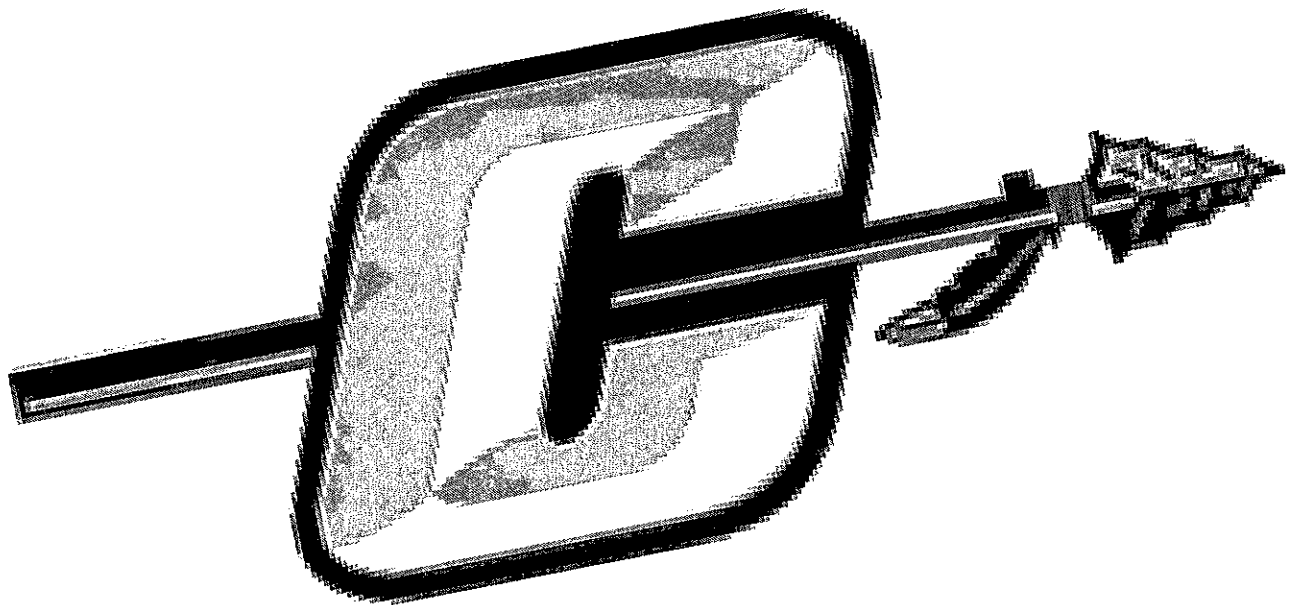


Cherokee Community School District



Regular Board Meeting

May 19, 2025

CWHS Library

Board Members:

Mrs. Jodi Thomas, President

Mr. Ray Mullins, Vice-President

Mr. Jared Barkley

Mr. Brian Freed

Mrs. Jocelyn Riggert

Mrs. Joyce Lundsgaard, Board Secretary

Mr. Tom Ryherd, Superintendent

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, May 19, 2025**

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

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

NOTICE: If you have comments that you wish to be considered please submit those comments to: Tom Ryherd, Superintendent, at tryherd@ccsd.k12.ia.us by May 19, 2025 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

1. Call the meeting to order
2. Pledge of Allegiance and Mission Statement
3. Approve the agenda
4. Roll call of members in attendance
5. Action to excuse board members not in attendance
6. Welcome Visitors Recognition of media and persons who wish to speak to the board regarding a school issue not on the agenda
7. Consent agenda A. Approve the minutes of the public hearing [4/21/25] and the regular meeting [4/21/25] B. Approve financial statements C. Approve monthly bills D. Approve fundraising requests E. Approve resignations Jennifer Marshall - CES Para Jessica Brees - CWHS Success Coach/Spanish Teacher Kathy Jochims - School Social Worker Garrett Hill - Strength & Conditioning Coordinator Alex Jacobo - IT Assistant Allie Kruse - CMS Para Sophia Mujica - CWHS Para Sara Cargin - CES Para F. Approve retirements Cindy Gravenish - CWHS Food Service Cheryl Peterson - CWHS Guidance Office Secretary Melissa Wilkie - Food Service G. Approve internal transfers Anna Blankers - CES Secretary to CES Para H. Approve contract extensions Madison Probst - ECLC Preschool Teacher McKenna Massman - CWHS Social Studies Teacher Lincoln Seibert - CWHS Social Studies Teacher Evan Mattioda - CWHS/CMS Spanish Teacher 2025-2026 Extra Curricular Contracts
8. Communication and Reports A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
9. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB:

*** 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.**

Affirm: 305 - Administrator Code of Ethics; 306 - Succession of Authority to the Superintendent; 400 - Role of and Guiding Principles for Employees; 401.1 - Equal Employment Opportunity; Employee Conflict of Interest; 401.3 - Nepotism; 401.4 - Employee Complaints; 401.5 - Employee Records; 401.5R1 - Employee Records - Regulation; 401.6 - Limitation to Employment References	
10. New Business	
A. Discussion of/information concerning Live School presentation by CMS teachers B. Discussion of/ information - May is School Board Appreciation Month - THANK YOU! C. Discussion of/ information concerning SIMBLI board management software D. Discussion of/ information concerning Certified and Support Staff Employee Handbooks for the 2025-2026 school year [First Reading] E. Discussion of/ information concerning Activities Handbook [First Reading]	
Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining and issues.	
F. Discussion of/ action concerning contract for superintendent for the 2025-2026 school year	
11. Board Committee Reports	
A. Curriculum and Instruction – Thomas & Barkley B. Policy – Thomas & Riggert C. Finance – Freed & Riggert D. Building, Grounds, Capital Projects – Mullins & Barkley E. Transportation, Nutrition – Mullins & Freed F. Board Member Closing Comments	
11. Adjournment	

Projected Dates/Times for Regular Board of Education Meetings 2024-2025

August 19, 2024 @ 5:30 pm	September 16, 2024 @ 5:30 pm	October 21, 2024 @ 5:30 pm	November 18, 2024 @ 5:30 pm
December 16, 2024 @ 5:30 pm	January 20, 2025 @ 5:30 pm	February 17, 2025 @ 5:30 pm	March 17, 2025 @ 5:30 pm
April 21, 2025 @ 5:30 pm	May 19, 2025 @ 5:30 pm	June 16, 2025 @ 5:30 pm	July 21, 2025 @ 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 21, 2025**

The Cherokee Community School District Board of Education held a regular meeting on Monday, April 21, 2025. The meeting was held in the CWHS Library, 600 W. Bluff St., Cherokee, IA.

1. Call the meeting to order

The meeting was called to order at 5:35 P.M.

2. Pledge of Allegiance and Mission Statement

The Pledge of Allegiance and Mission Statement were recited.

3. Action to approve the agenda

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

4. Roll call of members in attendance

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

6. Welcome Visitors

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings.

7. Action to approve the consent agenda

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

- Minutes of the public hearing/regular meeting – 3/17/25; public hearing-3/24/25; special meeting-4/14/25
- Monthly Bills
- Financial Statements
- Resignations – Morgan Lester – CMS Para; Lucas Woock-CWHS Social Studies; Lily Woock – CWHS Social Studies; Gail Kremer – Co-Football Cheer Coach
- Internal Transfers – Pam Wilson –CES Kindergarten to 4th Grade Teacher; Karissa Wych – K-8 EL Instructor to 4th Grade Teacher; Streeter Johnson CMS Interventionist to K-8 EL Instructor; Melissa Doellinger CES Special Ed Teacher to CWHS Special Ed Teacher; Lindsey Renken ECLC Preschool to CES Kindergarten; Cindy Husman CMS 5th Grade Teacher to CMS Special Education; Nancy Ruhland CMS Therapeutic Classroom to CMS 5th Grade Teacher; Anna Blankers CES Para to CES Secretary; Kady Smith CES Success Coach to CMS Therapeutic Classroom Teacher
- Contract Extensions – Teacher Leadership Contract Extensions - list included in packet; Tyler Zeimen - 8th Grade Science Teacher and MS Football Coach; Brooklynn Tewes - CES Special Education Teacher; Madison Probst - ECLC Preschool Teacher; Shaylin Carlson - CES 1st Grade Teacher; Shannon Chaffin - CES 1st Grade Teacher; Nicole Morgan - CMS Special Education Teacher; Kris Alesch - CMS 6th Grade Science Teacher; Nancy Ruhland - 7th Grade Volleyball Coach; Jessika Peterson - CMS Para; Ashley Henson - CES Para

8. Communication and Reports

Principal and Superintendent reports were given.

9. Policy

Moved by Mullins, seconded by Riggert to affirm policies 303.2 - Administrator Qualifications, Recruitment, Appointment; 303.3 - Administrator Contract and Contract Nonrenewal; 303.4 - Administrator Salary and Other Compensation; 303.5 – Administrator Duties; 303.6 - Administrator Evaluation; 303.7 - Administrator Professional Development; 303.8 - Administrator Civic Activities; 303.9 – Administrator Consulting/Outside Employment; 304.1 - Development and Enforcement of Administrator Regulations; 304.2 - Monitoring of Administrator Regulations. All Ayes

10. New Business

A. Discussion of/information concerning Research & Design CAPS

James De Vos and Connor York shared information about the new room identification/signage for the high school designed by the CAPS Research and Design class.

B. Discussion of/action concerning 2025-26 budget

Moved by Barkley, seconded by Riggert to approve the 2025-26 district budget. Ayes: Barkley, Mullins, Thomas, Riggert, Freed

C. Discussion of/action concerning Facility Assessment from Beck Engineering

The board discussed the facility assessment from Beck Engineering. The building and grounds committee will meet with administration to discuss the facility assessment and future district projects.

D. Discussion of/information concerning Pam Barnes request for reimbursement for lost personal items

Pam Barnes requested reimbursement for personal items lost over the summer.

E. Discussion of/action concerning resolution to continue participation in the Iowa Local Government Risk Pool

Moved by Freed, seconded by Mullins to approve a resolution to continue participation in the Iowa Local Government Risk Pool for the purchases of natural gas. All Ayes

F. Discussion of/action concerning the agreement for participation in the AEA Cooperative Purchasing Program

Moved by Freed, seconded by Riggert to approve the agreement for participation in the AEA Cooperative Purchasing Program. All Ayes

G. Discussion of/action concerning the agreement of service and addendum between Timberline Billing Service

Moved by Riggert, seconded by Barkley to approve the agreement of service and addendum between Timberline Billing Service and Cherokee CSD for the period of July 1, 2025 – June 20, 2028. All Ayes

H. Discussion of/action concerning Chromebook bids for the 2025-26 school year

Moved by Freed, seconded by Mullins to approve Chromebook bids for FY26 from Ricks Computers for \$98,550. All Ayes

I. Discussion of/action concerning 2025 graduates from Cherokee Washington High School

Moved by Riggert, seconded by Freed to approve 2025 graduates from Cherokee Washington High School. All Ayes

J. Discussion of/action concerning Graduation Requirement

Moved by Mullins, seconded by Freed to approve Board Policy 505.5 – Graduation Requirement. All Ayes

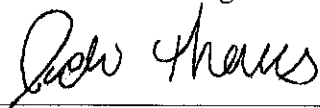
K. Discussion of/information concerning Graduation Commencement

Graduation Commencement will be held on Sunday, May 18th at 2:00 PM.

11. Adjournment

Moved by Mullins, seconded by Riggert to adjourn the meeting at 6:39 P.M. All Ayes

Regular Meeting – May 19, 5:30 PM



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Budget Hearing
April 21, 2025**

The Cherokee Community School District Board of Education held a Budget Hearing on Monday, April 21, 2025 beginning at 5:30 P.M. The hearing was held in the CWHS Library, 600 W. Bluff St., Cherokee, Iowa.

1. Call the hearing to order

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

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

2. Approve the agenda

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

3. Overview of the 2025-26 Budget

An overview of the 2025-26 budget was given. The proposed tax rate for FY26 is 12.70510 per \$1,000 taxable valuation compared to 12.64880 for FY25.

No objections were filed.

4. Close the public hearing


The public hearing was closed.

5. Adjournment

Moved by Freed, seconded by Riggert to adjourn the hearing at 5:35 P.M. All Ayes



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

4/30/2025

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,289,428.13	1,950,391.21	1,291,527.77	3,948,291.57
Management	884,602.06	170,719.82	-	1,055,321.88
Self-Insurance Fund	820,756.26	11,634.79	21,087.41	811,303.64
TPRA Grant		-	-	
Subtotal General Fund	4,994,786.45	2,132,745.82	1,312,615.18	5,814,917.09
Activity	162,917.28	33,257.96	48,045.70	148,129.54
PPEL	214,419.87	198,143.28	20,990.41	391,572.74
Capital Projects (Sales Tax)	2,682,881.26	121,893.58	451,642.08	2,353,132.76
Debt Service	121,773.92	567,746.51	689,515.63	4.80
Hot Lunch	330,179.08	58,748.39	103,151.24	285,776.23
Trust and Agency	42,647.03	258.40	-	42,905.43
Braves Bank	34,908.34	1,620.00	-	36,528.34
Total - All Funds	\$ 8,584,513.23	\$ 3,114,413.94	\$ 2,625,960.24	\$ 9,072,966.93

Published Budget Report
All Funds
4/30/2025

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	7,874,205.43	7,874,205.43	10,815,000.00	73%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	280,578.31			
Inst. Staff Support Svcs	(2200-2299)	531,315.55			
General Administration	(2300-2399)	255,246.90			
Building Administration	(2400-2499)	531,492.72			
Business Administration	(2500-2599)	565,747.08			
Plant Operation & Maint	(2600-2699)	1,275,177.50			
Student Transportation	(2700-2799)	434,337.45			
TOTAL SUPPORT SERVICES			3,873,895.51	5,160,000.00	75%
NON INSTRUCTIONAL PGMS	(3000-3999)	586,617.08	586,617.08	825,000.00	71%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	1,115,517.41			
Debt Service	(5000-5999)	879,030.26			
AEA Support Direct	(5200)	445,221.00			
TOTAL OTHER EXPENDITURES			2,439,768.67	3,644,091.00	67%
TOTAL EXPENDITURES			14,774,486.69	20,444,091.00	72%

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Playground Equipment- Belts		
14928	American Playground Company	135.20
Garbage Pick Up-April		
15160	Benson's Sanitation, LLC	165.00
catered meal for teacher appreciation		
14549	Catering 2 You	1,295.00
Publication Expense		
18221	Cherokee Chronicle Times	390.44
Senior Banners		
12371	Creative Services	1,221.32
Quarterly Alarm Monitoring CWHS & CMS		
14222	Feld Fire	249.00
Climate/Culture Lotus Bar Teacher Apprec		
14972	Fifty-Nine Grind, LLC	503.00
Soap, drum deposit and pump for drum		
14666	Hundertmark	402.66
Flute Flip Folder		
10894	MidBell Music, Inc.	44.97
Transportation Supplies		
10180	Motor Parts Sales	308.47
ISP Funding - 2025 CWHS Curriculum		
10554	OABCIG Community School District	5,000.00
AP Biology Zoo trip		
13217	Omaha's Henry Doorly Zoo and Aquarium	143.00
Pest Control		
15025	Plunkett's Pest Control, Inc	77.00
Postage Machine Lease		
14866	Quadient Leasing USA, Inc	491.25
Parts & Labor 20 Chevy Express#1		
11459	Ron's Repair, Inc.	548.38
Mop Service 4/2/25-4/30/25		
10183	VESTIS	152.15
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
New locks for CMS new front doors		
11211	Burke Engineering Sales Co.	190.00
CMS front doors - safety grant		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
14115	Midwest Technology Services, LLC	2,400.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Popcorn & Oil		
14863	American Popcorn Co.	192.00
Prom flowers		
14753	Botanicals by Katie, LLC	260.00
New SB pitching plate and home plates		
30263	CENTER SPORTS, INC	126.00
Girls District golf fee		
15470	Deer Run Golf Course	55.00
Entry fees for district golf		
Girls Conference Golf Fees		
30022	Emerald Hills Golf Course	212.00
Spring SB Scrimmages		
13964	Fry, Mike	200.00
padding for baseball fencing		
13944	On Deck Sports	3,180.42
Spring SB Scrimmages		
14327	Shea, Mark	200.00
Boys Conference Golf Meet		
15469	Spencer Golf & Country Club	240.00
Propane for Concession Stand		
15204	Thompson Propane & Supplies Inc.	32.71
Tomahawk and Co Ed Relays Medals		
30903	Trophies Plus, Inc.	2,753.93
Fund Number 21		
Checking Account ID 3		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Baseball Coaches Shirts for season		
13763	360 Custom Designs	300.00
Service		
14914	Access Systems	202.50
Legal Services		
20291	Ahlbers and Cooney, PC	461.00
Rental Softner & Cooler & Softner Salt		
10079	Blaine's Culligan	1,063.49
CMS Art Instructional Supplies		
11466	Blick Art Materials	219.98
Main Supplies, Grounds Maintenance, Tech		
Instructional Supplies		
Supplies		
Spray Paint		
Repairs CES		
WHS- Ind Art Instructional Supplies		
ICE MELT		
WHS Industrial Art Resale		
WHS Ind Art Resale		
10021	Bomgaars Supply	2,077.85
Tape, Ties & Connectors		
14751	Bringle, Dan	34.74
Internet, Phone, Fire Alarms, Fax		
14427	C-M-L Telephone Cooperative Assoc	1,095.08
Conference Application		
14489	Central Lyon Community School District	100.00
Climate and Culture		
15457	Cherokee Candy and Cream Shop, L.L.C.	600.00
Food for Grad Speech Tryouts		
10967	De Vos, James	68.67
Field Stripe Paint		
10239	Diamond Vogel	343.68
Comm Services-April 2025		
14832	Donovan Group I	1,000.00
NW Iowa District Coaches Meeting		
15455	Emettsburg HS Speech	40.00
Preschool Snacks		
Preschool Snacks		
Preschool Snacks		
Supplies for CES Computer Science		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Climate and Culture Easter		
10274	Hy-Vee Food Stores, Inc	238.96
Para Hours for 5/2		
15462	Kennedy, Hallie	106.88
WHS Ind Art Instructional Supplies		
11735	Marcus Lumber	169.24
Food, Supplies, Ala Carte, Concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	190.12
Transportation & Drug & Alcohol Training		
14056	Medical Enterprises, Inc.	200.00
Electricity - 600 W Bluff		
Electricity 206 E Indian CMS		
Electricity 600 W Bluff Concession		
Electricity- 1301 Ridgeview Dr. Doupe BB		
334 Gillette Dr, Bus Barn		
Electricity 336 Gillette - Armory		
12363	MidAmerican Energy Company	8,330.33
Fender Rumble 500 Bass Amp		
Resale Tenor Sax Reeds		
Oboe reed and bari sax neck screw		
Fixing a school Tenor Sax		
Resale		
VIC Firth Vibraphone Mallets		
Oboe Reeds Resale		
10894	MidBell Music, Inc.	1,103.73
Sprinkler System Inspection		
14672	Midwestern Mechanical, Inc	395.00
Senior Banners		
10188	Pilot Rock Signs	936.00
Pest Control		
15025	Plunkett's Pest Control, Inc	98.00
Postage		
14903	Quadient Finance USA, Inc.	15.78
Book Club Snacks		
11092	Sampson, Lisa	49.96
Garbage Collection		
10217	Sanitary Services, Inc.	2,274.30
Transportation Mileage		
15377	Schuknecht, Dakota	343.00
Paper Order		
14763	Staples	1,010.80

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Vendor Number	Vendor Name	Amount
Invoice Description		
Medicaid Billing		
12838	Timberline Billing Service LLC	1,169.96
Time & Attendance		
11578	Time Management Systems	411.72
Outside Labor		
11624	Valley Glass Co	1,658.00
Cell Phone Service		
18319	Verizon Wireless	659.50
March Mop Service		
10183	VESTIS	121.72
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Copier Leases		
14869	Access Systems Leasing	1,001.53
Sprinkler & Shipping		
15468	BigSprinkler.com	3,360.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
4/29 Girls Tomahawk		
30839	Anderson, Curt	200.00
Tomahawk Relays plaques		
30835	Awards Unlimited, Inc.	171.39
Flowers for Tomahawk Royalty		
14753	Botanicals by Katie, LLC	185.00
awards and plaques engraved		
12371	Creative Services	289.78
HS Track Meet Fees		
30901	DENISON HIGH SCHOOL	230.00
Food, Supplies, Ala Carte, Concessions		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	374.29
MS Track Meet		
30321	MOC/FV High School	100.00
CMS shirts		
10188	Pilot Rock Signs	600.00
stickers for football helmets		
14974	Pro Tuff Decals Co Inc	140.63
Football helmets and shoulder pads		
30698	Riddell All American Sports Corp.	1,981.75
5/5/25 Track Meet Fees		
30982	Sibley-Ocheyedan CSD	240.00

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User ID: ALG

Vendor Number	Vendor Name	Amount
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Invoice Description

4/29 Girls Tomahawk

5/6/25 MS Track

14506	Sones, Linda	375.00
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Concession Supplies

15204	Thompson Propane & Supplies Inc.	32.71
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Fund Number	21
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Checking Account ID	3
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Checking Account ID	4	Fund Number	61	SCHOOL NUTRITION FUND
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CMS Milk

14860	East Side Jersey Dairy ESJD	3,774.38
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Food, Supplies, Ala Carte, Concessions

18253	MARTIN BROS. DISTRIBUTING CO., INC.	26,380.01
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Fund Number	61
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Checking Account ID	4
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Checking Account ID	6	Fund Number	81	NON-EXPENDABLE TRUST FUNDS
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Burkhardt & Dawson Scholarship

15466	Dordt University & Megan Courtright	500.00
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Fund Number	81
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Checking Account ID	6
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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
lab supplies		
10157	Carolina Biological Supply Co	73.73
Outside Labor		
10034	Champion Electric	357.79
Legal Services		
Legal Services		
10305	Cornwall, Avery, Bjornstad & Scott	2,050.00
Repair Parts & Labbor		
2017 Chevy Suburban Labor & Parts		
Parts & Labor		
Oil Change & Oil & Filter		
Shop Supplies & Parts		
Labor & Parts		
12916	Country Tire and Service Inc.	997.14
Tuition & Fees		
11026	Iowa Central Community College	458.00
Medicaid		
12846	Iowa Department of Human Services	8,338.24
Background Search		
11789	ISFIS, Inc.	42.00
Pianist for 6th Solo Festival		
12921	Lickiss, Becky	415.00
Mileage for		
ISFLC, IASBOConf/Regional Mtg		
Mileage for		
ISFLC, IASBOConf/Regional Mtg		
10628	Lundsgaard, Joyce	0.00
WHS Ind Arts Instructional Supplies		
11735	Marcus Lumber	127.25
WHS Ind Art Instructional Supplies		
12791	Menards	175.52
Repairs		
necessary percussion equipment		
Repairs to school saxophone		
repairs to school saxophone		
Jupiter Sax Parts		
10894	MidBell Music, Inc.	687.60
Bulk DEF		
12876	Midwest Lubricants, Inc.	107.50
Building Repair- Outside Labor		
11495	MODERN HEATING INC	100.00
Office Supplies		
10852	One Office Solution	229.00

04/30/2025 11:45 AM

User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Basic Life Support Recertification		
Heartcode BLS test out		
10281	Paulsen, Julie	86.59
Medicaid Billing Fee		
12838	Timberline Billing Service LLC	1,148.02
Time & Attendance Software & ESS Mobile		
11578	Time Management Systems	411.93
Tuition & Fees		
14875	Western Governors University	4,025.00
Equipment Repair		
15119	Winona Controls, Inc.	124.00
Fund Number 10		
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
Admin Fees		
15034	Point C	3,775.00
Fund Number 71		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Library Tables		
10852	One Office Solution	5,075.00
Redo Chill Tower at CMS		
13215	Plains Boiler Service	6,905.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
New HS FB Uniforms		
Fleece Pant & Jacket		
11462	BSN Sports, LLC	22,158.39
CMS Concessions		
11224	Chesterman Company	147.00
Prom Supplies		
10067	Fareway Stores, Inc.	249.91
FFA Supplies for FFA Week		
Prom Supplies		
10274	Hy-Vee Food Stores, Inc	180.29
CMS Flowers for February		
Carnations for CMS in February		
11242	Hy-Vee Pharmacy	510.40
Prom Supplies		
11735	Marcus Lumber	57.98
Reimbursement for Prom Supplies		
14027	Puettmann, Katie	18.36
Timer for Lynn Jolly Relays		
12764	Tesch, Shannon	800.00

Vendor Number	Vendor Name	Amount
Invoice Description		
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Food Service 1/25-3/25		
19014	Cherokee Comm School District	97,908.61
CMS Concessions		
11224	Chesterman Company	2,655.05
Fund Number 61		
Checking Account ID 4		

05/15/2025 03:05 PM

User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
lab supplies		
10157	Carolina Biological Supply Co	73.73
Outside Labor		
10034	Champion Electric	357.79
Legal Services		
Legal Services		
10305	Cornwall, Avery, Bjornstad & Scott	2,050.00
Repair Parts & Labbor		
2017 Chevy Suburban Labor & Parts		
Parts & Labor		
Oil Change & Oil & Filter		
Shop Supplies & Parts		
Labor & Parts		
12916	Country Tire and Service Inc.	997.14
Tuition & Fees		
11026	Iowa Central Community College	458.00
Medicaid		
12846	Iowa Department of Human Services	8,338.24
Background Search		
11789	ISFIS, Inc.	42.00
Pianist for 6th Solo Festival		
12921	Lickiss, Becky	415.00
Mileage		
Mileage to and from conferences		
Mileage for		
ISFLC, IASBOConf/Regional Mtg		
Mileage for		
ISFLC, IASBOConf/Regional Mtg		
10628	Lundsgaard, Joyce	482.00
WHS Ind Arts Instructional Supplies		
11735	Marcus Lumber	127.25
WHS Ind Art Instructional Supplies		
12791	Menards	175.52
Repairs		
necessary percussion equipment		
Repairs to school saxophone		
repairs to school saxophone		
Jupiter Sax Parts		
10894	MidBell Music, Inc.	687.60
Bulk DEF		
12876	Midwest Lubricants, Inc.	107.50
Building Repair- Outside Labor		
11495	MODERN HEATING INC	100.00
Office Supplies		

05/15/2025 03:05 PM

User ID: JML

Vendor Number	Vendor Name	Amount
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Invoice Description

10852	One Office Solution	229.00
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Basic Life Support
Recertification

Heartcode BLS test out		
10281	Paulsen, Julie	86.59

Medicaid Billing Fee

12838	Timberline Billing Service LLC	1,148.02
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Time & Attendance Software &
ESS Mobile

11578	Time Management Systems	411.93
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Tuition & Fees

14875	Western Governors University	4,025.00
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Equipment Repair

15119	Winona Controls, Inc.	124.00
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Fund Number 10

Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
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Admin Fees

15034	Point C	3,775.00
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Fund Number 71

Checking Account ID 1

Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
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Library Tables

10852	One Office Solution	5,075.00
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Redo Chill Tower at CMS

13215	Plains Boiler Service	6,905.00
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Fund Number 36

Checking Account ID 2

Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
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New HS FB Uniforms

Fleece Pant & Jacket

11462	BSN Sports, LLC	22,158.39
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CMS Concessions

11224	Chesterman Company	147.00
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Prom Supplies

10067	Fareway Stores, Inc.	249.91
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FFA Supplies for FFA Week

Prom Supplies

10274	Hy-Vee Food Stores, Inc	180.29
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CMS Flowers for February

Carnations for CMS in February

11242	Hy-Vee Pharmacy	510.40
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Prom Supplies

11735	Marcus Lumber	57.98
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Reimbursement for Prom Supplies

14027	Puettmann, Katie	18.36
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Timer for Lynn Jolly Relays

05/15/2025 03:05 PM

User ID: JML

Vendor Number Vendor Name

Amount

Invoice Description

12764	Tesch, Shannon	800.00
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Fund Number 21

Checking Account ID 3

Checking Account ID 4

Fund Number 61

SCHOOL NUTRITION FUND

Food Service 1/25-3/25

19014	Cherokee Comm School District	97,908.61
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CMS Concessions

11224	Chesterman Company	2,655.05
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Fund Number 61

Checking Account ID 4

Cherokee Elementary School

May 2024

Brian Christiansen, Principal

Jen Burch, Instructional Coach



DISTRICT GOAL 1 COLLEGE & CAREER READINESS

Cherokee Elementary students participated in a school wide clean up event for Earth Day on April 22nd. Each grade level was assigned a specific area within walking distance of the school to clean up. Students enjoyed the fresh air and helping keep our community clean. A big thank you to Central Bank for providing a snack for all students after they were done cleaning up.

We are excited to make some changes to our CES Summer School Program this year! "JUMP START!" will take place August 5-7 and August 12-14. Letters were sent home to parents inviting those students were nominated by their teacher to participate. The program will consist of mornings dedicated to literacy and math instruction. We know this will help student brush up on their skills prior to the 2025-26 school year beginning!

DISTRICT GOAL 2 21ST CENTURY SKILLS

PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS

CES held a Braves Bash on Friday, May 16th to celebrate our students and all the work they have done to follow our school expectations. During the Bash, students had an opportunity to use up the Braves tickets they have earned and participate in cookie decorating, face painting, various emergency vehicles on site and so much more! We greatly appreciate all the community members who were able to help us make this a memorable event for our students!

CES 3rd and 4th grade students completed a internal version of the Conditions for Learning survey. While this was not a state requirement for the 2024-2025 school year, we believe that it provides valuable information to help us continue to build our positive learning environment. A Google Form was developed that modeled the survey used by the Department of Education in previous years. We are excited to share more detailed information during the June Board meeting.

DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

Our end of the year Professional Development days will provide more opportunities for teachers to reflect on their professional learning as well as that of their students. During staff check-outs, teachers will complete their Quarter 4 Marzano reflections for their Iowa Career Development Plan and begin planning for next year's focus. Teachers will also dive deeper into FAST data within their grade level teams to determine the positives and what could be a area of focus moving into the 2025-2026 school year.

As we wind up the school year, we want to do a shout-out to all the teachers and support staff, our families and community organizations, and our students. You have helped make this an enjoyable year full of learning, building relationships, and striving to meet goals all while having fun! We couldn't do this job without you! Thank you!



Cherokee Middle School

May 2025

Krista Miller, Principal
Linda Ducommun, Instructional Coach



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

April's Healthy Hero Award winner is Cord Lucas. Cord was involved in football in the fall. Cord is a quiet leader that does what he is supposed to in the classroom. He participates in class no matter what the activity is. He is nice to his fellow classmates and staff. Congratulations Cord!!

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

May's Healthy Hero Award winner is Nelsi Euseda Paredes. Nelsi was the manager for both volleyball and track this year. She is quiet and reserved but never hesitates to help someone in need. She is kind to everyone she is around. Nelsi tries hard no matter what game we are playing, whether she likes it or not. Congratulations Nelsi.

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

Cherokee Middle School students participated in helping with a city wide clean-up on Earth Day on April 22nd. We had students at the park, the community center, Gillette Park, Bacon Aquatic Center, Sleezer Road and the walking path to clean up trash. Thank you to Central Bank for the snacks and Fareway for the water and TED Renewables for providing trash bags and gloves for our students.

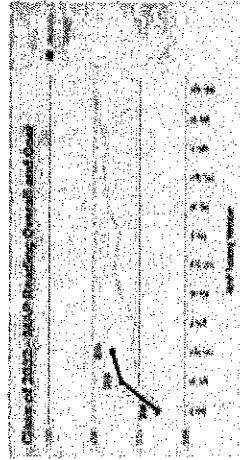
The next page shows our Spring MAP testing growth! We are super excited to see the amazing results. Most of our tests went up significantly as you can see in the graphs on the next page. We are very proud of our students and teacher's hard work!

All of our extra curricular activities are wrapping up for the school year. Our band and choir have performed their last concert. Track season ended well and we were lucky to have 3 home meets with some records broke this year! It was great that tennis let the 8th graders practice and compete this year as well!

Our 6th grade students participated in the Science Field Day with the Iowa State extension office. There were stations led by the Corteva, Analytical Lab, Conservation board, and the Iowa State extension office. The students had a great day learning and doing many science activities.

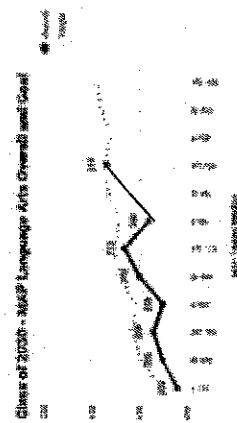
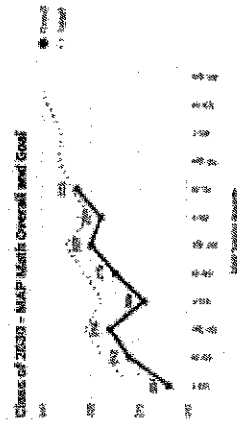
We have three end of the year professional development days where we will have our Marzano meetings with all staff to reflect on their year and think about next year's goals. We will also have "Pass the Torch" where teachers will have the opportunity to discuss the curriculum needs for our students for the upcoming school year.

As we celebrate the end of the school year, we want to express our deepest appreciation to all of our stakeholders especially including our amazing families, students and staff! Your commitment and dedication has made this year one of our best yet! Together, we are shaping a brighter future for our community and families! Thank you!



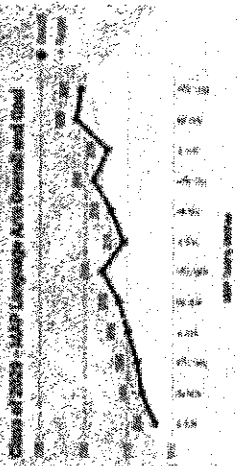
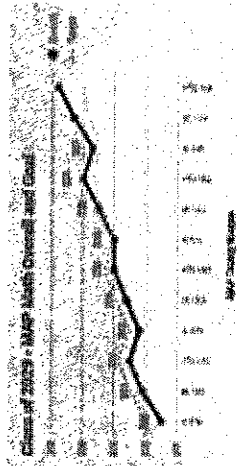
Class of 2032 5th Grade Overview

Class Of 2031 6th Grade Overview



Class of 2030 7th Grade Overview

Class of 2029 8th Grade Overview



Cherokee Washington High School

May 2025

Matt Malausky, Principal

Natalie Barkley, Instructional Coach



DISTRICT GOAL 1

**COLLEGE & CAREER
READINESS**

Our seniors are winding down their final year of high school. It is fun seeing them come in and out of the office, asking questions, double and triple checking to make sure they have everything done. They have so many things going on this month to keep track of, and can be a bit overwhelming, but that is soon coming to a close for them. We love being reminded of all of the great memories they have collected throughout their time in the Cherokee Schools. It's always so rewarding to watch them mature to take their final steps across that stage for their diplomas.

DISTRICT GOAL 2

21ST CENTURY SKILLS

**PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS**

Our senior awards day and scholarship night went really well. As I listened to one of the scholarship presenters, I was taken back by how generous our community is to our seniors. Garth Goodrich reminded our students of how fortunate they are to grow up in a small/close knit community such as Cherokee. He went on to say that our students are awarded scholarships totaling over \$140,000 every year. That speaks volumes about our community and our alumni.

Baccalaureate went well for the first time offering it. Our Cherokee Ministerial group did a great job of organizing the event. It was a great way to honor our senior students who were in attendance. We will meet sometime this summer and evaluate how it went, and make possible changes for next year.

DISTRICT GOAL 3

**COMMUNICATION &
POSITIVE
RELATIONSHIPS**

Spring sports are winding down and baseball and softball seasons are underway. The music students have wrapped up their concerts for the year and are already transitioning into auditions for next year's marching band drum majors and colorguard. We are so proud of our students and staff as they continue to push through to the end of the school year. The month of May is almost worse than December for the amount of things on the calendar and everyone is seeing the light at the end of the busy season. You can really feel the Brave Pride with all of the hustle and bustle of activities in the spring.

We are already busy preparing for next year with Professional Development topics, scheduling, etc. It is an exciting time of year filled with anticipation for a fresh start in August. Summer school will start in June and letters have gone out to students who need to recover credits to set them on the path for graduation.

Congratulations to Kaiden Leeds for being selected at the MAY Rotary Student of the Month! Kaiden's teachers describe him as a very bright mind who can visualize and apply concepts in a way that sets him apart from his classmates. Congratulations, Kaiden!



Superintendent Report
May, 2025

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

- Construction of the greenhouse is complete. Electrical work is being completed now. Gas and water hook up will be completed in the next couple of weeks. Teachers will be trained once the utilities have been installed and hooked up. The greenhouse will be ready for use in the fall for our students.
- It has been a busy hiring season. All of our teaching positions have been filled. We still have a few support positions to fill, but we have applicants for those open positions and have interviews lined up or next steps in place. As an admin team, we will review our hiring procedures and practices and make any adjustments necessary as we move into next year.

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

- Thank you to the Cherokee County Ministerial Association for planning and providing a Baccalaureate for our seniors. This was the first year this ceremony was offered by the Ministerial Association.
- Commencement was held Sunday, May 18. Thanks to all who assisted with getting the gym set up, the ceremony planned, and to everyone who assisted our graduates to be able to walk across the stage on Sunday.

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

- The Building & Grounds committee with Mackenzie Ashland from Beck Engineering, Mike and Jamie and began diving into the facility assessment and putting together possible ideas for improvements and funding possibilities moving forward. We have some summer projects already in place and the overall scope is less than what we have done in a summer in the past.
- IASB Summit on Student Success will be held Wednesday, June 11 in Ankeny. Keynote speaker will be Stephen Sroka who is a nationally recognized speaker who will provide tips on building trusted relationships which is a key component of student success. The flyer has been emailed to you with much more detail on the event.

Technology Update

- **IT Director, Dan Bringle**
 - Summer help has been successfully hired.
 - Work is ongoing to complete the setup of FOB access systems and security cameras.
 - Technology support requests have remained steady.
 - New lapel mics have been installed in the Auditorium, and the test run with the CMS play was a success!

Nursing, Nutrition & Transportation Update

- **Director of Nursing, Rachel Doeden**

- It's hard to believe we are in the last week of school, it seems like we just settled into our routines.
- During April PD time Jodi Schlichting and I presented CMS and CWHs staff with information on concussion classroom management and communication she needs from teachers when helping athletes return to activities. We are hopeful this presentation will help teachers understand the key role they play in helping these athletes and their recovery. Our district is so lucky to have Jodi as part of our team and advocate for our student athletes!
- **Food Service Director, Cara Jacobson**
 - We are finishing strong in the food service department!!:))
 - We recently lost our walk-in freezer at the high school, and are waiting for a new compressor. We have room in the large walk-in cooler for the extras as we are winding down the inventory for the end of the school year.
 - Summer lunch starts up on June 2nd-the 27, and we will be getting flyers sent home to parents, emails sent out, and Facebook notices!! Rachel and I will get together on a bus route again this year, that will change according to the demand.
 - I will be receiving bids this week for bread and milk for next year and will report on next month.
 - I will be reviewing the Food service account with Joyce to see if we are able to keep offering the FREE breakfast and offering FREE lunch to reduced students as well as free for the next school year.
- **Transportation Director, Rachel Mallory**
 - The last couple weeks have been very busy with sports, field trips and other activities.
 - Bus 8 update, they have a specialist from Cummins who should be here hopefully this week to look at the bus. They have had a specialist from Blue bird looking into it, now they will be working together. Hopefully we hear some good news soon.

Activities, Building, Grounds, & Capital Projects Update

- **Maintenance Director, Mike Fiedler & Grounds Director, Jamie Hodgdon**
 - The stadium bleachers are scheduled to be inspected the first week of June.
 - The greenhouse work is done except for hooking up the utilities.
 - Track season is completed and it went well.
 - Set up for graduation will be completed later this week.
 - The new front door at CMS has been installed and is working great.
 - Prep work has begun for summer cleaning.
- **Activities Director, Jason Spooner**
 - Spring sports are starting district play now to determine who is eligible for state postseason. All spring sports finished up their conference tournaments as well.
 - Cherokee hosted the MS Lakes Conference Track Meet on Friday 5/16/25. MS track and HS track have broken several records this year.

- Baseball and softball have had several scrimmages and start with the bulk of their schedule after Memorial Day weekend beginning conference play with Spencer.
- The baseball and softball complexes have made several improvements and look great.

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8.
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved 4/16/1996 Reviewed 4/13, 6/16, 1/22, 5/25 Revised _____

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order:

1. Elementary Principal,
2. Middle School Principal,
3. High School,
4. Activities Director,
5. Curriculum Coordinator.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 4/16/96

Reviewed 4/13, 6/16, 1/19, 1/22, 5/25 Revised _____

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy or a more specific policy is in the 300 series, Administration. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

EQUAL EMPLOYMENT OPPORTUNITY

The Cherokee Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district shall indicate that the district is an EEO/AA employer. The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Cherokee Community School District, Cherokee, Iowa; or by telephoning 712-225-6767.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI, 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

EQUAL EMPLOYMENT OPPORTUNITY

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 12101e et seq.
42 U.S.C. §§ 12101 et seq.
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8;
281 I.A.C. 12.4; 95.

Cross Reference: 102 Equal Educational Opportunity
104 Bullying/Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

EMPLOYEE CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: 7 C.F.R. 3016.36(3)

Iowa Code §§ 20.7; 68B; 279.8; 301.28.

Cross Reference:	203	Board of Directors' Conflict of Interest
	402.4	Gifts to Employees
	402.6	Employee Outside Employment
	404	Employee Conduct and Appearance

Approved 6/15/98 Reviewed 5/13, 7/19, 2/22, 5/25 Revised _____

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8.

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified Employee Qualifications, Recruitment Selection

Approved 6/15/98 Reviewed 5/13, 7/16, 2/19, 2/22, 5/25

Revised _____

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within 10 days of speaking with the immediate supervisor, the employee may discuss it with the principal within 10 days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as handbook grievances, or bullying or harassment claims should follow the appropriate process set forth in the employee handbook or other board policies specific to that topic.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 210.8 Board Meeting Agenda

Approved _____

Reviewed 2/28/22, 5/25

Revised _____

EMPLOYEE RECORDS

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. Employee records requests should be submitted to the board secretary or their designee as the custodian of district records.

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

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2013).

Cross Reference: 402.1 Release of Credit Information
403 Employees' Health and Well-Being
708 Care, Maintenance and Disposal of School District Records

Approved 6/15/98 Reviewed 5/13, 7/16, 2/19, 2/22, 5/25 Revised 6/21/2004

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
 - Individual employment contract.
 - Evaluations.
 - Application, resume and references.
 - Salary information.
 - Copy of the employee's license or certificate, if needed for the position.
 - Educational transcripts.
 - Assignment.
 - Records of disciplinary matters.
2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form.
 - Sick or long-term disability leave days.
 - Worker's compensation claims.
 - Reasonable accommodation made by the school district to accommodate the employee's disability.
 - Employee's medical history.
 - Employee emergency names and numbers.
 - Family and medical leave request forms.
3. The following are considered public personnel records available for inspection:
 - The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
 - The dates the individual was employed by the government body;
 - The positions the individual holds or has held with the government body;
 - The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
 - The fact that the individual was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal and statutory remedies; and,
 - Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA.)

EMPLOYEE RECORDS REGULATION

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not be limited to:

- Application for employment.
- Resume.
- References.
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

Record Access

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

LIMITATIONS TO EMPLOYMENT REFERENCES

The district believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, volunteer, contractor, or agent shall not assist another school employee, volunteer, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, volunteer, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Sexual misconduct means physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Legal References: 20 U.S.C. §7926
281 I.A.C. 12.3(14)

Cross References: 401.5 Employee Records
402.2 Child Abuse Reporting
402.3 Abuse of Students by School District Employees
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Approved 3/21/22

Reviewed 5/25

Revised _____

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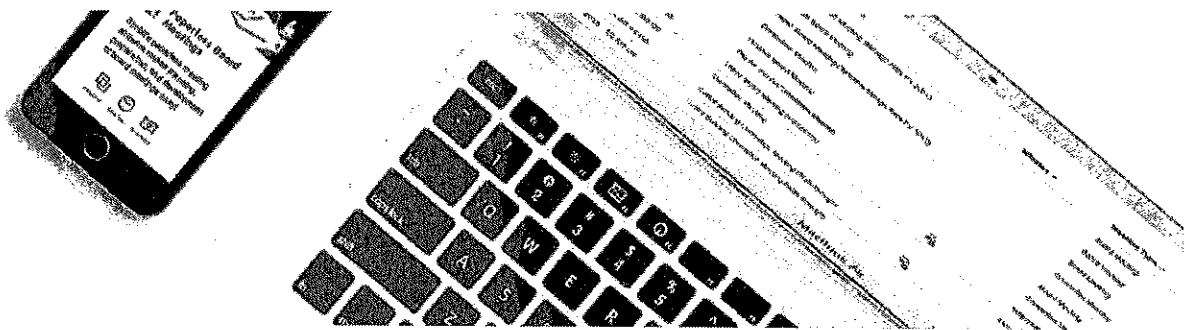
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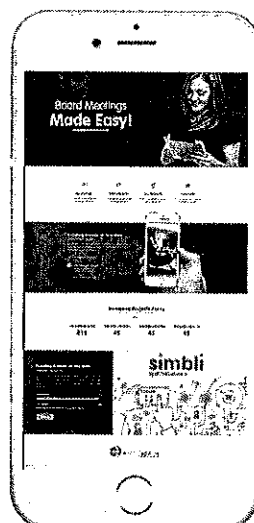
Meetings

Streamline meeting agenda preparation and provide easy and secure access to meeting materials.



Planning

Build and align your policies, meeting agendas, and evaluations, around your strategic plan.



Policies

Develop, communicate, and collaborate on policies and procedures in real time.



Evaluations

Prepare and conduct board self-assessment, leader evaluations, and organizational reviews.