each content area in each grade, and the top four performers by growth in each content area are receiving an afternoon at the wellness center. The next top six in overall growth received a pass to be first in line to lunch.

Teachers have been training for the ISASP assessments and preparing our students for them. We will test on April 3, 9, 10, and 11th. They are also learning about the importance of taking their time on the tests. ISASP shared some research that there has been a direct correlation between the amount of time students spend on the test to their score. We look forward to seeing their growth from last year.

We have many activities and sports events coming up. The 8th grade students will be attending the Sheldon Career Fair in April as well as visiting the high school. Our students will also take the Conditions for Learning survey later in April. Some of our middle school students will be participating in a Math Bee in April as well. They have been analyzing strengths of each student and creating teams accordingly. We look forward to hearing about their experiences.

They have been working on some fun projects. The book club read "Insignificant Events in the Life of a Cactus", "The Losers Club" and are just starting to read "Fish in a Tree". The main character in this book has dyslexia so we will be learning about how it feels to not fit in and how to overcome obstacles that we may face in life. They meet weekly afterschool for 30 minutes. Lego League had their last competition and did very well. The Lego League also recently presented their work at a Sanford Museum Association program in both the robotics realm as well as the innovation projects in the the areas of Origami and robotic arm design.

The Scholastic Book Fair is currently running until a week or so after Parent Teacher Conferences. The students are always excited to see what is at the book fair and what new books are available.



## March 2024 CWHS 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>• The CAPS students are busy with projects and are working with our community to come up with solutions. One group is partnering with the Cherokee Sheriff's Department to create a recruitment video. Another group is working with Cherokee Public Health to come up with ideas to add different exercises to walking trails.</li> <li>• We are gearing up for ISASPs for next month. This takes a lot of behind the scenes planning, from IEP regulations, to students who are online that need to be here for the test. Natalie Barkley gets things on a roll EARLY in the ball game with troubleshooting, and looking for any potential issues, leaving no stone unturned!</li> <li>• Our trial run of ISASP testing went well. We do this to test our bandwidth to make sure our internet can handle all of the traffic that is happening during testing. We also have the students test all of their keys to be sure everything is working properly, and teachers check the students screens to see if they need to be repaired. Any issues are reported to Dan Bringle so he can get them fixed beforehand.</li> <li>• March fourth through the eighth, our students participated in the Cell Phone Challenge. It was on a volunteer basis. Of our 360 students in the high school, 212 students participated and completed the challenge. Our students had to turn in their phones at the beginning of their school day, and not use it the entire day. This did propose some logistical challenges with students having to leave during the day, or use their phone for two factor identification for their WIT classes, just to name a couple. On March 11th, the students who completed the challenge had to fill out a reflection questionnaire, asking them about their experience without their phone. The incentive for participation was an opt out for a semester test of their choice.</li> </ul>
<p><b>Staff Positives</b></p>	<ul style="list-style-type: none"> <li>• During the month of March, our staff plays, "Do You Have a Leprechaun in Your Pocket?" Four leprechauns are given to staff members, and if someone asks you if you have one, you have to give it to them. It is a fun way to have staff interact with one another during the school day.</li> <li>• Mentoring for new teachers has been moved in house instead of through the AEA this year. This has been a positive experience for mentors, mentees, and our Instructional Coaches. It gives us the freedom of choosing the dates for the meetings, and not having to travel.</li> </ul>
<p><b>Student Positives</b></p>	<ul style="list-style-type: none"> <li>• Congratulations to this month's Rotary Student of the Month, Whitney Johnson! Whitney is the daughter of Jim and Tiffany Johnson. Whitney goes above and beyond to show her school spirit and is kind and friendly to everyone. She is outgoing and takes time to make sure everyone feels at ease, comfortable and supported in her presence. Whitney exudes Brave Pride! Congratulations, Whitney!</li> <li>• Congrats to our Speech students who were selected for All State Individual Speech: Amelia Brown-Solo Improv, Julia De Vos-Expository Address, Logan Thorson-Lit Program, Kaleb Nelson-Prose, Abby Glassmaker-Acting, Amelia Bo Ellis-Lit Program, and Eliza Swartz-Storytelling</li> <li>• Our boys and girls track teams have had their first two indoor track meets of the season with some personal records being achieved early in the season. Keep up the hard work!</li> </ul>
<p><b>Looking Ahead...</b></p>	<ul style="list-style-type: none"> <li>• CWHS ISASP Testing April 4 &amp; 5</li> </ul>

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

Superintendent Report  
March, 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
- The high school held their Spring Building Bridges meeting on Thursday. WITCC was also in attendance.
- High School staff will be getting tours of various businesses on Monday during PD in an effort to connect with business owners and glean from the areas of business and industry the skills that they can provide their students in the classroom.

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
- ISASP testing is on the horizon.
- Math curriculum purchase was to be on the agenda for approval this month. However, we are waiting for the state list of recommended curriculums that will be out in the next week or two. The DE vetted numerous curriculums and will put out a list of those curriculums and how they align with state standards. We are holding off on approving our selection to make sure that we are making the best choice possible.

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
- 2024 - 2025 School Calendar - on the agenda for discussion - public hearing prior to the March board meeting. Calendar B was voted on by staff (74%) and community (80%) as their choice for next year.
- Legislators continue to discuss numerous bills that directly impact schools, SSA, TSS, AEA, school start date, and a new one, SF 251 which expands the definition of an administrative expenditure for schools. SF 251 looks to include any expenditure that is not directly related to a classroom as an administrative cost. For example, that includes bus drivers, secretaries, custodians, directors, food service, etc. These positions may not be directly in the classroom, but they have a direct impact on the functionality of a school. Currently administrative costs cannot exceed 5% of a district's budget. We are well below that mark and in good shape. This bill would push us over that threshold.
- We have started the RFP process for the gym air handler unit and the north hallway HVAC system. We are working with EDA engineers out of Sioux Center to take us through the process. This could delay the start of when we are able to start seeing work on the projects. I am hopeful that we can still get them done this summer.
- The elementary and middle school gym floors are set to be refinished June 19 - June 24.
- Bleacher demolition and replacement will start June 24 and continue through August 10. The high school gym floor will be refinished after the new bleachers are installed.



## **SRO & Technology Update**

- **School Resource Officer, Sergeant Brett Gannon**
  - Due to sickness rocking our district and rocking me as well I am a little behind with my classes but with the help of Mrs Miller the re-scheduling has been a breeze. My NOVA class will be completing their rocket projects next week of the 18th. It is exciting to hear some of them talk about building an actual rocket that will propel up (I hope). We should have good weather for it. Also the students can draw or sculpt a rocket instead of building one. It is good to get their minds focused on something fun. Prizes will be given out to the best in class and to all participants.
  - In my Criminal Justice 100 class we have had Deputy Stephans and K-9 Vulcan conduct some drug training with them finding drug hides around the school. It was awesome seeing Vulcan hyped up and working. We have a treat on Wednesday the 13th. Vulcan will be coming back for a presentation of apprehension of suspects. We have a few volunteers that will donate the bite suit and helmet and take bites from Vulcan.
  - The week of the 19th we will be doing a block on the use of the Taser and how it has revolutionized police work. Our special guest will be Deputy Isaacs from the Cherokee Sheriff's Department. He is a taser instructor for our area and will be presenting a class for us. We are still waiting to see if Deputy Isaacs will get permission to let 18-yr old students experience the taser effect. Cross your fingers.
  - I am in the planning process of the Active Shooter Drill scheduled in August during pd. This is a larger drill with Emergency Management Director Justin Pritts. It is for staff only. However we will have some students be actors, 10-15 of them. Last year we asked the Volleyball team. They did very well. This year I would like to extend an invitation to the School Board to observe the training. Since you are in the building periodically it would be essential for you to understand the training and why/how we do it. If you have any questions please reach out to me. As soon as the date(s) are on the calendar I will contact you to let you know the date and time.
- **IT Director, Dan Bringle**
  - The IT department has been steady with tickets this month. The website has a new look and has been updated. It will be more user friendly, and well structured. I am also excited about some new software potential for ticketing, and volunteering. We are just in the demo phase.

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

- **Director of Nursing, Rachel Doeden**
  - Illness numbers have greatly improved throughout the district over the last week. CES and CMS were hit hard with influenza and strep for a good 2 weeks. I reported to the state over 10% illness for a week in each of those buildings. WHS had 1 day over 10%. A few of our neighboring districts also saw similar illness and reported over 10% absence to the state. Building secretaries did a great job keeping me up to date with daily attendance numbers.

- **Food Service Director, Cara Jacobson**

- We had a successful National School Breakfast Week. The kids dressed up in Beach attire to celebrate the theme, "Surfs Up With School Breakfast". We had a record of 327 one day!!
- I will start working on summer lunch. It will be the month of June again, it might just be grab and go this year, if we have to pick one or the other. Last year our numbers were down, and parents were disappointed that they could not grab food for their children and take it home for them. We had to choose having it in-house or to go, and we felt that we could offer more fresh fruits/vegetables and a hot meal, if we didn't do "to go". I will be having some webinars soon to see what our options are this year.
- From the wellness committee. A wellness week dealing with Healthy Habits at the High School was implemented in February. The week dealt with making good decisions with relationships, vaping, Suicide, and goal setting. Last week the high school also implemented a challenge to students to turn in their cell phones for the week. Many students participated and found that they were having more conversations with peers. The staff is doing a Water Challenge for the Month of March. Setting goals for drinking more water!
- The food service would like to report that they had their annual inspection, and everything was great as usual.

- **Transportation Director, Rachel Mallory**

- With Spring sports starting we will again be busy trying to get everyone where they need to be. Looking to find a few more sub drivers for next year.

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

- **Maintenance Director, Mike Fiedler & Grounds Director, Jamie Hodgdon**

- Maintenance department has been running pretty good. The outside track and tennis items are set up and ready to go.
- Working hard at getting all the summer details lined up.
- CIM stuff is all locked down and dates set.
- The indoor concession stand renovation at the high school has started.

- **Activities Director, Jason Spooner**

- Spring sports are starting up, track already has had an indoor meet at BVU and golf and tennis practice has started
- April 4 we host the Lynn Jolly Relays and April 22 and 23 we host the Tomahawk Relays
- Speech had many students participate in all state group speech in Ames several weeks ago and now several students just made individual all state speech on March 25 in Cedar Falls
- CWHS and CMS vocal and band have been performing concerts this month

SECRETARY'S REPORTS

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§ 279.8; 291.7.

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I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
Iowa Code § 291.7	<u>Board Officers -</u> <u>Monthly Statements</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
206.03	<u>Secretary (I, II)</u>
210.01	<u>Annual Meeting</u>

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

## TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and all other funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

Legal Reference: Iowa Code §§ 279.31, .33.

I.C. Iowa Code	Description
Iowa Code § 279.31	<u>Directors - Powers and Duties - Settlement with Treasurer</u>
Iowa Code § 279.33	<u>Directors - Powers and Duties - Annual Settlements</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
206.04	<u>Treasurer</u>
210.01	<u>Annual Meeting</u>

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

## PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

Legal Reference: Iowa Code §§ 279.35, .36; 618.

I.C. Iowa Code	Description
Iowa Code § 618	<u>Publications and Posting of Notices</u>
Iowa Code § 279.35	<u>Directors - Powers and Duties- Publications of Proceedings</u>
Iowa Code § 279.36	<u>Directors - Powers and Duties- Publications Procedures and Fees</u>
<b>Cross References</b>	
	<b>Code</b>
206.03	<b>Description</b> <u>Secretary (I, II)</u>
206.04	<u>Treasurer</u>

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

AUDIT

In accordance with state law, to review the funds and accounts of the school district, the board will employ an auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors. Annual audit reports shall remain on file as permanent records of the school district.

Legal Reference: Iowa Code § 11.6

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I.C. Iowa Code	Description
Iowa Code § 11.6	<u>Audits of Governmental Subdivisions</u>

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

## INTERNAL CONTROLS

The board expects all board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal controls are used to help ensure the integrity of district financial and accounting information. Adherence to district-established internal control procedures is the responsibility of all employees of the school district. The superintendent, business manager and board secretary shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report their suspicions immediately to his/her immediate supervisor, and the superintendent, and the board president. The superintendent and the board president shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the board's legal counsel, auditing firm, the Auditor of State's office and other internal or external departments and agencies, including law enforcement officials, as the superintendent and the board president may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the superintendent, the concern shall be brought to the attention of the board president who shall be empowered to contact the board's legal counsel, Auditor of State's office, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

The superintendent and board president shall ensure the Auditor of State's office is notified of any suspected embezzlement, theft or other financial irregularity pursuant to Iowa law. The superintendent and board president in coordination with the Auditor of State's office, will determine whether to conduct a complete or partial audit. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to, and including termination.

Legal Reference: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204.  
Iowa Code §§ 11, 279.8.

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 11	<u>Auditor of State</u>
<b>Cross References</b>	
Code	Description
401.12	<u>Employee Use of Cell Phones</u>
401.12-R(1)	<u>Employee Use of Cell Phones - Regulation</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>
707.06	<u>Audit Committee</u>

Approved 1/18/2021

Reviewed 3/18/24

Revised \_\_\_\_\_

1<sup>st</sup> Reading 12/21/20  
2<sup>nd</sup> Reading 1/18/21



## INTERNAL CONTROLS PROCEDURES

Fraud, financial improprieties, or fiscal irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of "insider" information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.
- Acting for purposes of personal financial gain, rather than in the best interest of the district.
- Providing false, inaccurate or misleading financial information to district administrators or the board of directors.

The superintendent, and board president shall notify the State Auditor's office of any suspected fraud, embezzlement or financial irregularities as required by law. The district will comply with all investigation procedures and scope as directed by the State Auditor' office. All employees involved in the investigation shall be advised to keep information about the investigation confidential. The superintendent and board president may engage qualified independent auditor to assist in the investigation.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent, and the board president, or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 11	<u>Auditor of State</u>
<b>Cross References</b>	
Code	Description
401.12	<u>Employee Use of Cell Phones</u>
401.12-R(1)	<u>Employee Use of Cell Phones - Regulation</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>
707.06	<u>Audit Committee</u>

## CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary's financial records ..... Permanently
- Treasurer's financial records ..... Permanently
- Open Minutes of the Board of Directors ..... Permanently
- Annual audit reports ..... Permanently
- Annual budget..... Permanently
- Permanent record of individual pupil ..... Permanently
- School election results ..... Permanently
- Real property records (e.g., deeds, abstracts) ..... Permanently
- Records of payment of judgments against  
the school district ..... 20 years
- Bonds and bond coupons ..... 11 years after maturity,  
cancellation, transfer, redemption, and/or replacement
- Written contracts..... 10 years
- Cancelled warrants, check stubs, bank  
statements, bills, invoices, and  
related records ..... 5 years
- Recordings of closed meetings ..... 1 year
- Program grants..... As determined by the  
grant
- Nonpayroll personnel records..... 10 year after leaving district
- Payroll records ..... 3 years
- School meal programs accounts/records ..... 3 years after submission of  
the final claim for reimbursement

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the vault located at 600 West Bluff Street, Cherokee Iowa. These records will be maintained by the superintendent.

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised 12/21/20

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

Legal Reference: City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).  
City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980).  
Iowa Code §§ 22.3, .7; 91a.6; 279.8 (2007).  
281 I.A.C. 12.3(6).

Cross Reference: 206.3 Secretary [*or Secretary/Treasurer*]  
215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
901 Public Examination of School District Records

## INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program is reviewed once every three years. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1000 unless such insurance is required by statute or contract.

The board may retain a private organization for fixed assets management services.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The superintendent is responsible for maintaining the fixed assets management system, processing claims and maintaining loss records.

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6); 296.7; 298A; 517A.1; 670.7.

I.C. Iowa Code	Description
Iowa Code § 20.9	<u>Collective Bargaining - Scope of Negotiations</u>
Iowa Code § 279.12	<u>Directors - Powers and Duties - teachers-insurance-leave</u>
Iowa Code § 285.10	<u>Transportation Aid - Powers and Duties of Local Boards</u>
Iowa Code § 285.5	<u>Transportation Aid - Contracts</u>
Iowa Code § 296.7	<u>Indebtedness of Schools Corporations - Tax Levies</u>
Iowa Code § 298A	<u>School District Fund Structure</u>

**I.C. Iowa Code**

Iowa Code § 517A.1

Iowa code § 670.7

Iowa Code § 85.2

Iowa code §279.28

**Cross References**

**Description**

Liability Insurance -  
Authority to  
Purchase

Insurance

Public Employees -  
Chapter Compulsory

Insurance-Supplies-  
Textbooks

**Code**

**Description**

205

Board Member  
Liability

802.04

Capital Assets

802.04-R(1)

Capital Assets -  
Regulation

802.04-R(2)

Capital Assets -  
Management System  
Definitions

Approved \_\_\_\_\_ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

## SCHOOL FOOD PROGRAM

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

School nutrition program facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with law and board policy.

The school nutrition program is operated on a nonprofit basis. The revenues of the school nutrition program will be used only for the operation or improvement of such programs. Supplies of the school nutrition program will only be used for the school nutrition program.

The board will set, and annually review, the prices for school nutrition programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of the school nutrition programs, in accordance with federal and state law.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and appropriate personnel for the proper functioning of the school nutrition program.

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: 42 U.S.C. §§ 1751 et seq.,  
7 C.F.R. Pt. 210 et seq.,  
Iowa Code ch. 283A,  
281 I.A.C. 58.

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<b>I.C. Iowa Code</b>		<b>Description</b>
Iowa Code § 283A		<u>School Meal Programs</u>
<b>I.A.C. Iowa Administrative Code</b>		<b>Description</b>
281 I.A.C. 58		<u>Education - Breakfast and Lunch Program</u>
<b>U.S.C. - United States Code</b>		<b>Description</b>
42 U.S.C. §§ 1751		<u>Public Health - School Lunch Program</u>
<b>Cross References</b>		<b>Description</b>
	<b>Code</b>	
710.02		<u>Free or Reduced Cost Meals Eligibility</u>
710.03		<u>Vending Machines</u>
710.04		<u>Meal Charges</u>

Approved \_\_\_\_\_ Reviewed 2/19/18, 12/21/20, 11/20/23, 3/18/24 Revised \_\_\_\_\_

## FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district who meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced price. The school district shall make reasonable efforts to prevent the overt identification of students who are eligible for free and reduced price meals.

The district shall at least twice annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced price meals in accordance with state and federal law.

It is the responsibility of the Central Office to determine the eligibility of students for free or reduced price school nutrition programs, in accordance with criteria established by state and federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the Food Service Director.

If a student owes money for five or more meals, the food service director may contact the student's parent or guardian to provide information regarding the application for free or reduced price meals. The school is encouraged to provide reimbursable meals to students who request reimbursable meals unless the student's parent or guardian has specifically provided written direction to the school to withhold a meal from the student.

Employees will be required to pay for meals consumed.

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

Legal Reference: 42 U.S.C. §§ 1751 et seq.,  
7 C.F.R. §§ 210 et seq.,  
Iowa Code § 283A,  
281 I.A.C. 58.

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<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 283A	<u>School Meal Programs</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 58	<u>Education - Breakfast and Lunch Program</u>
<b>U.S.C. - United States Code</b>	<b>Description</b>
42 U.S.C. §§ 1751	<u>Public Health - School Lunch Program</u>



**Cross References**

	<b>Code</b>	<b>Description</b>
	710.01	<u>School Food Program</u>
		<u>School Food Program - School Nutrition Program</u>
		<u>Civil Rights Complaints Procedure</u>
	710.01-R(1)	<u>School Food Program - School Nutrition Program</u>
		<u>Notices of Nondiscrimination</u>
	710.01-E(1)	<u>School Food Program - Child Nutrition Programs</u>
		<u>Civil Rights Complaint Form</u>
	710.01-E(2)	
	710.03	<u>Vending Machines</u>
	710.04	<u>Meal Charges</u>

Approved \_\_\_\_\_ Reviewed 2/19/18, 12/21/20, 3/18/24 Revised 12/21/20

## VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines will reflect the guidelines in the Wellness policy 507.9.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
 7 C.F.R. Pt. 210 *et seq.*  
 Iowa Code ch. 283A  
 281 I.A.C. 58.

I.C. Iowa Code	Description
Iowa Code § 283A	<u>School Meal Programs</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 58	<u>Education - Breakfast and Lunch Program</u>
U.S.C. - United States Code	Description
42 U.S.C. §§ 1751	<u>Public Health - School Lunch Program</u>
Cross References	Description
Code	<u>Student Fund Raising</u>
504.05	<u>Student Fund Raising</u>
504.05-R(1)	<u>School Food Program</u>
710.01	<u>School Food Program - School Nutrition Program</u>
710.01-R(1)	<u>Civil Rights Complaints Procedure</u>
710.01-E(1)	<u>School Food Program - School Nutrition Program</u>
710.01-E(2)	<u>Notices of Nondiscrimination</u>
710.02	<u>School Food Program - Child Nutrition Programs</u>
710.04	<u>Civil Rights Complaint Form</u>
Approved _____	<u>Free or Reduced Cost Meals Eligibility</u>
Reviewed <u>2/19/18, 12/21/20, 3/18/24</u>	<u>Meal Charges</u>
	Revised _____

## MEAL CHARGES

In accordance with state and federal law, the Cherokee Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. When the balance reaches a negative \$20.00, a student may charge no more to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments may be made thru electronic payment (pay schools, which is found on the school web page), at the POS at each school, and in the office at each school.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal. The meal that is provided at the Cherokee school for these situations is a Soy butter sandwich, an apple, and milk.

Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balances reach \$0.00. Families will be notified by email, letter, or a personal call. Negative balances of more than \$20.00, not paid prior to the end of the year, will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq.  
 7 C.F.R. §§ 210 et seq.  
 U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).  
 U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).  
 U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).  
 Iowa Code 283A.  
 281 I.A.C. 58.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 283A	<u>School Meal Programs</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 58	<u>Education - Breakfast and Lunch Program</u>
<b>U.S.C. - United States Code</b>	<b>Description</b>
42 U.S.C. §§ 1751	<u>Public Health - School Lunch Program</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
710.01	<u>School Food Program</u>
710.01-R(1)	<u>School Food Program - School Nutrition Program Civil Rights Complaints Procedure</u>
710.01-E(1)	<u>School Food Program - School Nutrition Program Notices of Nondiscrimination</u>
710.01-E(2)	<u>School Food Program - Child Nutrition Programs Civil Rights Complaint Form</u>
710.02	<u>Free or Reduced Cost Meals Eligibility</u>
710.03	<u>Vending Machines</u>

Approved \_\_\_\_\_ Reviewed 2/19/18, 12/21/20, 3/18/24 Revised \_\_\_\_\_

## STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Legal Reference: 20 U.S.C. §§ 1401, 1701 et seq.  
34 C.F.R. Pt. 300 et seq.  
Iowa Code §§ 256B.4; 285; 321  
281 I.A.C. 41.412.

**I.C. Iowa Code**

Iowa Code § 256B.4  
Iowa Code § 285  
Iowa Code § 321

**I.A.C. Iowa Administrative Code**

281 I.A.C. 41.412

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

20 U.S.C. §§ 1401  
20 U.S.C. §§ 1701

**Cross References**

**Code**

501.16  
507.08  
507.08-R(1)  
603.03

**Description**

Special Education - Board Powers  
Transportation Aid  
Motor Vehicles

**Description**

Special Education - Transportation

**Description**

IDEA - Definitions  
Education - EEO

**Description**

Homeless Children and Youth  
Student Special Health Services  
Student Special Health Services - Regulation  
Special Education

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of recording devices on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The recording devices will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The recordings are student records subject to school district confidentiality, board policy and administrative regulations.

After 2 warnings for bad conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

Legal Reference: Iowa Code §§ 279.8; 285; 321.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 285	<u>Transportation Aid</u>
Iowa Code § 321	<u>Motor Vehicles</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
804.06	<u>Use of Recording Devices on School Property</u>
804.06-R(1)	<u>Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised 11/15/21



## STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

Approved \_\_\_\_\_

Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised \_\_\_\_\_

## STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321.  
281 I.A.C. 41.412.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 256B.4	<u>Special Education - Board Powers</u>
Iowa Code § 285	<u>Transportation Aid</u>
Iowa Code § 321	<u>Motor Vehicles</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 41.412	<u>Special Education - Transportation</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised \_\_\_\_\_

SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference: Iowa Code § 285.10  
281 I.A.C. 43.10, 412

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<b>I.C. Iowa Code</b> Iowa Code § 285.10	<b>Description</b> <u>Transportation Aid - Powers and Duties of Local Boards</u>
<b>I.A.C. Iowa Administrative Code</b> 281 I.A.C. 41.412 281 I.A.C. 43.10	<b>Description</b> <u>Special Education - Transportation</u> <u>Transportation - Permitted Uses</u>
<b>Cross References</b>	
<b>Code</b> 603.02	<b>Description</b> <u>Summer School Instruction</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised \_\_\_\_\_

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-.2, .10, .16.

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<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 285	<u>Transportation Aid</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised \_\_\_\_\_

TRANSPORTATION OF NONSCHOOL GROUPS

Only in unusual circumstances will the board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities in the state.

In the event school district transportation vehicles are made available to local nonprofit entities, it is the responsibility of the superintendent to develop administrative regulations for application for, use of, and payment for using the school district transportation vehicles.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10).  
281 I.A.C. 41.412; 43.10.

<b>I.C. Iowa Code</b> Iowa Code § 285.1 Iowa Code § 285.10	<b>Description</b> <u>Transportation Aid - Entitlement</u> <u>Transportation Aid - Powers and Duties of Local Boards</u>
<b>I.A.C. Iowa Administrative Code</b> 281 I.A.C. 41.412 281 I.A.C. 43.10	<b>Description</b> <u>Special Education - Transportation</u> <u>Transportation - Permitted Uses</u>
<b>Cross References</b>	
<b>Code</b> 900	<b>Description</b> <u>Principles and Objectives for Community Relations</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 1/18/21, 3/18/24 Revised \_\_\_\_\_

## SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation. Documentation of these safety drills will be maintained by the district for five years and made available upon request.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321.  
281 I.A.C. 41.412; 43.40.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 321	<u>Motor Vehicles</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 41.412	<u>Special Education - Transportation</u>
281 I.A.C. 43.40	<u>Pupil Instruction</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
507.05	<u>Emergency Plans and Drills</u>
711.10	<u>School Bus Passenger Restraints</u>
804.02	<u>District Emergency Operations Plans</u>

Approved \_\_\_\_\_ Reviewed 9/21/15, 2/19/18, 3/18/24 Revised \_\_\_\_\_

## PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

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

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

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

Legal Reference: 20 U.S.C. §6318

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U.S.C. - United States Code		Description
20 U.S.C. §6318		<u>Education - Parent and Family Engagement</u>
<b>Cross References</b>	<b>Code</b>	<b>Description</b>
903.02		<u>Community Resource Persons and Volunteers</u>

Approved 7/18/22 Reviewed 5/17/23, 3/18/24 Revised \_\_\_\_\_

1<sup>st</sup> Reading June 13, 2022  
2<sup>nd</sup> Reading July 18, 2022



CHEROKEE COMMUNITY SCHOOL DISTRICT  
2024 -2025 CALENDAR

					Days	Days	Days	By
					Qtr.	Sch.	Sch.	Hours
<b>August, 2024</b>								
M	T	W	T	F				
			1	2	0	0	0	
5	6	7	8	9	0	0	0	
12	13	14	15	16	0	0	0	
19	20	21	22	23	1	1	1	6.9
26	27	28	29	30	5	6	6	34.5
<b>September, 2024</b>								
	3	4	5	6	4	10	10	27.6
9	10	11	12	13	5	15	15	34.5
16	17	18	19	20	5	20	20	34.5
23	24	25	26	27	5	25	25	32.5
30					1	26	26	6.9
<b>October, 2024</b>								
	1	2	3	4	4	30	30	27.6
7	8	9	10	11	5	35	35	34.5
14	15	16	17	18	4	39	39	27.6
21	22	23	24	25	5	5	44	34.5
28	29	30	31		4	9	48	27.6
<b>November, 2024</b>								
				1	1	10	49	6.9
4	5	6	7	8	5	15	54	34.5
11	12	13	14	15	5	20	59	34.5
18	19	20	21	22	2	22	61	13.8
25	26	27	28	29	5	27	66	34.5
					0	27	66	0
<b>December, 2024</b>								
2	3	4	5	6	5	32	71	34.5
9	10	11	12	13	5	37	76	34.5
16	17	18	19	20	5	42	81	34.5
23	24	25	26	27	0	42	81	0
30	31				0	0	81	0
<b>January, 2025</b>								
		1	2	3	0	0	81	0
6	7	8	9	10	5	5	86	34.5
13	14	15	16	17	5	10	91	34.5
20	21	22	23	24	4	14	95	27.6
27	28	29	30	31	5	19	100	34.5
<b>February, 2025</b>								
3	4	5	6	7	5	24	105	34.5
10	11	12	13	14	4	28	109	27.6
17	18	19	20	21	5	33	114	34.5
24	25	26	27	28	5	38	119	34.5
					0	38	119	0
<b>March, 2025</b>								
3	4	5	6	7	4	42	123	27.6
10	11	12	13	14	4	46	127	27.6
17	18	19	20	21	5	4	132	34.5
24	25	26	27	28	5	9	137	34.5
31					1	10	138	6.9
<b>April, 2025</b>								
	1	2	3	4	4	14	142	27.6
7	8	9	10	11	4	18	146	27.6
14	15	16	17	18	4	22	150	27.6
21	22	23	24	25	4	26	154	27.6
28	29	30			3	29	157	20.7
<b>May, 2025</b>								
			1	2	2	31	159	13.8
5	6	7	8	9	5	36	164	34.5
12	13	14	15	16	5	41	169	34.5
19	20	21	22	23	5	46	174	32.2
26	27	28	29	30	0	46	174	0
<b>June, 2025</b>								
2	3	4	5	6	0			
9	10	11	12	13	0			
16	17	18	19	20				
23	24	25	26	27				
30								

August 15 & 16 - New Teacher Professional Development  
 August 19, 20, 21, & 22 - Professional Development  
 August 23 - School Begins - Grades 2-12 & K-1 Intakes  
 August 26 - School Begins - Grades TK - 1

September 2 - Labor Day - No School  
 September 3 - ECLC Begins

October 17 - P/T Conferences 11:00 - 7:00  
 October 18 - No School  
 October 16 - End of 1st Quarter (38 Days)

November 27 - No School  
 November 28 & 29 - Thanksgiving Break - No School

December 20 - End of 2nd Qtr/1st Semester (44/81 days)  
 December 21 - January 2 - Winter Break - No School

January 2 & 3 - No School - Professional Development  
 January 6 - Start of 3rd Qtr/2nd Sem  
 January 20 - No School - Professional Development

February 14 - Collaborative PD - No School

March 12 - End of 3rd Qtr  
 March 5 - P/T Conferences 11:00 - 7:00  
 March 7 - No School  
 March 10 - No School - Professional Development

April 7 - No School - Professional Development  
 April 18 - No School - Good Friday  
 April 21 - No School - Easter Monday

May 18 - Commencement  
 May 23 - 1:00 Dismissal  
 May 23 - End of 4th Qtr/1st Sem  
 May 26 - No School - Memorial Day  
 May 27 - 29 - Professional Development

Professional Development

P/T Conference  
 End of Quarter

1st Quarter Days = 39  
 2nd Quarter Days = 42  
 3rd Quarter Days = 48  
 4th Quarter Days = 46  
 Total = 175

Virtual PD 6  
 Holidays 3  
 Classroom Days 174  
 Prof Develop/Wkdays 13  
 Parent Teacher Conf. 2  
 0

Possible Snow Make Up Days

Board Approved:

1196.3

CHEROKEE COMMUNITY SCHOOL DISTRICT  
2024-2025 CALENDAR

	Days	Days	By
	Qtr.	Sch.	Hours
<b>August, 2024</b>			
	0	0	0
	0	0	0
	0	0	0
	1	1	6.9
	5	6	34.5
			41.4
<b>September, 2024</b>			
	4	10	27.6
	5	15	34.5
	5	20	34.5
	5	25	32.5
	1	26	6.9
			136
<b>October, 2024</b>			
	4	30	27.6
	5	35	34.5
	4	39	27.6
	5	5	34.5
	4	9	48
			27.6
			151.8
<b>November, 2024</b>			
	1	10	49
	5	15	34.5
	5	20	34.5
	2	22	13.8
	5	27	34.5
	0	27	0
			124.2
<b>December, 2024</b>			
	5	32	34.5
	5	37	34.5
	5	42	34.5
	0	42	0
	0	0	0
	0	0	103.5
<b>January, 2025</b>			
	0	0	0
	5	5	86
	5	10	91
	4	14	27.6
	5	19	34.5
			131.1
<b>February, 2025</b>			
	5	24	105
	4	28	109
	4	32	113
	5	37	118
	0	37	0
			124.2
<b>March, 2025</b>			
	4	41	122
	4	45	126
	5	5	131
	5	10	136
	1	11	137
			131.1
<b>April, 2025</b>			
	4	15	141
	4	19	145
	4	23	149
	4	27	153
	3	30	156
			156
			131.1
<b>May, 2025</b>			
	2	32	158
	5	37	163
	5	42	168
	5	47	173
	0	47	0
			115
<b>June, 2025</b>			
	0	0	0
			0
			1189.4

Professional Development  
P/T Conference  
End of Quarter

1st Quarter Days = 39  
2nd Quarter Days = 42  
3rd Quarter Days = 48  
4th Quarter Days = 46  
Total = 175

Virtual PD 6  
Holidays 3  
Classroom Days 173  
Prof Develop/Wkdays 13  
Parent Teacher Conf. 0

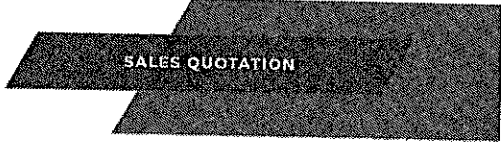
Possible Snow Make Up Days

Board Approved:

September 2 - Labor Day - No School  
September 3 - ECLC Begins  
October 17 - P/T Conferences 8:00 - 8:00  
October 18 - No School  
October 16 - End of 1st Quarter (38 Days)  
November 27 - No School  
November 28 & 29 Thanksgiving Break - No School  
December 20 - End of 2nd Qtr/1st Semester (44/81 days)  
December 21 - January 2 - Winter Break - No School  
January 2 & 3 - No School - Professional Development  
January 6 - Start of 3rd Qtr/2nd Sem  
January 20 - No School - Professional Development  
February 24 - Collaborative PD - No School  
February 17 - No School  
March 14 - End of 3rd Qtr  
March 6 - P/T Conferences 8:00 - 8:00  
March 7 - No School - Conference Comm Day  
March 10 - No School - Professional Development  
April 7 - No School - Professional Development  
April 8 - No School - Good Friday  
April 21 - No School - Easter Holiday  
May 18 - Commencement  
May 23 - 1:00 Dismissal  
May 23 - End of 4th Qtr/1st Sem  
May 26 - No School - Memorial Day  
May 27 - 28 - Professional Development



## 5. Detailed Pricing



**Quote No.** Q-00590247  
**Ref. No.** Cherokee - Chromebook Bid 2024

**Date** 2/28/2024  
**Exp. Date** 3/29/2024

### Sterling Account Manager

Shalyn Weber  
 303 Centennial Dr  
 North Sioux City, SD 57049  
 P: (605) 242-1270  
 F: (605) 242-4001  
 shalyn.weber@sterling.com

### Customer Information

Cherokee CSD  
 Dan Bringle  
 600 W. Bluff St.  
 Cherokee, IA 51012  
 P: (712) 229-1625  
 dbringle@ccsd.k12.ia.us

<b>Terms</b> Net 30	<b>FOB</b> Destination	<b>Contract</b> Open Market	<b>Estimated Lead Time</b> 30 Business Days ARO
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Group	Line No.	QTY	Part Number	Description	Unit Price	Extension
Lenovo Chromebook 100e	1	286	82UY0000US	Lenovo 100e Chromebook Gen 3 82UY0000US 11.6" Chromebook - HD - 1366 x 768 - Intel Celeron N4500 Dual-core (2 Core) 1.10 GHz - 4 GB Total RAM - 4 GB On-board Memory - 32 GB Flash Memory - Gray	\$210.57	\$60,223.02
Google License	2	286	CROSSWDISEDUNEW	Google Chrome Management Console License - Education	\$32.00	\$9,152.00
Services	3	286	STSV-WH-NSC	Sterling North Sioux City Warehouse & Processing	\$14.00	\$4,004.00
	4	286	STSV-ENROLL	Sterling Chromebook Enrollment	\$0.00	\$0.00
	5	286	STSV-LE	Sterling Laser Engraving	\$0.00	\$0.00
	6	286	STSV-GD	Sterling Green Delivery	\$0.00	\$0.00
	7	3	STSV-PM	Sterling Direct Project Manager	\$0.00	\$0.00
<b>TOTAL</b>					\$	73,379.02

### Quotation Comments

Ask your Sterling Account Manager about our Complete Ship Services: An efficient, convenient, and secure way to receive your order.

### Terms and Conditions

All products and services sold, licensed, resold, distributed, and provided (as applicable) by Sterling are subject to Sterling's Return Guidelines (located at <https://sterling.com/contact/return-information/>) and the terms and conditions (if any) imposed by the applicable Sterling Partner (the original manufacturer, seller, licensor, or provider).