

# Cherokee Community School District

## Congratulations Graduate

Regular Board Meeting

May 15, 2017

5:30 p.m.

WHS Library

### Board Members:

Mr. Paul Fuhrman-President

Ms. Laura Dawson-Vice President

Mr. Jim Haselhoff

Mr. Calvin Carver

Mr. Logan Patterson

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary

Mrs. Kimberly Lingenfelter, Superintendent

**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, May 15, 2017 at 5:30 p.m.**

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.

<ol style="list-style-type: none"> <li>1. Call the meeting to order</li> <li>2. Approve the agenda</li> <li>3. Roll call of members in attendance</li> <li>4. Action to excuse board members not in attendance</li> <li>5. Welcome Visitors – Virtual Reality Class from WHS Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue.</li> <li>6. Consent agenda             <ol style="list-style-type: none"> <li>A. Approve the minutes of the regular meeting [4-24-17] and special meeting [4-26-17]</li> <li>B. Approve financial statements</li> <li>C. Approve monthly bills</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>7. Communication and Reports             <ol style="list-style-type: none"> <li>A. Directors’ Reports</li> <li>B. Principals’ Reports</li> <li>C. Instructional Coaches’ Reports</li> <li>D. PTA Report</li> <li>E. Superintendent’s Report</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>8. Policy Change: 506.1E8 Annual Notice Clerical Change(s): None Affirm: 505.1 Student Progress Reports and Conferences; 505.2 Student Promotion, Retention, Acceleration; 505.3 Student Honors and Awards; 505.4 Testing Program; 505.5 Graduation Requirements; 505.6 Early Graduation; 505.7 Commencement; 506.1 Student Records Access; 506.1E1 Student Records Checklist; 506.1E2 Request of Nonparent for Examination or Copies of Student Records; 506.1E3 Authorization for Release of Student Records; 506.1E4 Request for Hearing on Correction of Student Records; 506.1E5 Request for Examination of Student Records; 506.1E6 Notification of Transfer of Student Records; 506.1E7 Juvenile Justice Agency Information Sharing Agreement; 506.1R1 Use of Student Records Regulation</li> </ol>
<ol style="list-style-type: none"> <li>9. New Business             <ol style="list-style-type: none"> <li>A. Discussion of/ action to approve contracts for Jan Tjeerdsma as TK-6 Instructional Coach; Natalie Barkley as 7-12 Instructional Coach; and Linda Ducommun as Instructional Coach-Technology Integrationist</li> <li>B. Discussion of/ action to approve contracts for the following lead teacher assignments:                 <ol style="list-style-type: none"> <li>1. English – Christy Alquist</li> <li>2. Early Childhood – Jen Burch</li> <li>3. Math – Kathy Curtis</li> <li>4. Social Studies – Trish Engelke</li> <li>5. Counseling – Jolleen Heater</li> <li>6. Special Education – Suzanne Torrey</li> <li>7. Physical Education – Cara Lubeck</li> <li>8. Science – Kasey Stowater</li> <li>9. CTE – Tim Stoneking</li> <li>10. Fine Arts – Joe Vannatta</li> </ol> </li> <li>C. Discussion of/ action to approve contracts for the following model teacher assignments:                 <ol style="list-style-type: none"> <li>1. ECLC/RES – Jen Burch and Jason Wood</li> <li>2. CMS – Myla Stoneking and Kasey Stowater</li> <li>3. WHS – Tim Stoneking</li> </ol> </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.**

<ul style="list-style-type: none"> <li>D. Discussion of/ information regarding Board Policy 506.1E8 Annual Notice – First Reading</li> <li>E. Discussion of/ action to approve the resignation of LeRoy Berentschot as ELL Paraprofessional; Joyce York as Food Services Provider; and Angie Mayer as CMS Paraprofessional</li> <li>F. Discussion of/ action to extend a contract to Korrie Waldner Coombs as ½ Time CMS Social Studies and ½ Time WHS Alternative Program Instructor</li> <li>G. Exempt Session – the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues</li> <li>H. Discussion of/ action to approve contracts for union and non-union support staff for the 2017-2018 school year</li> <li>I. Discussion of/ action to approve administrative salaries for the 2017-2018 school year</li> <li>J. Closed Session – the board will enter into closed session as provided in section 21.5(1)(j) of the open meetings law for the purpose of discussing the potential sale of real estate</li> </ul>
<p>10. Board Committee Reports</p> <ul style="list-style-type: none"> <li>A. Curriculum and Instruction – Dawson, Fuhrman</li> <li>B. Policy – Carver, Haselhoff</li> <li>C. Finance* – Dawson, Patterson</li> <li>D. Building, Grounds, Capital Projects – Fuhrman, Haselhoff</li> <li>E. Transportation, Nutrition – Carver, Patterson</li> </ul>
<p>11. Items of Interest for the Next Meeting [June 19, 2017 @ 5:30 p.m.]</p> <ul style="list-style-type: none"> <li>A. Discussion of/ action to approve the dairy bid and bread bid for the 2017-2018 school year</li> <li>B. Discussion of/ action to approve the participation of Food Service in the IAEP – Iowa Association for Educational Purchasing</li> <li>C. Discussion of/ information concerning the Summer Lunch Program</li> </ul>
<p>12. Adjournment</p>

Projected Dates/Times for Regular Board of Education Meetings 2016-2017

April 17 <sup>th</sup> , 2017 @ 5:30 pm	May 15 <sup>th</sup> , 2017 @ 5:30 pm	June 19 <sup>th</sup> , 2017 @ 5:30 pm	July 17 <sup>th</sup> , 2017 @ 5:30 pm
August 21 <sup>st</sup> , 2017 @ 5:30 pm	September 18 <sup>th</sup> , 2017 @ 5:30 pm	October 16 <sup>th</sup> , 2017 @ 5:30 pm	November 20 <sup>th</sup> , 2017 @ 5:30 pm
December 18 <sup>th</sup> , 2017 @ 5:30 pm	January 15 <sup>th</sup> , 2018 @ 5:30 pm	February 19 <sup>th</sup> , 2018 @ 5:30 pm	March 19 <sup>th</sup> , 2018 @ 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  
April 24, 2017**

The Cherokee Community School District Board of Education held a regular meeting on Monday, April 24, 2017 beginning at 5:30 P.M. The meeting was held in the WHS Library, 600 W. Bluff St., Cherokee, Iowa.

**1. Call the meeting to order**

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

**2. Approve and/or amend agenda**

Moved by Dawson, seconded by Carver to approve the agenda. All Ayes

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

Roll call of board members was taken. Present were Jim Haselhoff, Logan Patterson, Calvin Carver, Laura Dawson and Paul Fuhrman

**4. Action to excuse board members not in attendance**

All board members were present.

**5. Welcome Visitors**

Fuhrman welcomed everyone present for the meeting.

Others Present: Kimberly Lingenfelter, Valery Fuhrman, Neil Phipps, Jeff Miller, Bill Halder and Joyce Lundsgaard

**6. Consent Agenda**

- **Minutes of Regular Meeting – 3/20/17; Public Hearing – 4/3/17; Budget Hearing 4/3/17; Special Meeting 4/10/17**
- **Financial Statements**
- **Monthly Bills**

Moved by Patterson, seconded by Haselhoff to approve the consent agenda. All Ayes

- Minutes of the regular meeting -3.20.17; public hearing-4/3/17; budget hearing 4/3/17; special meeting 4/3/17 and special meeting 4/10/17
- Financial Statements
- Monthly Bills

**7. Communication & Reports**

Communication and reports were given by district directors and administration.

**8. Policy:**

**Affirm: Policies 503.1 – 504.6**

Moved by Patterson, seconded by Haselhoff to affirm policies 503.1, Student Conduct; 503.1R1, Student Suspension; 503.2, Expulsion; 503.3, Fines-Fees-Charges; 503.4, Good Conduct Rule; 503.5, Corporal Punishment; 504.1, Student Government; 504.2, Student Organizations; 504.3, Student Publications; 504.3R1, Student Publications Code; 504.4, Student Performances; 504.5, Student Fund Raising; 504.6, Student Activity Program. All Ayes

**9. New Business**

**A. Discussion of/action to approve 2017 graduates from Washington High School**

Moved by Dawson, seconded by Patterson to approve the 2017 graduates from Washington High School pending successful completion of all graduation requirements.

Ayes – Dawson, Haselhoff, Patterson, Carver; Nays - Fuhrman

**B. Discussion of/action to approve adding the position of WHS Quiz Bowl Sponsor**

Moved by Patterson, seconded by Haselhoff to approve adding the position of WHS Quiz Bowl Sponsor to the Supplemental Salary Schedule. All Ayes

**C. Discussion of/action to accept the lowest responsive responsible bids for Summer 2017 facility projects or reject all bids**

Bids were presented to the board for the 2017 facility projects. Moved by Patterson, seconded by Haselhoff to approve the low base bid of \$267,000 from L&L Builders for the WHS/CMS Secure Entrances and WHS East Entrance Stair Repairs. Alternate bids for the Roosevelt HVAC and roof were tabled until a later date. All Ayes

**D. Discussion of/action to approve a cooperative sharing agreement with MMC-RU for bowling and wrestling for the 2017-18 school year**

Moved by Haselhoff, seconded by Patterson to approve a cooperative sharing agreement with MMC-RU for bowling and wrestling for the 2017-18 school year. All Ayes

**E. Discussion of/action to approve out of out of state travel – James DeVos – AP Biology**

Moved by Haselhoff, seconded by Carver to approve out of state travel to the Omaha Zoo for James DeVos for AP Biology. All Ayes

**F. Discussion of action to approve resignations**

Moved by Patterson, seconded by Carver to approve the resignation of Joe Vannatta as Co-sponsor for WHS Student Council; Liz Perry as CMS Volleyball Coach-one year only; Jen Westphal as WHS Paraprofessional; Jodi Mongan as WHS Asst. Girls Tennis Coach; Dianna Langholdt as WHS Paraprofessional; and Sue Ann Johnson as CMS Track Coach. All Ayes

**G. Discussion of action to extend contracts**

Moved by Carver, seconded by Patterson to extend contracts to Julie Hummel as CMS Track Coach – one year only and Katherine Mathis as Assistant Girls Tennis Coach. All Ayes

**H. Exempt Session**

The board entered into exempt session at 6:26 P.M. for the purpose of discussing collective bargaining strategies and issues.

The board resumed in open session at 7:11 P.M.

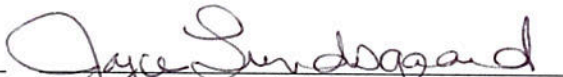
**I. Adjournment**

Moved by Patterson, seconded by Haselhoff to adjourn the meeting at 7:13 P.M. All Ayes

Regular Meeting – Monday, May 15, 2017



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



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Secretary, Board of Education  
Cherokee Community School District

**Cherokee Community School District  
Special Meeting-Superintendent Evaluation  
April 26, 2017**

The Cherokee Community School District Board of Education held a Special Meeting on Wednesday, April 26, 2017 beginning at 5:30 P.M. The meeting was held at Danny's Sport Spot – 1013 S 2<sup>nd</sup> Street, Cherokee, Iowa.

**1. Call the meeting to order**

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

**2. Approve the agenda**

Moved by Dawson, seconded by Carver to approve the agenda. All Ayes

**3. New Business**

**A. Conduct evaluation of superintendent**

Moved by Patterson, seconded by Carver to conduct the superintendent's evaluation in closed session as provided in section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual. Ayes: Dawson, Carver, Patterson, Haselhoff and Fuhman

The Board entered into closed session at 5:45 P.M.


Kimberly Lingenfelter joined the meeting at 6:53 P.M.

The board resumed in open session at 8:11 P.M.

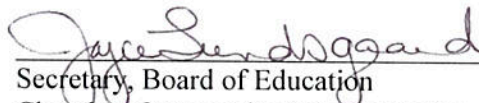
**4. Adjournment**

Moved by Patterson, seconded by Haselhoff to adjourn the meeting at 8:11 P.M. All Ayes

Regular Meeting – May 15, 5:30 P.M.



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President, Board of Education  
Cherokee Community School District



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Secretary, Board of Education  
Cherokee Community School District

Financial Report - April 17

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,450,916.50	1,580,632.02	866,303.40	\$ 3,165,245.12
Management	407,180.88	76,167.60	986.34	482,362.14
Self-Insurance Fund	1,220,025.92	25,688.97	14,688.64	1,231,026.25
<b>Subtotal General Fund</b>	<b>4,078,123.30</b>	<b>1,682,488.59</b>	<b>881,978.38</b>	<b>4,878,633.51</b>
Activity	109,442.96	24,813.55	15,892.98	118,363.53
PPEL	219,550.45	100,647.73	8,798.00	311,400.18
Capital Projects (Sales Tax)	871,696.85	64,248.40	74,386.14	861,559.11
Debt Service	-	-	-	-
Hot Lunch	162,264.81	51,991.65	88,473.90	125,782.56
Trust and Agency	31,039.69	164.63	550.00	30,654.32
<b>Total - All Funds</b>	<b>\$ 5,472,118.06</b>	<b>\$1,924,354.55</b>	<b>\$ 1,070,079.40</b>	<b>\$ 6,326,393.21</b>

**CHEROKEE COMMUNITY SCHOOL DISTRICT**

**General Fund Financial Report**

April 30, 2017

<b>Balance on Hand April 1, 2017</b>	<b>\$ 4,078,123.30</b>
<b>Operating Fund</b>	
Receipts	
Property Tax	903,693.19
Central Trust - Interest	803.11
State Foundation Aid	466,089.00
Preschool State Aid	13,444.00
Iowa Early Intervention	6,574.00
TSS	54,707.00
Professional Development	4,318.00
Iowa Core	1,835.00
Title I	39,644.00
Mentoring	568.92
Special Education	-
SU - Breakdown Insurance	763.92
Medicaid	-
Food Service Salary/Benefits	62,603.61
Donations: Thomas, Foundation, PTA	8,474.64
Misc Receipts	17,113.63
<b>Receipts</b>	<b>1,580,632.02</b>
<b>Self Insurance Fund</b>	
Premiums/Claims	34.58
Interest	1,481.70
<b>Receipts</b>	<b>1,516.28</b>
<b>Management Fund</b>	
Cherokee County Treasurer	76,132.26
EMC Dividend	-
Central Trust Interest	35.34
<b>Receipts</b>	<b>76,167.60</b>
<b>Total Receipts</b>	<b>1,658,315.90</b>
	<b>5,736,439.20</b>
<b>Disbursements</b>	
<b>Operating Fund</b>	
General Fund Invoices	109,542.41
Net Payroll	383,223.42
Payroll Deductions	174,466.02
FICA - Medicare - District Portion	41,227.18
IPERS - District Portion	49,271.55
Health Insurance	77,783.98
Retiree Health Insurance - Dep/Disability	5,082.76
Fortis - Life & LTD	1,533.39
Void Checks	-
<b>Disbursements</b>	<b>842,130.71</b>
<b>Self-Insurance Fund</b>	
Three Rivers - Claims	12,834.64
CRMC - Employee Flu Shots	-
Administration Fees	1,854.00
<b>Disbursements</b>	<b>14,688.64</b>
<b>Management Fund</b>	
Early Retirement Incentive	-
SU Insurance	-
Early Retirement Insurance	986.34
Liability Insurance	-
<b>Disbursements</b>	<b>986.34</b>
<b>Total Disbursements</b>	<b>857,805.69</b>
<b>Balance on Hand April 30, 2017</b>	<b>4,878,633.51</b>
Bank Balance - Central Trust Bank	790,822.07
NSCU Savings Balance	38.90
Outstanding Deposit-Returned Checks/Check#24317	58.50
Outstanding Credit - Treasurer State of Iowa	261.00
Investment Funds	3,075,523.38
Certificate of Deposits	1,169,356.34
Outstanding Checks	157,426.68
	<b>4,878,633.51</b>



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	
<b>Checking</b>	<b>1 Fund: 10 GENERAL FUND</b>	
WHS Ind Arts		
13610	Airgas USA, LLC	65.60
AP Exam scoring		
11576	AP Program	504.00
ISP Technology-duplicate order - kept		
ISP Technology-chromebook parts		
ISP Technology-chromebook parts		
ISP Technology-Chromebook parts		
12957	Asset Genie, Inc.	2,115.84
CMS Ind Arts - lumber		
13089	Aurelia Lumber Company	200.00
Autism donation from Jeans Week		
13678	Autism Speaks	455.00
ISP Curriculum - 1st Gr science		
10021	Bomgaars	47.80
ISP Curriculum-FAME		
13491	Boys Town Press	500.00
Trans tires		
Trans tires		
13394	Brad's Tire Service	298.39
Trans-mower wheels		
Trans repair parts		
10396	Builder's Sharpening and Service	310.76
ISP Technology-Chromebooks		
ISP Technology-Chromebooks		
ISP Technology-Chromebooks		
ISP Technology		
ISP Technology		
ISP Technology		
12726	CDW Government, Inc.	19,730.16
Board minutes		
Special meeting minues		
Special meeting		
18221	Chronicle Times, The	233.17
Sewer-929 N Roosevelt		
10084	City of Cherokee	656.28
Legal services		
10305	Cornwall, Avery, Bjornstad, Scott	1,025.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	and Davis	
	ISP Curriculum - 1st Gr - Science	
	WHS FCS groceries	
	WHS FCS groceries	
	UPS shipping-Nevco	
	CMS FCS groceries	
	Grad speaker panel- juice/rolls	
	CMS FCS groceries	
	WHS FCS groceries	
	CMS FCS groceries	
	CMS FCS groceries	
	PTA purchase-3rd multiplication party	
	SpEd materials	
10274	Hy-Vee Food Stores, Inc	273.17
	Award of Merit cards	
10002	Iowa Association of School Boards	42.50
	TAG Science registration	
13672	Lakeland TAG	20.00
	WHS FB field gate	
12816	Menards	102.25
	CMS band resale-clarinet reeds	
	WHS band	
	CMS Band rent	
10894	MidBell Music, Inc.	110.21
	Mileage	
13038	MORROW, KIRBY	131.00
	Trans oil	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans supplies	
	Trans repair parts	
	Trans repair parts	
10180	Motor Parts Sales	295.04
	ISP Curriculum - 3rd Gr Science	
	Mentoring	
	CTE meeting meal	
10125	Northwest AEA	2,030.50
	TAG field trip admission	
13679	Pearson Lakes Art Center	42.00
	Mileage-TLC meeting	
30499	Phipps, Neil	35.70

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
8th Gr play shirts - resale		
10188	Pilot Rock Signs	260.00
Roosevelt library book refund		
13673	Ponce, Gabriel	3.99
Barnes-CTE		
13676	Pontiac Township High School	2,600.00
Mileage		
12938	Raveling, Bill	94.00
Trans repair parts		
10173	Reinert Machine Shop	4.60
TAG field trip admission		
13680	Riddle Me That	460.00
Trans repair parts-mirrors		
Trans repair parts-return		
Trans repair parts		
Trans repair parts		
Trans repair parts		
12768	School Bus Sales	384.92
Meal		
18364	Sipes, William J.	10.25
Maint supplies		
13294	SUPPLYWORKS	1,813.30
Roosevelt library book refund		
13674	Timmerman, Emily	6.00
PTA purchase-Multiplication party		
10690	Timmerman, Natasha	45.17
District copiers		
10250	US Bank Equipment Finance	3,004.00
Cell phone-CMS principal		
18319	Verizon Wireless	427.82
Bus driver meal		
11221	Waterbury, Richard	10.35
Fuel - 8.525 gal		
Fuel - 15.015 gal		
Fuel - 18.764 gal		
Fuel - 16.901 gal		
Fuel - 26.837 gal		
Fuel - 10.874 gal		
Fuel - 21.038 gal		
Fuel - 26.373 gal		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Fuel - 5.601 gal	
	Fuel - 33.029 gal	
	Fuel - 42.794 gal	
	Fuel - 30.001 gal	
	Fuel - 30.014 gal	
	Fuel - 30.017gal	
	Fuel - 14.789 gal	
	Fuel - 16.641 gal	
	Fuel - 11.371 gal	
	Fuel - 26.833 gal	
	Fuel - 59.007 gal	
	Fuel - 23.583 gal	
	Fuel - 36.322 gal	
	Fuel - 25.152 gal	
	Fuel - 50.033 gal	
	Fuel - 50.035 gal	
	Fuel - 30.197Gal	
	Fuel - 52.634 gal	
	Fuel - 69.351 gal	
	Fuel - 44.020 gal	
	Fuel - 26.411 gal	
	Fuel - 51.933 gal	
	Fuel - 49.499 gal	
	Fuel - 13.047 gal	
	Fuel - 48.068 gal	
	Fuel - 14.075 gal	
	Fuel - 32.946 gal	
	Fuel - 42.997 gal	
	Fuel - 11.319 gal	
	Fuel - 11.339 gal	
	Fuel - 54.004 gal	
	Fuel - 61.218 gal	
	Fuel - 25.593 gal	
	Fuel - 31.015 gal	
	Fuel - 10.458 gal	
	Fuel - 12.847 gal	
	Fuel - 12.717 gal	
	Fuel - 56.009 gal	
	Fuel - 22.487 gal	
	Fuel - 28.642 gal	
	Fuel - 24.105 gal	
	Fuel - 20.157 gal	
	Fuel - 50.028 gal	
	Fuel - 37.456 gal	
	Fuel - 13.569 gal	
	Fuel - 44.080 gal	
	Fuel - 23.901 gal	
	Fuel - 36.707 gal	
	Fuel - 14.002 gal	
	March rebate	
	Fuel rebate	
10361	Your FleetCard Program	3,156.96

Fund Total: 41,505.73  
Checking Account Total: 41,505.73

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
<b>Checking</b>	<b>2 Fund: 33 Local Option Sales and Service Tax Fund</b>	
Architect fees		
20224	FEH Design	7,845.13
		<b>Fund Total: 7,845.13</b>
<b>Checking</b>	<b>2 Fund: 36 PHYSICAL PLANT &amp; EQUIPMENT</b>	
Shared cost of waterline replacement		
10084	City of Cherokee	28,221.21
HVAC repairs		
HVAC repairs		
HVAC repairs		
20223	Control System Specialist	928.35
		<b>Fund Total: 29,149.56</b>
		<b>Checking Account Total: 36,994.69</b>
<u>Checking</u>	<b>3</b>	
<b>Checking</b>	<b>3 Fund: 21 STUDENT ACTIVITY FUND</b>	
WHS track concessions		
10865	Cherokee Comm School Food Service	140.16
Track hurdle boards		
Track hurdle boards		
10676	Decker Sporting Goods	1,047.00
Concessions		
10067	Fareway Stores, Inc.	7.96
WHS Track concessions		
11060	Godfather's Pizza	1,280.00
Concessions		
40232	Gravenish, Cindy	412.70
Hoops - Track warm-ups		
Track shorts		
31069	Hauff Mid-America Sports, Inc.	6,667.80
Hub groceries		
Golf Invitational hospitality		
WHS track concessions		
10274	Hy-Vee Food Stores, Inc	107.43
WHS Band-Festival Awards plaques		
31080	Iowa High School Music Association	97.00
Senior Awards night pins		
11854	Jones School Supply Company, Inc.	45.05
Lakes Conference dues		
30054	Lakes Conference	1,000.00
Track uniform repairs		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
31055	Nelson Sewing	15.00
Girls tennis shirts-resale		
10188	Pilot Rock Signs	1,108.25
Boys sectional golf		
Girls regional golf		
13675	Ridge Golf Course, The	100.00
Engraving-senior awards		
12593	Royer's Jewelry, Inc.	17.50
Varsity/JV Boys track entry fee		
31049	Spencer High School	100.00
Girls golf entry fee		
30731	Storm Lake High School	80.00
Lakes Conference Golf hospitality		
13681	Willow Creek	40.00

Fund Total: 12,265.85  
Checking Account Total: 12,265.85

Checking 4  
**Checking 4 Fund: 61 SCHOOL NUTRITION FUND**

Food items		
Food items		
11224	Chesterman Co.	489.50
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
40114	Dean Foods North Central	1,807.91
Food items		
Food items		
40032	Earthgrains	488.88
Food items		
40236	Farner Bocken Company	1,485.56
Food items		
40242	Keck, Inc	1,732.07
Supply items		
Food items - ala carte		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Food items	
	Food items - ala carte	
	Food items	
	Food items - ala carte	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	8,318.36

<b>Fund Total:</b>	<b>14,322.28</b>
<b>Checking Account Total:</b>	<b>14,322.28</b>

<u>Description</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL FUND	
Print room			
Print room			
Print room-items returned			
10605		Accucut	168.00
WHS Ind Arts-plasma cutter repair			
Ind Art-Jolly			
WHS Ind Arts			
13610		Airgas USA, LLC	773.30
Gas service-600 W Bluff-WHS			
Gas service-336 Gillette-Armory			
Gas service-929 N Roosevelt			
Gas service-320 Gillette-busbarn			
Gas service-206 E Indian-CMS			
Gas service-600 W Bluff-WHS			
10094		Alliant Energy	8,896.35
Maint-mop service			
Maint-mop service			
Maint-mop service			
Maint-mop service			
Maint-mop service			
10183		Aramark Uniform Services AUCA Chicago Lockbox	1,123.86
Lodging-AIW Conference			
ISP Technology			
Graduation program paper			
Retiree gifts			
Ed Foundation-State Speech lodging			
Ed Foundation-WHS Art-			
Lodging-T.Stoneking			
WHS Vocal music			
ELL-Spanish edition			
SpEd materials-A.Todd			
SpEd materials-A.Todd			
PTA purchase-Jensen/Mathis			
PTA purchase-Jensen/Mathis			
PTA purchase-1st Grade			
Ed Foundation-K fieldtrip			
12882		ATIRACredit MasterCard	4,165.08
CMS water softener/salt			
Roosevelt water softener			
WHS water softener			
CMS nurse office-water			
10079		Blaine's Culligan and Sundance Spas	487.90
Maint supplies			
Maint supplies			



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Trans supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
	Trans supplies	
	Maint supplies	
	Maint supplies	
10021	Bomgaars	287.25
	WHS library books	
	Roosevelt library books	
	CMS Library books	
13052	Book Vine, The	112.66
	TAG - Haack	
13655	Breakout EDU	125.00
	Workshop registration	
13669	Brown, Jillian	25.00
	Maint supplies-CMS keys	
11211	Burke Engr Sales Co.	42.38
	Trans repairs-Expedition	
112288	Cherokee Collision Center LLC	1,476.31
	Sewer-206 E Indian-CMS	
	Sewer-600 W Bluff-busbarn	
	Sewer-636 Gillette-Armory	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-WHS	
	Sewer-600 W Bluff-Lawn	
10084	City of Cherokee	2,648.21
	Legal services	
10305	Cornwall, Avery, Bjornstad, Scott and Davis	775.00
	Parks & Rec reimbursement	
31069	Hauff Mid-America Sports, Inc.	172.00
	Conference travel expenses	
13671	Henke, Shauna	101.88
	Coaches clinic	
13483	Hurd, Mark	279.00
	WHS FCS groceries	
	WHS FCS groceries	
	CMS FCS groceries	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	CMS FCS groceries	
	CMS FCS groceries	
	CMS FCS groceries	
	WHS FCS groceries	
	UPS Shipping-Print room-die cuts	
	UPS shipping	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	CMS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
	WHS FCS groceries	
10274	Hy-Vee Food Stores, Inc	488.16
	Background checks	
11789	Iowa School Finance Information Service	168.00
	Iowa Assessments	
10555	Iowa Testing Programs	6,069.94
	PTA purchase-Mom's STEM day supplies	
	Mileage-District Sp Olympics	
11647	James, Abby	89.36
	Remotes	
12318	JR's Sales and Service	126.00
	SpEd toys	
	SpEd carseat	
10155	KMart #9222	55.98
	T. Vannatta - shipping cost	
10145	Lakeshore Learning Materials	373.75
	Trans supplies	
	Maint supplies - fuses	
10147	Letsche's Bike and Radio Shack	23.37
	Electricity-336 Gillette-armory	
	Electricity-busbarn	
	Electricity-600 W Bluff	
	Electricity-600 W Bluff-concession	
	Electricity-929 N Roosevelt	
	Electricity-Doupe ballfields	
	Electricity-206 E Indian-CMS	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
12363	MidAmerican Energy Company	8,879.19
	ISP WHS Band repairs	
	WHS band	
	CMS Band rent repair	
10894	MidBell Music, Inc.	29.29
	CMS office heat pump repairs	
	Football field water line	
	Football field water line	
11495	Modern Heating and Cooling, Inc.	684.68
	Trans repair parts	
	Trans supplies	
	Trans repair parts	
	Trans repair parts	
	Maint supplies	
	Trans repair parts	
	Trans oil	
10180	Motor Parts Sales	93.90
	CMS gym lights	
	CMS gym lights	
12338	Nelson Electric	589.46
	Trans tire repair	
10425	Northside Tire Inc	140.00
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
	Trans repair parts	
11226	O'Halloran International	176.03
	SpEd toys for student	
30499	Phipps, Neil	9.90
	Garbage collection	
10217	Sanitary Services, Inc.	2,435.62
	TAX OFF	
	Ed Foundation - S.Jensen	
13658	Store Supply Warehouse	1,500.00
	Central office supplies	
10720	Storey Kenworthy/Matt Parrott	189.65
	Conference travel expenses	
11741	Stowater, Kasey	189.60
	Maint supplies	
	Maint supplies	
	Misc maint supplies	
	Maint supplies	
13294	SUPPLYWORKS	377.72

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
CMS security system		
13165	Tyco Integrated Security LLC	129.00
PTA/REA funds-Kindergarten		
10410	Washington High School-The Hub	100.00
Ed Foundation-FTC parts		
10300	Washington High School	833.53
Great Start Classes		
10248	Western Iowa Tech Comm College	20,650.00
Phone charges- CO/Superintendent		
10566	Windstream	802.54

- Fuel - 51.001 gal
- Fuel - 23.072 gal
- Fuel - 42.231 gal
- Fuel - 54.646 gal
- Fuel - 48.915 gal
- Fuel - 27.076 gal
- Fuel - 30.021 gal
- Fuel - 21.247 gal
- Fuel - 54.895 gal
- Fuel - 40.059 gal
- Fuel - 4.190 gal
- Fuel - 27.876 gal
- Fuel - 33.113 gal
- Fuel - 23.665 gal
- Fuel - 39.731 gal
- Fuel - 7.974 gal
- Fuel - 33.378 gal
- Fuel - 73.676 gal
- Fuel - 30.024 gal
- Fuel - 25.379 gal
- Fuel - 32.897 gal
- Fuel - 35.440 gal
- Fuel - 24.371 gal
- Fuel - 25.004 gal
- Fuel - 25.114 gal
- Fuel - 18.589 gal
- Fuel - 25.555 gal
- Fuel - 50.020 gal
- Fuel - 20.046 gal
- Fuel - 25.321 gal
- Fuel - 24.776 gal
- Fuel - 15.204 gal
- Fuel - 14.719 gal
- Fuel - 23.951 gal
- Fuel - 50.389 gal
- Fuel - 8.313 gal
- Fuel - 41.297 gal
- Fuel - 26.389 gal
- Fuel - 48.047 gal
- Fuel - 11.106 gal

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Fuel rebate		
10361	Your FleetCard Program	2,317.25

Fund Total: 69,181.10

**Checking 1 Fund: 71 SELF-INSURANCE FUND**

Administration fee		
11575	Group Resources of Iowa, LLC dbaThree Rivers Benefit Corp	1,854.00

Fund Total: 1,854.00

Checking Account Total: 71,035.10

Checking 2

**Checking 2 Fund: 33 Local Option Sales and Service Tax Fund**

Architect fees-facility projects		
20224	FEH Design	74,386.14

Fund Total: 74,386.14

Checking Account Total: 74,386.14

Checking 3

**Checking 3 Fund: 21 STUDENT ACTIVITY FUND**

State Speech lodging		
Speech materials		
Fine Arts Pink Honor Cords		
Girls golfballs		
Lodging for contest judge		
Computer software for track		
Prom decorations		
Prom decorations		
Yearbook camera		
12882	ATIRACredit MasterCard	1,385.73

Athletic supplies		
Athletic supplies		
Athletic supplies		
10021	Bomgaars	65.96

WHS Track concessions		
10865	Cherokee Comm School Food Service	16.88

WHS Track concessions		
WHS Track concessions		
11224	Chesterman Co.	1,039.80

Boys golf shirts-resale		
10594	Darren's Clothing	160.00

WHS Track concessions		
10067	Fareway Stores, Inc.	40.31

WHS Track concessions		
WHS track concessions		
30880	Farner-Bocken Company	850.30

CMS Student Council		
11060	Godfather's Pizza	40.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
12907	Boys track entry fee Hinton High School	80.00
	WHS Track concessions	
	Hub groceries	
	Hub groceries	
	Hub groceries	
	WHS Track concessions	
	Hub groceries	
	Hub - groceries for Ed foundation dinner	
	WHS band contest concessions	
	WHS band contest concessions	
	WHS band contest concessions	
	WHS band contest concessions	
10274	Hy-Vee Food Stores, Inc	648.72
	Jazz Band Award	
30806	Instrumentalist Company, The	70.00
	Senior Band awards	
12766	Iowa Bandmasters Association	60.55
	Rental fee-marimba	
30999	ISU Music	10.00
	CMS B/G Track entry fee	
11550	LeMars Middle School	60.00
	WHS Track concessions	
11006	Moore, David	38.00
	Wrestling entry fee	
10554	OA-BCIG	100.00
	Prom decorations	
12578	Oriental Trading Co., Inc.	60.23
	CMS track sweatshirts	
	CMS track sweatshirts	
10188	Pilot Rock Signs	1,339.80
	Tomahawk coronation decorations	
	Tomahawk coronation decorations	
10671	Rhoadside Blooming House, LTD	208.50
	CMS track entry fee	
31039	Sheldon Community Schools	75.00
	Girls golf entry fee	
30982	Sibley-Ocheyedan High School	40.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Booster club purchase		
11761	Sports Graphics, Inc.	880.00
Girls track entry fee		
13182	Storm Lake Community School District	160.00
Track medals-wheelchair		
30903	Trophies Plus	55.50

Fund Total: 7,485.28

Checking Account Total: 7,485.28

Checking 4  
**Checking 4 Fund: 61 SCHOOL NUTRITION FUND**

Phone		
19014	Cherokee Comm School District	62,603.61

Food items		
Food items		
11224	Chesterman Co.	402.00

WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
40114	Dean Foods North Central	2,038.12

Food items		
Food items		
Food items		
Food items		
40032	Earthgrains	835.44

Food items		
Food items		
Food items		
40236	Farner Bocken Company	4,352.36

Food service		
30880	Farner-Bocken Company	5.00

Extermination service		
10979	Guardian Pest Solutions	150.00

Food items		
10274	Hy-Vee Food Stores, Inc	19.95

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Food items	
	Food items - ala carte	
18253	MARTIN BROS. DISTRIBUTING CO., INC.	4,184.40

Fund Total: 74,590.88

Checking Account Total: 74,590.88

Checking

6

Checking 6 Fund: 81 NON-EXPENDABLE TRUST FUNDS

PEO Scholarship

13500	Morningside College and Tracie Tuttle	300.00
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Burkhardt/Dawson  
Scholarship

13498	University of Sioux Falls & Kaely Jo Hummel	250.00
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Fund Total: 550.00

Checking Account Total: 550.00



# MAY 2017 ECLC AND ROOSEVELT BOARD REPORT

Valery Fuhrman, ECLC and Elementary Principal

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

## District Goal Actions

1: Implement a successful 1:1 **technology** initiative to enhance student learning, instruction, and achievement.

- Mrs. Ducommun provided PD for us on 4/26/17 to share additional tech resources/activities.
- Mrs. Burch has begun using a new app called Show Me to capture student thinking/responding.

2: Increase implementation and alignment of **Iowa Common Core** curriculum utilizing Characteristics of Effective Instruction (**S**tudent Centered-Teaching for Learner Differences-**A**ssessment for Learning-**R**igor and Relevance-Teaching for Understanding).

- Math curriculum is in the process of negotiating for the textbook costs and the "extras" that come with it.

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

- Wrapping up the year with a lot of field trips: museum, local farm, Villa nursing home, library, parks for class picnics, vet clinic, Martin's Access, Barnes', pen pal visits
- On 5/18/17 the 4th grade will be hosting their State Fair Presentations
- Please join us: Volunteer Recognition 5/23/17 at 7:30 AM in the Roosevelt library.

## Other Notes:

- Spring FAST Assessments will be completed this week.
- Iowa Assessment Results: This table shows the number of students in ( ) and then the % of the class.

	2nd Grade			3rd Grade			4th Grade		
	Not Proficient	Proficient	Advanced	Not Proficient	Proficient	Advanced	Not Proficient	Proficient	Advanced
<b>Math</b>	(30)37%	(35)43%	(16)20%	(9)12%	(53)71%	(13)17%	(12)15%	(52)66%	(15)19%
<b>Reading</b>	(21)26%	(47)58%	(13)16%	(9)12%	(52)69%	(14)19%	(14)18%	(42)54%	(22)28%
<b>Science</b>	(19)23%	(51)63%	(11)14%	(7)9%	(63)84%	(5)7%	(8)10%	(51)65%	(20)25%

## For comparison: 2015-16 Proficiency Rates:

	Reading	Math	Science
2nd	74%	63%	77%
3rd	88%	88%	91%
4th	82%	85%	90%

## Cherokee Community School District

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

### **District Goals:**

- \* Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
- \* Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
- \* Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

### CMS SCHOOL BOARD REPORT

Neil Phipps

#### Chromebook and 1:1

COMPUTER LAB – WE HAVE KEPT THE LAB GOING EVEN THOUGH THE COMPUTERS ARE OLD. IN OUR THINKING, IT IS IMPORTANT TO KEEP THE LAB SINCE THOSE COMPUTERS HAVE SOME CAPABILITIES BEYOND THE STUDENT DEVICES. SOME DECISIONS ARE GOING TO BE MADE CONCERNING THE LAB IN THE FUTURE.

#### Iowa Common Core

THE SCIENCE TEACHERS WORKED ON SATURDAY MORNING TO ALIGN THE NEXT GENERATION STANDARDS WITH THEIR CURRICULUM. THE STATE HAS RELEASED REQUIREMENTS FOR EACH GRADE LEVEL SO OUR CURRICULUM HAS TO BE ADJUSTED. THE STATE HAS ALSO ESTABLISHED THE PROCESS TO TEACH SCIENCE THAT INCLUDES MORE MATH, WRITING AND CROSS-CURRICULAR ASPECTS. THEY HAVE DONE A GREAT JOB OF REORGANIZING TO MEET THESE NEW STANDARDS.

#### Communication

REPORT FROM IOWA ASSESSMENTS - PROFICIENCY AT EACH GRADE LEVEL

## Math, by Grade and Subgroup

Cherokee Middle School (1152-0209)							
		Not Prof		Proficient		Advanced	
		#	%	#	%	#	%
05	All Students	21	25%	48	58%	14	17%
06	All Students	24	28%	44	51%	19	22%
07	All Students	10	13%	55	73%	10	13%
08	All Students	10	14%	48	66%	15	21%

## Reading, by Grade and Subgroup

Cherokee Middle School (1152-0209)							
		Not Prof		Proficient		Advanced	
		#	%	#	%	#	%
05	All Students	23	28%	35	43%	24	29%
06	All Students	19	22%	45	52%	23	26%
07	All Students	14	19%	48	65%	12	16%
08	All Students	14	19%	38	52%	21	29%

## Science, by Grade and Subgroup

Cherokee Middle School (1152-0209)							
		Not Prof		Proficient		Advanced	
		#	%	#	%	#	%
05	All Students	15	18%	47	57%	21	25%
06	All Students	17	20%	51	59%	19	22%
07	All Students	12	16%	58	77%	5	7%
08	All Students	7	10%	51	70%	15	21%

# WHS Principally Speaking

## May 2017

Cherokee Community School District



### District Mission

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

- April 26th the high school was going to take part in EcoFest with the city and help clean up various areas around town. Due to the wet and cold weather, the event was cancelled.
- Mrs. Alquist and the WHS Publications class helped the Cherokee PTA take pictures of elementary and middle school students as part of a fundraiser for the PTA.

### District Goals

Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.

- Mr. Halder is planning on improving the infrastructure issues with the Internet this summer. Internet connectivity has improved this school year but we hope to eliminate connectivity issues all together. Bill and Andy have been both great additions to our staff.
- Mrs. Ducommun will be having a CCSD Tech Symposium this summer June 26-30th at CCSD. Staff can sign up for 2 days and receive 1 credit or sign up for 2 days and receive 2 credits. The 5 days will cover a variety of topics such as Google Drive, Google Photos, Google Classroom, Video Creation, Virtual Field Trips, and more. This is a great opportunity for our staff to be able to do some professional development close to home.

Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.

- WHS Parent Teacher Conferences Numbers for 2016/17
  - Numbers are inflated if parents saw multiple teachers, not sure on exact numbers.

<b>2016 Fall Conferences</b>			
	Tue. 11/1/16	Thur. 11/3/16	Total
Freshman	77	36	113
Sophomores	55	38	93
Juniors	43	29	72

Seniors	5	21	26
Total	180	124	304
<b>2017 Spring Conferences</b>			
	Tue. 3/28/17	Thur. 3/30/17	Total
Freshman	72	37	109
Sophomores	16	29	45
Juniors	50	36	86
Seniors	2	3	5
Total	140	105	245

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

- Senior Awards Night will be May 16th at 6:30 pm in the WHS Auditorium.
- Senior's last school day will be May 17th. They will need to turn in all books, computer, and pay all fines.
- Graduation practice will take place Friday May 19th at 8:30 am in the WHS Gymnasium. Seniors will pick up their cap and gown after practice when everything is taken care of on their check out sheets.
- Class of 2017's graduation ceremony will be May 21st at 2:00 pm in the WHS Gymnasium.
- Semester tests for grades 9-11 will take place May 30, 31, and June 1st.

# May Board Meeting Report

## Instructional Coaches

### ● IC Successes

- Due to scheduling conflicts, we were unable to meet with Gary Richardson to wrap up our NYC Leadership year. Neil represented our team and has provided us with notes and suggestions for us to wrap up as an IC team.
- The Math department has made final decisions and Kim is in negotiating processes with the companies.
- We shared CIP observation data with 5-12 teachers at our last PD.
- We continue to collaborate with teachers to empower learners in our district. We have really enjoyed seeing the amazing work that is happening in our district. We are reflecting on this year's goals and progress toward them.
- We have been helping with a lot of the end of year testing in the district. In the past few weeks we have wrapped up FAME testing with the 8th graders, the AP Biology test, TAG testing at WHS, and K-6 FAST and 5-8 MAP. We will use this data to help us progress into next year.
- We are working on Iowa Assessment Data and preparing for the data analysis PD on June 2nd with staff.
- We reflected on our year and our progress toward the district and TLC goals in our TLC reflections.
- We have had a wonderful time planning and preparing for making our teachers feel appreciated during Teacher Appreciation Week (May 8-12).

### ● Looking ahead...

- We thank all of our AEA partners and staff for their assistance throughout the school year.
- We'd also like to thank our administration and staff for making this transition year go so well.
- Linda is offering a tech symposium class the week of June 26-30 for CCSD staff. There will be many tech offerings for teachers to choose from. Teachers are also able to attain licensure renewal credit for their learning and collaboration time.
- We look forward to preparing for the next school year.

# Notes for the Board from the Superintendent – May 2017

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

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

The Iowa School Board Standards are designed for use by local school boards as common framework for excellence in school board governance. Based on best practice and research, the standards encourage boards to focus on student achievement as their primary responsibility. *Iowa Association of School Boards*

### Technology/Website Update – Board/Leadership Team Goal Statement #1

- Building Reports – Principals – on the agenda
- News from Technology Director, William Halder – plans to be in attendance
  - New chrome books have arrived
  - We have replaced 50 chrome books in Roosevelt labs and the teachers were elated with the speed of the new devices and FAST testing has been completed without a hitch
  - Still waiting for E-Rate to approve this summer's wiring/infrastructure project
  - Sent out RFP's for copier replacement since our current lease ends June 30th

### Curriculum and Instruction Update – Board/Leadership Team Goal Statement #2

- Building Reports – Principals – on the agenda
- Ongoing Revised Curriculum Cycle included in your packet – Math Curriculum Purchasing July 1, 2017
- Iowa Department of Education Public Reporting Site: [reports.educateiowa.gov](http://reports.educateiowa.gov)  
This website provides access to a variety of reports covering multiple areas including district and school profiles, financial reports and school and district plans.

### Communication Update – Board/Leadership Team Goal Statement #3

- Building Reports – Principals – on the agenda
- SIAC – School Improvement Advisory Committee – Met Wednesday, April 19<sup>th</sup> – minutes included in your packet – survey feedback – building exit surveys a possibility in lieu of teacher surveys
- Iowa Department of Education - "As a result of the review of the 2016-2017 Universal Desk Audit site, no non-compliance issues were noted and no corrective action plan is required."
- Snow Makeup Days:
  - 1/10/17 Staff+Student Day - Monday, February 20, 2017
  - 1/16/17 Staff Day - Friday, June 2, 2017
  - 1/17/17 Staff+Student Day - Monday, May 8, 2017
  - 1/25/17 Staff+Student Day - Tuesday, May 30, 2017
  - 2/24/17 Staff+Student Day - Wednesday, May 31, 2107
  - 2/28/17 Staff+Student Day - Thursday, June 1, 2017
  - 5/08/17 Staff Day - Monday, June 5, 2017
- Student Advisory Group Summaries – included in your board packet
- Board Committee Rotations – Prior to Regular Board Meetings – Subject to Change

May 15 <sup>th</sup> @ 4:30 Building, Grounds & Capital Projects	June 19 <sup>th</sup> @ 4:30 Transportation & Nutrition	July 17 <sup>th</sup> @ 4:30 Curriculum & Instruction	August 21 <sup>st</sup> @ 4:30 Finance
September 18 <sup>th</sup> @ 4:30 Building, Grounds & Capital Projects	October 16 <sup>th</sup> @ 4:30 Finance	November 20 <sup>th</sup> @ 4:30 Policy	December 18 <sup>th</sup> @ 4:30 Curriculum & Instruction
January 15 <sup>th</sup> @ 4:30 Building, Grounds & Capital Projects	February 19 <sup>th</sup> @ 4:30 Finance	March 19 <sup>th</sup> @ 4:30 Transportation & Nutrition	April 16 <sup>th</sup> @ 4:30 Policy

### Transportation and Nutrition Update

- News from Nutrition Director, Cara Jacobson

### Board/Leadership Team Goal Statements

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
2. Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

# Notes for the Board from the Superintendent – May 2017

## Cherokee Community School District: *Empowering Learners*

- Breakfast numbers are 199 on Tuesdays (Whole Grain Long John day) – goal is to hit 200!
- This week was health week at Roosevelt and I did sampling on the 9th of fresh fruits and Vegetables and the kids loved it! I am receiving great email and texts from parents saying that their kids are talking about it at home!
- Also Valery and Jim have done a wonderful job putting a Wellness Week together, and we are filling the holes that we have in our wellness policy guidelines, where we were lacking health and wellness education at Roosevelt.
- I am finishing up the Wellness Policy for board review next month.
- Milk and bread bids are in and I will have them put together for you next month.
- Summer breakfast planning is in full swing! It will be at CMS again this year, Monday - Thursday, 11:15-12:30. Free prizes daily, coordinating bus routes with Mike, and we will have the librarian from public library there on Thursdays!
- Keeping busy in the kitchen with lots of sport sack lunches, and field trips!
- News from Transportation Director, Mike Wiederholt
  - Spring sport rush is ending – Field trips are growing
  - Bus inspection coming up and always looking for activity drivers

### **Strategic Planning – Finance Update**

- Financials included in board packet
- Secretary/Treasurer's Report – on the agenda
- Negotiations – on the agenda

### **Building, Grounds, and Capital Projects Update**

- Closed Session – on the agenda
- News from Jeff Miller, Building and Grounds Director
  - Mowing season is in full swing, lacking help and extra rain, so sorry if there are shaggy areas
  - High School/Central Office swap is a go – busy ordering/scheduling
  - CMS pods should be carpeted this weekend if all goes as planned

### **IASB Update & Other**

- School Board Recognition Month – May 2017
- Fiscal Management Conference – Altoona – July 19, 2017
- Employee Relations Conference – Altoona – October 19, 2017
- IASB Annual Conference – Des Moines – November 15-17, 2017
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

### **Policy/Legislative Update [IASB/SAI/RSIA/IDOE]**

- IASB – 2017 Legislative Session Wins – included in your packet
- Legislative News/Updates/Priorities from our Partners in Education:

<http://www.sai-iowa.org/sai-legislative-priorities.cfm>

[https://www.educateiowa.gov/resources/legislative-information?utm\\_medium=email&utm\\_source=govdelivery](https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&utm_source=govdelivery)

<http://www.rsaia.org/legislative.html>

[http://www.ia-sb.org/Main/Advocacy\\_Center3/Advocacy\\_Agenda/Legislative-Priorities/Main/Advocacy\\_Center/IASB\\_s\\_Advocacy\\_Agenda/Legislative-Priorities.aspx?hkey=19e89bb6-0b58-4dca-9bb1-6e279051f829](http://www.ia-sb.org/Main/Advocacy_Center3/Advocacy_Agenda/Legislative-Priorities/Main/Advocacy_Center/IASB_s_Advocacy_Agenda/Legislative-Priorities.aspx?hkey=19e89bb6-0b58-4dca-9bb1-6e279051f829)

### **Board/Leadership Team Goal Statements**

1. Implement a successful 1:1 technology initiative to enhance student learning, instruction, and achievement.
2. Increase implementation and alignment of Iowa Common Core curriculum utilizing Characteristics of Effective Instruction.
3. Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.



	Expectations					2021-22	2020-21	2019-20	2018-19	2017-18	2016-2017
Year 1	<p><b>Research &amp; Data Collection</b></p> <p>lowa Assessments</p> <p><b>Best Practices</b></p> <p><b>Research Studies</b></p>	<p>- review district data relevant to content area (IA Assessments, MAP, benchmark, performance assessments, FAST, evaluations, surveys, classroom reflections) -What assessments do you use? Are they beneficial? Can we change them to better fit the standards for your discipline? How does this help student achievement? Non-core areas-how can we impact student achievement across the board?</p>	<p>Fine Arts, Guidance/TAG Career &amp; Tech</p>	<p>SS</p>	<p>ELA</p>	<p>Math</p>	<p>Foreign Language, ELL, PE &amp; Health</p>	<p>Science (switched purchase year to accommodate alignment with NGSS)</p>			
Year 2	<p><b>Scope / Sequence Curriculum Mapping based on lowa Core Curriculum Needs Assessment</b></p>	<p>-make changes to curriculum maps, ensure gaps and overlaps are addressed, vertical and horizontal alignment, include 21st century -Are we making sure every student has the opportunity to learn all of the content in each course? Are we all on the same page?</p>	<p>Science (switched purchase year to accommodate alignment with NGSS)</p>	<p>Fine Arts, Guidance/TAG Career &amp; Tech</p>	<p>SS</p>	<p>ELA</p>	<p>Math</p>	<p>Foreign Language, ELL, PE &amp; Health</p>			
Year 3	<p><b>Examine Enacted Curriculum and begin examination of classroom resources</b></p>	<p>What are we actually teaching and is it all aligned with the core standards and best practices? -begin examining and searching for best classroom resources (order perusal copies/set up rep visits or webinars)</p>	<p>Foreign Language, ELL, PE &amp; Health</p>	<p>Science (switched purchase year to accommodate alignment with NGSS)</p>	<p>Fine Arts, Guidance/TAG Career &amp; Tech</p>	<p>SS</p>	<p>ELA</p>	<p>Math</p>			
Year 4	<p><b>Materials Resource/Text Evaluation Purchase Resources</b></p>	<p>Examine resources, fill out evaluation rubric for resources, and fill out purchase order by May 1 (upcoming fiscal year)</p>	<p>Math</p>	<p>Foreign Language, ELL, PE &amp; Health</p>	<p>Science (switched purchase year to accommodate alignment with NGSS)</p>	<p>Fine Arts, Guidance/TAG Career &amp; Tech</p>	<p>SS</p>	<p>ELA</p>			



**MINUTES:**  
**School Improvement Advisory Committee Meeting**  
**Wednesday, April 19, 2017, 5:30 PM**  
**Washington High School Library**

- I. **Introductions and Welcome** - Mrs. Lingenfelter
- II. **TAG** - Mrs. Haack
  - a. gave overview of activities- beyond the general classroom , assessments are given 1x, but can consider other times
  - b. Questions/Comments: How do you get into TAG?, Is there retesting?
- III. **Character Education** - Mrs. Fuhrman
  - a. PK-4: Legacy Foundation grant to purchase new curriculum- will use communication tools to share with parents and building staff
  - b. Questions/Comments: How can character ed be more intentional at the HS? Possibly through homerooms? Consider K-12 initiatives/monthly topics
- IV. **Scheduling** - Mr. Phipps
  - a. Info: some schools do A/B every day, others do modified block, and other variations
  - b. Challenges: utilization of staff, shared staff between buildings, efficiency of budget with staffing, changes the way to teach for student engagement/attention span
  - c. Questions/Comments: would this be used in MS and/or HS? Would this help with getting homework done in school with teacher support? How can we get labs done?
- V. **Life Skills** - Mrs. Haack
  - a. Guidance in K-8 looking for preventing social issues, focus on soft skills/employability skills- empathy, working with others,
  - b. Exploratories at CMS: FCS cooking/career exploration, Industrial Tech, Art, Health
  - c. HS has a lot of exploratories, but they are not required courses
  - d. Questions/Comments: how can we get this info to ALL HS students? Study skills also need to be addressed: outlining, highlighting,
- VI. **Ag Classes** - Mrs. Lingenfelter and Mrs. Fuhrman
  - a. RES: Farm Bureau sponsored Ag in the Classrooms for 2nd and 4th, build connections with NGSS units, Spencer Fair field trip- Ag tour, Farm Safety Day for 4th grade
  - b. HS is focusing on the Ag program development 57 8th graders signed up for Intro to Ag so will need to add a section for that class. Also adding other classes to align with FFA requirements.
  - c. Questions/Comments:

**VII. Financial Focus - Mrs. Lundsgaard and Mrs. Lingenfelter**

- a. Followed scenarios on Cherokee Financial Focus-- currently in good financial shape, the biggest impact on the future is the SSA.
- b. Questions/Comments: would like to know how to contact legislature? Do we need to raise fees for registration?

**VIII. District Goals**

- a. Technology - Linda-- Google classroom, Tech Thursdays, 1:1 Initiative 3-12, integration in the classrooms
- b. Iowa Core - Jan -- Curriculum Council/curriculum cycle, math dept is purchasing new curriculum, working on NGSS implementation timeline,
- c. Communication - Natalie -- TLC helps district communication, Google Classroom, Curriculum Council, Announcements at WHS shared with parents/guardians/students via email.
- d. Questions/Comments: How does it work for students who don't have internet at home? (they can work offline and study halls are prioritizing online work) Can CMS announcements be sent with email to parents too?

**IX. SIAC Input/Suggestions**

- a. Major Educational Needs
- b. District Goals
  - i. Technology
  - ii. Iowa Core
  - iii. Communication
- c. Student Learning Goals
- d. Long-range and Annual Improvement Goals
- e. Desired Levels of Student Performance
- f. Character Education
- g. Harassment or Bullying Prevention Goals
- h. Teacher Survey

**X. Questions & Answers**

**Present:** Carey Ducommun, Penny Pingrey, Julie Schubert, Steph Zarr, Alicia Thompson, Stacey Zwiefel, Rachel Lucas, Mary Cowan, Taylor Bunkers, Linda D., Natalie B., Neil P., Paul F., Valery F., Kim L., Joyce L.

Next meeting: November 8, 2017

# Spring 2017 Student Advisory Groups - Summaries

## RES

**What are you proud of?** Snow mountains, right amount of homework, nice teachers, good lunch, awesome music and PE, fun recess, good friends

**What would you change?** Rude behavior, pizza would be every day, recycle in the lunchroom, two field trips per week, more recess/play equipment, more dessert at lunch, more recess time, use technology more - especially Chromebooks, don't throw milk that people do not drink away, make everything pink or Iowa State, put snack bars in the hallways, don't feel that we are learning enough - need more new stuff

## CMS

**What are you proud of?** Athletic teams, good grades, everybody knows everybody, can always get help from teachers, really no problem with bullying, really no problem with drugs, orange chicken for lunch

**What would you change?** Two entree choices for lunch, get a slushie machine for lunch, more choices in PE, less homework, bells (too loud), fighting on buses, bad language on buses, bring book bags to class, use Chromebooks more, take supplies off the supply list because they are not used, more time outside, eat a sack lunch outside when the weather is nice, get rid of 8th grade dating drama

## WHS

**What are you proud of?** Sports, grades, and sexting is not as big of a problem anymore

**What would you change?** Need spring break, more days off, eliminate homeroom at the end of the day because nobody uses it and make lunch time longer, passing times between periods needs to be longer for restroom breaks because some teachers won't allow restroom breaks, maybe get a reward for not using passes, semester testing exemptions for good grades without missing work and good behavior, some kids go too far when messing around with each other and smack talk, some kids do stupid things for a laugh, drugs and alcohol are a Cherokee problem

## IASB - 2017 Legislative Session Wins

The 2017 legislative session was punctuated by debate on controversial items like collective bargaining and a state revenue picture that was less than ideal. However, the session did result in some key wins for IASB and K-12 education. These include:

1. **A quick decision on state aid for schools:** While state aid was not the amount districts needed; districts knew early in the session in order to plan their budgets. And, legislators held to that commitment despite lower revenue estimates for the FY 2018 fiscal year. K-12 education was one of the state's few budget areas that saw an increase for the upcoming fiscal year.
2. **K-12 education was held harmless in \$250 million dollars worth of state budget cuts:** Legislators did not reduce previous commitments to K-12 education through two rounds of reductions for the FY 2017 (current) fiscal year and maintained those commitments for the FY 2018 (upcoming) fiscal year.
3. **Categorical Flexibility:** Two bills passed that will give districts more flexibility to make local decisions about how to use carry-over funds in certain categorical programs. These bills also give increased options for allowable expenditures
4. **Home Rule:** The legislature granted a limited home rule authority to districts to give local boards more decision-making power when state law does not specifically prohibit certain activities.
5. **Limitation on the DE:** The legislature clearly indicated that the DE was to give wide latitude to the decision-making authority of districts when issuing rules or guidance. More importantly, the legislature prohibits the issuance of legally-binding guidance (outside the public rulemaking process) that is not expressly authorized by statute. Now, when districts ask for guidance, it will have the force of law unless the DE enters into the formal rulemaking process.
6. **Repeal of 3<sup>rd</sup> Grade Retention law and mandatory intensive summer reading programs:** The legislature did not lessen its commitment to ensuring that all third grade students are proficient in reading but it did eliminate a controversial requirement that those deemed not proficient be held back. In addition, the legislature eliminated the state requirement that districts provide intensive summer reading assistance to non-proficient students. This step recognizes that the expense of such programs is beyond the reach of many districts.
7. **Aligned Assessment:** This issue falls into the category of a reluctant win. Legislators unhappy with the work of the DE task force to select a new assessment delayed its implementation by one year. Despite considerable pressure to select the next generation Iowa tests, the legislature instead gave full authority to the DE to issue a request for proposals to select the new assessment, clearly outlining the requirements for evaluating those submissions. The process does not have a pre-determined outcome, as many legislators had hoped, and will ensure a new assessment is implemented for the 2018-2019 school year.

## STUDENT PROGRESS REPORTS AND CONFERENCES

Students will receive a progress report at the end of each nine-week grading period. Students, who are doing poorly, and their parents, are notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences will be held twice at the elementary and middle school to keep the parents informed. The conferences at the high school are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Legal Reference: Iowa Code §§ 256.11, .11A; 256E.1(1)(b)(1), 280 (2009).  
281 I.A.C. 12.3(6), .3(7), .5(16).

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It is within the sole discretion of the board to retain students in their current grade level.

Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the board to retain students in their current grade level and to deny promotion to a student.

Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3 (2009).  
281 I.A.C. 12.3(7); 12.5(16).

Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_



STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended an accredited public or private school for their entire high school education, will not be eligible for honors and awards.

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

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 504 Student Activities  
505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

## TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
20 U.S.C. § 1232h (2006).  
Iowa Code §§ 280.3; (2009).

Cross Reference: 505 Student Scholastic Achievement  
506 Student Records  
607.2 Student Health Services

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

## GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete required credits prior to graduation. The following credits will be required:

Class of 2008	47
Class of 2009	47
Class of 2010	48
Class of 2011	48
Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Physical Education	8 semesters (maximum of 4 credits)
Electives	18 Credits

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2003).  
281 I.A.C. 12.2; .3(7); .5; 41.12 (6)(e); 67(8).

Cross Reference: 505 Student Scholastic Achievement  
603.3 Special Education

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised 7/16/2007

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2009).  
281 I.A.C. 12.2; .3(7); .5.

Cross Reference: 505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2009).  
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

## STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17 Revised \_\_\_\_\_

## STUDENT RECORDS ACCESS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

## STUDENT RECORDS ACCESS

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).  
USA Patriot Act, Sec. 507, P.L. 107-56. (2001).  
20 U.S.C. § 1232g, 1415 (2010).  
34 C.F.R. Pt. 99, 300, .610 *et seq.* (2010).  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).  
281 I.A.C. 12.3(4); 41; .610 *et seq.*  
1980 Op. Att'y Gen. 720, 825.



Cross Reference: 501 Student Attendance  
505 Student Scholastic Achievement  
506 Student Records  
507 Student Health and Well-Being  
603.3 Special Education  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records

## STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order				•	•				Lawfully Issued
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		506.1E2
National Institute of Education			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

\*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

\*\*When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the \_\_\_\_\_ Community School District's official student records of:

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

-----  
The undersigned requests copies of the following official student records of the above student:  
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The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ( )
- (b) An authorized representative of the Comptroller General of the United States. ( )
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ( )
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ( )
- (e) An official of the Iowa Department of Education. ( )
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ( )
- ( )

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

APPROVED:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the \_\_\_\_\_ Community School District's official student records of:

\_\_\_\_\_  
(Legal Name of Student)

\_\_\_\_\_  
(Date of Birth)

-----  
The undersigned requests copies of the following official student records of the above student:  
-----

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ( )
  - (b) An authorized representative of the Comptroller General of the United States. ( )
  - (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ( )
  - (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ( )
  - (e) An official of the Iowa Department of Education. ( )
  - (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ( )
- ( )

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

APPROVED:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes \_\_\_\_\_

School District to release copies of the following official student records:

\_\_\_\_\_  
\_\_\_\_\_

concerning \_\_\_\_\_ (Full Legal Name of Student) \_\_\_\_\_ (Date of Birth)

\_\_\_\_\_ from 20 \_\_\_\_ to 20 \_\_\_\_  
(Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: \_\_\_\_\_

My relationship to the child is: \_\_\_\_\_

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

I believe certain official student records of my child, \_\_\_\_\_, (full legal name of student), \_\_\_\_\_ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My relationship to the child is: \_\_\_\_\_

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: \_\_\_\_\_ Address: \_\_\_\_\_  
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_ , \_\_\_\_\_  
(Full Legal Name of Student) (Date of Birth) (Grade)

\_\_\_\_\_  
(Name of School)

My relationship to the student is: \_\_\_\_\_

(check one)

- I do
- I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

\_\_\_\_\_  
(Parent's Signature)

APPROVED:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/or Guardian

Street Address: \_\_\_\_\_  
City/State \_\_\_\_\_ ZIP: \_\_\_\_\_

Please be notified that copies of the \_\_\_\_\_ Community School District's official student records concerning \_\_\_\_\_, (full legal name of student) have been transferred to:

\_\_\_\_\_  
School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here \_\_\_\_\_ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)



## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

**Statement of Purpose:** The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

**Identification of Agencies:** This agreement is between the Cherokee Community School District (hereinafter "School District") and Northwest Iowa Mental Health Center dba Seasons Center for Behavioral Health (hereinafter "Agencies").

**Statutory Authority:** This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2012).

### Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

**Records' Transmission:** The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

**Confidentiality:** Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective for the 2016-2017 School Year.

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_  
Agency: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Dated: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

### A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

### B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.

## USE OF STUDENT RECORDS REGULATION

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within \_\_\_\_ days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.

## ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

*[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]*

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#### ANNUAL NOTICE

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.

*NOTE: If the board decides to eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. If the board eliminates name, address or telephone listing, the district needs to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.*