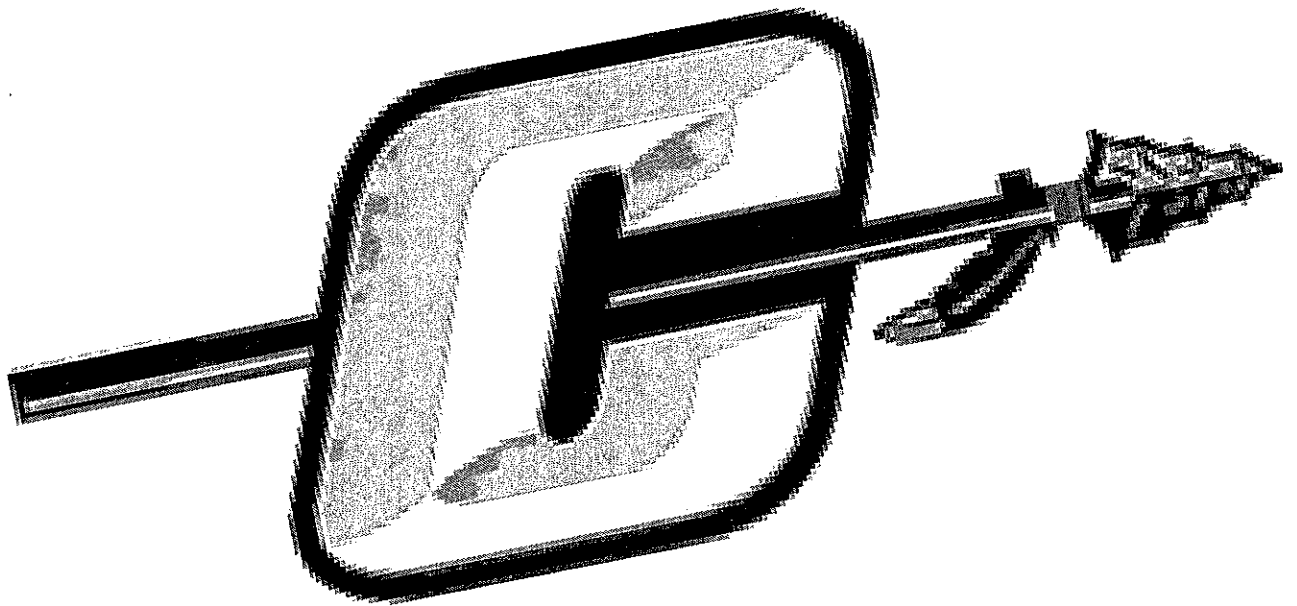


# Cherokee Community School District



Regular Board Meeting  
September 15, 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, September 15, 2025 at 5:30 PM**

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

**NOTICE:** If you have comments that you wish to be considered please submit those comments to: Tom Ryherd, Superintendent, at [tryherd@ccsd.k12.ia.us](mailto:tryherd@ccsd.k12.ia.us) by September 15, 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. Welcome Visitors Recognition of media and persons who wish to speak to the board regarding a school issue not on the agenda
6. Consent agenda A. Approve the minutes of the regular meeting [8-18-25] B. Approve financial statements C. Approve monthly bills D. Approve fundraising requests E. Approve update of policy F. Approve resignations Zachary Driggs - CWHS Custodian G. Approve retirements H. Approve internal transfers I. Approve contract extensions Liz Perry - MS Volleyball Ashley Dominguez - CMS Para Tara Helm - CES Para Abigail Linn - CES Para Jill Holmes - Food Service
7. Communication and Reports A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
8. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review. Affirm: 403.e.1 - Hepatitis B Vaccine Information and Record; 403.3.r.1 - Universal Precautions Regulation; 403.4 - Hazardous Chemical Disclosure; 403.5 - Substance-Free Workplace; 403.5.e.1 - Substance-Free Workplace Notice to Employees; 403.5.r.1 - Substance-Free Workplace Regulation; 403.6 - Drug and Alcohol Testing Program; 404 - Employee Conduct and Appearance; 404.r.1 - Code of Professional Conduct and Ethics Regulation; 405.1 - Licensed Employee Defined
9. New Business A. Discussion of/ information concerning Conditions for Learning survey results B. Discussion of/action concerning IDATP (Iowa Drug and Alcohol Testing Program for the 2025-2026 school year C. Discussion of/ action concerning engineering contract with EDA for RFP for CMS Boiler Replacement and CWHS Fire Alarm Replacement

- D. Discussion of/ action concerning schematic design services proposal from BEI for proposed facility improvements at CWHS and CMS
- E. Discussion of/ action concerning contract amendments due to lane advancement
- F. Discussion of/ information concerning board policy 402.5 - Required Professional Development for Employees [Second Reading]
- G. Discussion of/ action concerning SIAC [School Improvement Advisory Committee] members for a meeting on October 20, 2025.
- H. Discussion of/ information concerning preliminary enrollment numbers
- I. Discussion of/ information concerning IASB Annual Convention - November 19 - 21

**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

**10. Adjournment**

**Projected Dates/Times for Regular Board of Education Meetings 2025-2026**

August 18, 2025 @ 5:30 pm	September 15, 2025 @ 5:30 pm	October 20, 2025 @ 5:30 pm	November 17, 2025 @ 5:30 pm
December 15, 2025 @ 5:30 pm	January 19, 2026 @ 5:30 pm	February 16, 2026 @ 5:30 pm	March 16, 2026 @ 5:30 pm
April 20, 2026 @ 5:30 pm	May 18, 2026 @ 5:30 pm	June 15, 2026 @ 5:30 pm	July 20, 2026 @ 5:30 pm

**Cherokee Community School District  
Regular Meeting  
August 18, 2025**

The Cherokee Community School District Board of Education held a regular meeting on Monday, August 18, 2025 at 5:30 P.M. 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 5:32 P.M.

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

The Pledge of Allegiance and Mission Statement were recited.

**3. Action to approve the agenda**

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

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

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

**5. Welcome Visitors**

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

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

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

- Minutes of the work session/regular meeting – [7/21/25]
- Monthly Bills
- Financial Statements
- Resignations – Rachel Elder – CES Para; Dawn Shea – CES Para; Sarah Frohling – CWHS Para
- Contract Extensions – Nichole Skokan – CES Para, Jill Mosbach - CMS Para; Nicole Seliski - CWHS Para; Shannon Ohlson - CWHS Para; Tiffany Updike – CWHS Para; Gail Kremer – Volunteer FB Cheer Coach; Jackson Graff – Volunteer Football Asst. Coach; Tyler Zeimen – CMS Football Coach

**7. Communication and Reports**

Principal and Superintendent reports were given.

**8. Policy**

Moved by Freed, seconded by Riggert to affirm board policies 411.2 - Classified Employee Qualifications, Recruitment, Selection; 505.5-Graduation Requirements; 507.1 - Student Health and Immunization Certificates; 603.1 – Basic Instruction Program; 603.5 - Health Education; 402.4 - Gifts to Employees; 402.6 - Employee Outside Employment; 403.1 - Employee Physical Examinations; 403.2 - Employee Injury on the Job; 403.3 - Communicable Diseases. All Ayes

**9. New Business**

**A. Discussion of/action concerning a resolution approving Revenue Purpose Statement**

Moved by Freed, seconded by Barkley to approve a resolution approving Revenue Purpose Statement ordering an election on a revenue purpose statement to authorize expenditures from revenue received from the state secure an advanced vision for education fund, and ordering the publication of a notice of election. Ayes: Riggert, Barkley, Freed, Mullins, Thomas

**B. Discussion of/action concerning Emergency Operations Manual for 2025-2026 – 2<sup>nd</sup> Reading**

Moved by Mullins, seconded by Freed to approve the Emergency Operations Procedures manual for the 2025-2026 school year. All Ayes

**C. Discussion of/information concerning Board Policy – 503.9 Student Use of Personal Electronic Devices – Second Reading**

Moved by Freed, seconded by Mullins to approve Board Policy 503.9 - Student Use of Personal Electronic Devices contingent on legal advice. All Ayes

**D. Discussion of/information concerning Board Policy – 402.5 – Required Professional Development for Employees - First Reading**

The board reviewed Policy 402.5, Required Professional Development for Employees – 1<sup>st</sup> reading.

**E. Discussion of/information concerning preliminary enrollment numbers**

Tom Ryherd discussed preliminary enrollment numbers for fiscal year 2025/26. Official count day is October 1.

**F. Discussion of/information concerning IASB Annual Convention**

The IASB Annual Convention will be held on November 19-21, 2025.

**Closed Session:**

Moved by Freed, seconded by Riggert to enter into closed session under Iowa Code 21.5(1)(i) of the open meeting law to evaluate the superintendent. Ayes: Barkley, Freed, Mullins, Riggert, Thomas

The board resumed in open session at 6:54 P.M.

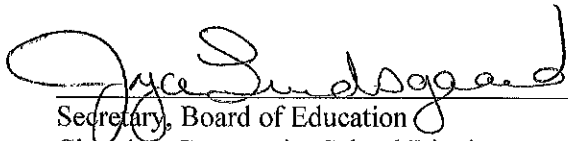
**11. Adjournment**

Moved by Freed, seconded by Barkley to adjourn the meeting at 6:54 P.M. All Ayes

Regular Meeting – September 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

8/31/2025

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 2,324,208.59	444,372.36	390,668.38	<b>2,377,912.57</b>
Management	609,698.24	6,567.88	163,154.00	<b>453,112.12</b>
Self-Insurance Fund	788,799.95	4,243.34	17,697.17	<b>775,346.12</b>
TPRA Grant		-	-	
<b>Subtotal General Fund</b>	<b>3,722,706.78</b>	<b>455,183.58</b>	<b>571,519.55</b>	<b>3,606,370.81</b>
Activity	116,916.68	27,447.14	12,986.89	<b>131,376.93</b>
PPEL	77,560.64	5,527.95	54,687.90	<b>28,400.69</b>
Capital Projects (Sales Tax)	2,573,959.94	107,766.66	-	<b>2,681,726.60</b>
Debt Service	24,744.75	4,659.63	-	<b>29,404.38</b>
Hot Lunch	209,268.71	19,917.64	(44.86)	<b>229,231.21</b>
Trust and Agency	42,905.60	2,000.43	4,933.14	<b>39,972.89</b>
Braves Bank	35,352.34	-	-	<b>35,352.34</b>
<b>Total - All Funds</b>	<b>\$ 6,803,415.44</b>	<b>\$ 622,503.03</b>	<b>\$ 644,082.62</b>	<b>\$ 6,781,835.85</b>

Published Budget Report  
All Funds  
8/31/2025

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	490,196.71	<b>490,196.71</b>	<b>11,255,000.00</b>	<b>4%</b>
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	29,283.24			
Inst. Staff Support Svcs	(2200-2299)	51,948.98			
General Administration	(2300-2399)	99,900.34			
Building Administration	(2400-2499)	94,534.57			
Business Administration	(2500-2599)	170,682.22			
Plant Operation & Maint	(2600-2699)	505,881.98			
Student Transportation	(2700-2799)	77,877.32			
<b>TOTAL SUPPORT SERVICES</b>			<b>1,030,108.65</b>	<b>5,273,000.00</b>	<b>20%</b>
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	21,098.10	<b>21,098.10</b>	<b>850,000.00</b>	<b>2%</b>
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	128,735.10			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	-			
<b>TOTAL OTHER EXPENDITURES</b>			<b>128,735.10</b>	<b>3,705,530.00</b>	<b>3%</b>
<b>TOTAL EXPENDITURES</b>			<b>1,670,138.56</b>	<b>21,083,530.00</b>	<b>8%</b>

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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Chromebook Parts		
AGPARTSWOR	AGParts Worldwide, Inc.	179.50
Teacher Mac rotation		
APPLEINC	Apple, Inc.	29,980.00
Class VR		
AVANTISEDU	Avantis Education Inc.	5,358.00
Clothing Allowance - Shoes		
BROWNRUSS1	Brown, Russ	75.00
REIMBURSEMENT - FOOD		
COOK	COOK, JENN	24.27
Art instructional Supplies-CES		
DAKOTAPOTT	Dakota Potters Supply	980.20
CONCESSION - GRILLING		
DEEDSJEFF	Deeds, Jeff	360.00
DAS SERVICE - TSA		
DEPARTMEN2	Department of Administrative Services	700.00
Extinguisher Inspection		
Bus Barn Extinguisher Inspections		
FELDSECU	FELD SECURITY	1,335.00
Reg. for Lego League + yearly equip.		
FIRST	FIRST	975.90
iTAG Conference Registration		
IOWATALENT	Iowa Talented and Gifted Association	375.00
Marzano Training for IC team		
MARZANORES	Marzano Resources LLC	3,076.00
ISP Funding - 2025 CMS Curriculum		
ISP Funding - 2025 CMS Curriculum		
MIDBELLMUS	MidBell Music, Inc.	7,939.72
Meals reimbursement		
MILLEKRIS1	Miller, Krista	68.78
ADJ. TO COMPUTER CLOSET		
MODERNHEAT	MODERN HEATING INC	100.00
Oil for bus 11		
MOTORPARTS	Motor Parts Sales	88.60
Science Curriculum - National Convention		
Science Curriculum - National Convention		
Science Curriculum - National Convention		
Science Curriculum - National Convention		



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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
NATIONALS5	National Science Teaching Association	1,100.00
CLOTHING REIMBURSEMENT		
NEUSTODD1	Neustrom, Todd	71.37
SERVICE AGREEMENT		
PLAINSMECH	PLAINS MECHANICAL SERVICE	399.00
Pest Control		
Pest Control CES/CMS		
PLUNKETTSP	Plunkett's Pest Control, Inc	175.00
CLASSROOM SUPPLIES		
CLASSROOM SUPPLIES		
3- Laminating Film Rolls		
CMS Science Supplies		
Elem Supplies		
25-26 STEM supplies		
CMS Art Supplies		
Classroom Supplies		
SCHOOLSPE1	School Specialty, LLC	5,491.61
GROUNDS - REPAIR EQUIPMENT		
SIOUXLAND1	Siouxland Seeds LLC	57.00
VAPE DETECTORS		
SOTERTECHN	Soter Technologies, LLC	1,800.00
REFUND (LUNCH + TUITION FEES)		
STEWART	STEWART, KELLY	35.00
Checks		
STOREYKENW	Storey Kenworthy/Matt Parrott	215.09
Time & Attendance Software & ESS Mobile		
TIMEMANAGE	Time Management Systems	403.77
ISP Fund		
WENGERCORP	WENGER CORP	6,046.39
EQUIPMENT REPAIR		
WINONACONT	Winona Controls, Inc.	124.00
Fund Number 10		
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
WORKER'S COMP.		
RISKADMINI	Risk Administration Services, Inc.	1,679.00
Fund Number 22		
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Checking Account ID 2		
WHS Condensate Line Work		
COPPERCOTT	Copper Cottage	3,243.78
Building Improvement		
ELEVATERO1	Elevate Roofing	607.92
ROOF WORK		
GUARANTEE1	Guarantee Gutter	400.00

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User ID: JML

Vendor Number	Vendor Name	Amount	
Invoice Description			
BUILDING / INSTALL			
MIDWESTER1	Midwestern Mechanical, Inc.	4,700.00	
Fund Number	36		
Checking Account ID	2		
Checking Account ID	3	Fund Number 21	STUDENT ACTIVITY FUND
SHELVES			
EBERTSTEV1	Ebert, Steve	145.98	
Hudl package			
HUDL	HUDL	8,500.00	
IGCA annual fees for girls sports			
IOWAGIRLSC	Iowa Girls Coaches Association	85.00	
MEMBERSHIP DUE			
IOWAHIGHS1	Iowa High School Speech Association	150.00	
Tennis balls for boys and girls tennis			
MIDWESTSP1	Midwest Sports Supply LLC	523.76	
Propane			
THOMPSONPR	Thompson Propane & Supplies Inc.	28.03	
Fund Number	21		
Checking Account ID	3		
Checking Account ID	4	Fund Number 61	SCHOOL NUTRITION FUND
REFUND (LUNCH + TUITION FEES)			
STEWART	STEWART, KELLY	10.40	
LUNCH REFUND			
WEBER	WEBER, JOSH	26.39	
Fund Number	61		
Checking Account ID	4		
Checking Account ID	6	Fund Number 81	NON-EXPENDABLE TRUST FUNDS
Rotary Scholarship-Jacob Hurd			
DORDTUNIV2	Dordt University & Jacob Hurd	1,000.00	
CWSH Braves Scholarship			
IOWALAKES4	Iowa Lakes Comm College and Tru Timmerman	500.00	
Dorothy Freriks Scholarship EdithDeubner			
Ruth Hayes Scholarship -Edith Deubner			
Vera Pratt Scholarship- Edith Deubner			
NORTHWES29	NORTHWESTERN & EDITH DEUBNER	1,300.00	
Rotary Scholarship-Laney Wolfswinkel			
NORTHWES30	Northwestern College & Laney Wolfswinkel	1,000.00	
Fund Number	81		
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
ACES in Education Training for district		
ACESINEDUC	ACEs In Education	5,778.15
Water & Sewer		
CITYOFCHER	City of Cherokee	1,529.58
CURRICULUM		
2025 CES Annual Renewal		
2025 Curriculum Purchase		
HOTEL		
NOVA		
Elem Teacher Supplies		
Shipping N.OV A Supplies		
ISP Curriculum Supplies-OrientalTrading		
Elem Supplies Oriental Trading		
Lodging for SAI		
Anydesk software		
SAWMILL		
HOTEL		
ACTIVITY PASSES		
ELANFINANC	Elan Financial Services	8,056.52
WEB HOSTING		
FES	FES	975.00
Fund Number 10		
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND
Admin Fees SEPTEMBER 2025		
POINTC	Point C	1,810.50
Fund Number 71		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
BUILDING IMPROVEMENTS		
ELEVATERO1	Elevate Roofing	591.59
Fund Number 36		
Checking Account ID 2		
Checking Account ID 6	Fund Number 81	NON-EXPENDABLE TRUST FUNDS
Rotary Scholarship		
NORTHWES30	Dordt University and Laney Wolfswinkel	1,000.00
Fund Number 81		
Checking Account ID 6		

Cherokee Community School  
09/05/2025 09:09 AM

Board Report

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Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
OFFICIALS		
BELTMMARK	Beltman, Mark	120.00
OFFICIALS		
FEDDEDANI	Fedders, Daniel	100.00
OFFICIALS		
HARRIS1	HARRIS, DAVID	120.00
OFFICIALS		
HARRIS	HARRIS, MARK	120.00
OFFICIALS		
MEYERDARY	Meyer, Daryl	100.00
OFFICIALS		
PUTTMAN	PUTTMAN, SHANNON	120.00
OFFICIALS		
REINKE	REINKE, DENNIS	120.00
OFFICIALS		
SLAUGBRAN1	Slaughter, Brandon	100.00
XC STARTER		
SONESLIND	Sones, Linda	125.00
OFFICIALS		
VANESJOLY1	Van Es, Jolyn	100.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 6	Fund Number 81	NON-EXPENDABLE TRUST FUNDS
CWSH Braves Scholarship		
FULLERTONC	FULLERTON COLLEGE & BRAYDEN LAM	500.00
Fund Number 81		
Checking Account ID 6		

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User ID: MULLIKELL

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Professional Supplies		
LITERACY KITS		
TECH SUPPLIES		
Joyce printer toner		
TECH. SUPPLIES		
TECH SUPPLIES		
BOOKS		
Parts for drill		
SCHOOL SUPPLY KITS		
AMAZONCAPI	Amazon Capital Services	9,295.18
Postage		
QUADIENTFI	Quadient Finance USA, Inc.	500.00
Postage Machine Lease		
QUADIENTLE	Quadient Leasing USA, Inc	491.25
Garbage Collection		
SANITARYSE	Sanitary Services, Inc.	2,274.30
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BASEBALL SUPPLIES		
CHEERLEADING SUPPLIES		
AMAZONCAPI	Amazon Capital Services	521.16
Fund Number 21		
Checking Account ID 3		

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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Football coaches 1/4 zip shirts		
APPAREL		
APPAREL		
360CUSTOMD	360 Custom Designs	1,948.08
STAPLES FOR COPY MACHINES		
ACCESSSYS1	Access Systems	208.99
Antivirus, Datat Monitoring - August		
ADVANCEDNE	Advanced Network Professionals	106.80
Chromebook Parts		
AGPARTSWOR	AGParts Worldwide, Inc.	38.85
Legal Services		
AHLERSANDC	Ahlers and Cooney, PC	321.00
5th grade special education student		
APPLEINC	Apple, Inc.	340.00
Work on NEW bus 3		
Bus 8 DOT Inspection		
New 3, filters and antifreeze leak		
New 3, filters and antifreeze leak		
ASCENDANCE	Ascendance Trucks Midwest, LLC	5,957.58
SALT + RENTALS		
SALT + RENTALS		
SALT + RENTALS		
SALT + RENTALS		
SALT + RENTALS		
SALT + RENTALS		
BLAINESCUL	Blaine's Culligan	383.00
Semester 1 Art Order 25 -26		
BLICKARTMA	Blick Art Materials	1,406.94
PORT. TOILET RENTAL		
BOJIPORTAB	Boji Portable Toilets Inc	430.00
06/17-06/30 Bomgaars Supplies		
Air freshners		
BOMGAARSSU	Bomgaars Supply	2,050.44
CURRICULUM		
BRAINPOPPL	BrainPop LLC	4,500.00
PARTS		
BUILDERSH	Builder's Sharpening and Service	87.93
REIMBURSEMENT - STICKERS		
BURCHJENN1	BURCH, JENNIFER	71.99
TELEPHONE + INTERNET		
CMLTELEPHO	C-M-L Telephone Cooperative Assoc	1,081.16
MAINT. SUPPLIES		

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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
MAINT. SUPPLIES		
MAINT. SUPPLIES		
MAINT. SUPPLIES		
MAINT. SUPPLIES		
CAPITALSAN	Capital Sanitary Supply CO, INC	4,127.14
End of Year Orders (James De Vos) 24-25		
Lab supplies		
End of Year Orders (James De Vos) 24-25		
Lab supplies		
CAROLINABI	Carolina Biological Supply Co	1,070.94
MAINT. SUPPLIES		
CENTRALIOW	Central Iowa Distributing	229.00
BUILDING REPAIR - OUTSIDE		
BUILDING REPAIR - OUTSIDE		
BUILDING REPAIR - OUTSIDE		
BUILDING REPAIR - OUTSIDE		
EQUIP. REPAIR		
EQUIP. REPAIR		
BUILDING REPAIR		
CHAMPIONEL	Champion Electric	1,634.59
Publication- Board Meeting Minutes		
Publication- Board Meeting Minutes		
CHEROKEECH	Cherokee Chronicle Times	271.77
Battery for Van 19		
TIRES / BUS		
COUNTRYTIR	Country Tire and Service Inc.	514.88
INSTRUCTIONAL SUPPLIES		
INMOD	CRESSMONT LAKE, INC DBA INMOD	4,249.00
ONLINE COURSE		
CRISISPREV	Crisis Prevention Institute	2,349.00
PIANO REPAIR		
DAVESPIANO	Dave's Piano Service	1,276.85
PARTS		
DIAMONDVOG	Diamond Vogel	771.80
LIBRARY BOOK REFUND		
DOBSOCHRI	Dobson, Luke	13.00
SHREDDING		
SHREDDING		
DOCUMENTDE	Document Depot and Destruction, Inc.	98.00
Summer School snacks		
Summer School snacks		
FAREWAYSTO	Fareway Stores, Inc.	209.76
TAG		
GIFTEDGUID	GIFTED GUIDE LLC	300.00

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Vendor Number	Vendor Name	Amount
Invoice Description		
IASBO Fall Conference		
IASBO	IASBO	290.00
ISP CURRICULUM SUPPLIES		
INSECTLORE	INSECT LORE	78.94
Ed Foundation		
Supplemental Social/Emotional Curriculum		
INSPIRETOC	Inspire to Create Enterprises, LLC	681.07
Lifetime Pass Cards - Retirees		
IOWAASSOCI	Iowa Association of School Boards	60.00
IBA Dues		
IOWABANDMA	Iowa Bandmasters Association, Inc.	75.00
SPEECH CONVENTION		
IOWAHIGHS1	Iowa High School Speech Association	300.00
Confrence		
IOWAPUPILT	Iowa Pupil Transportation Association	350.00
PURCHASED SERVICES		
ISFISINC	ISFIS, Inc.	1,500.00
MUSIC		
Jazz Choir Music Order 25-26		
WHS Choir Fall Music Order 25-26		
WHS Choir Fall Music Order 25-26		
WHS Choir Fall Music Order 25-26		
WHS Choir Fall Music Order 25-26		
CMS BAND		
MUSIC FOR 5TH/6TH		
honor choir music		
Opus Music		
honor choir music		
JWPEPPERAN	J.W. Pepper and Son, Inc.	941.96
PD PRESENTATION		
JESSICAMIN	JESSICA MINAHAN, LLC	2,500.00
BOILER SERVICE		
JPBOILERS1	JP Boiler Service, LLC	3,243.00
TK Instructional Supplies		
LAKESHOREL	Lakeshore Learning Materials, LLC	22.99
2025 SPED Annual Renewal		
LESSONPIXI	LessonPix, Inc.	72.00
Nurse Supplies		
MACGILLAND	MacGill and Company	802.08
MAINT. SUPPLIES		
MARCUSLUMB	Marcus Lumber	558.02
VENDING		



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Vendor Number	Vendor Name	Amount
Invoice Description		
FCS SUPPLIES		
MARTINBROS	MARTIN BROS. DISTRIBUTING CO., INC.	567.74
INSTRUCTIONAL SUPPLIES		
MEDICALINF	MEDICAL INFLATABLE EXHIBITS, INC	24,863.00
IND. ART SUPPLIES		
INDUSTRIAL ART		
MENARDS1	Menards	199.21
Mellophone		
INSTRUMENT RESALE		
MIDBELLMUS	MidBell Music, Inc.	1,990.06
GROUND - PARTS/SUPPLIES		
MIDWESTLUB	Midwest Lubricants, Inc.	918.50
CAPS Annual Membership		
MOCFVFOUND	MOC-FV FOUNDATION	100.00
REPAIR WATER HEATER		
MAINT. SUPPLIES		
BUILDING REPAIR		
REPLACE FAUCET		
MODERNHEAT	MODERN HEATING INC	2,819.81
CLOTHING REIMBURSEMENT		
NEUSTTODD1	Neustrom, Todd	85.63
NWIBA Dues		
NORTHWES11	Northwest Iowa Bandmasters Association	25.00
Office Chairs		
ONEOFFICES	One Office Solution	558.00
BACKGROUND CHECKS		
ONESOURCET	ONE SOURCE THE BACKGROUND CHECK COMPANY LLC	534.50
2025 Curriculum Purchase		
OZOEDUINC	Ozo Edu, Inc.	2,990.00
Parking Sign		
PILOTROCKS	Pilot Rock Signs	20.00
BUILDING REPAIR		
PLAINSMECH	PLAINS MECHANICAL SERVICE	399.00
INSTRUCTIONAL SUPPLIES		
PLAYTHERAP	PLAY THERAPY SUPPLY LLC	1,854.51
EXTERMINATION		
PLUNKETTSP	Plunkett's Pest Control, Inc	101.92
Buff new bus 3		
PREFERREDA	PREFERRED AUTO BODY	1,500.00
12 Classroom Chairs		
PREMIERFAN	Premier F and E	2,170.59
PE equipment		
GOPHER	Prophet Corporation c/o, The	2,043.07

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User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
OSHA MANUAL		
PVBUSINESS	PV Business Solutions, Inc.	298.50
UPKEEP OF GROUNDS		
SCELLC1	SCE, LLC	813.34
FUEL		
SCHOOLBUSS	School Bus Sales	204.75
CLASSROOM SUPPLIES		
Corridor Passes		
STEM supplies		
CLASSROOM SUPPLIES		
2025-2026 supplies		
School Supplies 25-26		
Classroom Supplies		
Preschool Instructional Supplies		
WHS Lang Arts Instructional Supplies		
FOREIGN LANG. MATERIAL		
CMS Classroom Supplies		
SCHOOLSPE1	School Specialty, LLC	2,552.27
INSTR. SUPPLIES		
SCITOMAKE	SCIENCE TOY MAKER	215.00
Contracted Service		
SEASONSCEN	Seasons Center for Behavioral Health	15,000.00
EQUIPMENT REPAIR		
SIOUXLAND1	Siouxland Seeds LLC	57.00
PAPER ORDER		
STAPLES	Staples	78.10
Checks		
STOREYKENW	Storey Kenworthy/Matt Parrott	215.09
LITERACY SCREENER		
Preschool GOLD Assessment		
TEACHINGST	TEACHING STRATEGIES, LLC.	1,413.10
MILEAGE		
THOMAJODI1	Thomas, Jodi	180.00
Time & Attendance Software & ESS Mobile		
TIMEMANAGE	Time Management Systems	478.08
CWHS INSTRUCTIONAL SUPPLIES		
UNITEDSCOP	United Scope LLC	641.98
EQUIP. REPAIR		
VANHOLLAND	Van Holland Lawn Service, Ltd.	703.75
CELL PHONES		
VERIZONWIR	Verizon Wireless	663.42
Mop Service		
Mop Service		

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Vendor Number	Vendor Name	Amount
Invoice Description		
VESTIS	VESTIS	60.86

CPR CERT.

CPR CERT.

CPR CERT.

CPR CERT.

CPR CERT.

WESTERNIOW	Western Iowa Tech Comm College	880.00
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EQUIPMENT REPAIR

WINONACONT	Winona Controls, Inc.	248.00
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Gasoline &amp; Diesel Fuel

YOURFLEETC	Your FleetCard Program	1,029.31
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INSTRUCTIONAL SUPPLIES

ZONESOFREG	ZONES OF REGULATION INC DBA KUYPERS CONSULTING, INC, THE	5,802.00
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Fund Number 10

Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
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Premium 2012 INTI Bus

CENTRALINS	Central Insure	1,411.00
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Insurance Premium 07/01/2025-  
07/01/2026

SUINSURANC	SU Insurance Company	18,871.75
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Fund Number 22

Checking Account ID 1

Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
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Leases for Copiers

ACCESSSYST	Access Systems Leasing	1,001.53
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SITE IMPROVEMENTS

AMERICANFE	American Fence Company	1,985.42
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Ruckus Refresh - Erate

Power supply for Ruckus

Switches

BYTESPEEDL	ByteSpeed, LLC.	36,276.30
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WIRING FOR FREEZER

CHAMPIONEL	Champion Electric	1,113.69
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BUILDING IMPROVEMENT

ELEVATERO1	Elevate Roofing	763.10
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HVAC

HVAC

MSHVACSERV	M & S HVAC Services, LLC	6,748.09
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BUILDING REPAIR

HVAC

MODERNHEAT	MODERN HEATING INC	1,277.56
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SOFTWARE SUPPORT

SOTERTECHN	Soter Technologies, LLC	1,000.00
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WINDOW REPLACEMENT

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Vendor Number	Vendor Name	Amount
Invoice Description		
VALLEYGLAS	Valley Glass Co	15,110.00

## BUILDING IMPROVEMENT

HVAC

HVAC SERVICE

HVAC

WINONACONT	Winona Controls, Inc.	8,664.67
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Fund Number 36

Checking Account ID 2

Checking Account ID	Fund Number	
3	21	STUDENT ACTIVITY FUND

ACDA/ICDA Yearly Membership

ACDA	ACDA	125.00
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POPCORN

AMERICANPI	American Popcorn Co.	820.75
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CC and VB medals

AWARDSUNLI	Awards Unlimited, Inc.	433.34
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FOOTBALL SHIRTS

BSNSPORTSL	BSN Sports, LLC	341.00
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New Volleyballs

MS Footballs

CENTERSPOR	CENTER SPORTS, INC	1,092.37
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Concessions

CHEROKEELO	Cherokee Locker, Inc.	903.12
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CWHS - CONCESSIONS

CHESTERMA1	Chesterman Company	3,429.60
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Baseball Concessions

Baseball Concessions

FAREWAYSTO	Fareway Stores, Inc.	66.85
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IGCA Fees

IOWAGIRLS1	Iowa Girls Coaches Association	85.00
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Registration fee for All-State Choir

State Marching Band Competition Fee

All State Audition Fee

IOWAHIGHS2	Iowa High School Music Association	439.00
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BAND COMPETITION

LEMARSCOMM	LeMars Community Schools	200.00
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CWHS CONCESSION

CONCESSION

candy for CMS Concession stand

CONCESSION

MARTINBROS	MARTIN BROS. DISTRIBUTING CO., INC.	3,269.00
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VB TOURNAMENT

MOCFLOYDV1	MOC-Floyd Valley HS	170.00
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Middle School Track Record Board

Vendor Number	Vendor Name	Amount
Invoice Description		
G Basketball Record Board Update		
PILOTROCKS	Pilot Rock Signs	525.50
VB FEES		
SPENCERHIG	Spencer High School	175.00
9/4/25 Cross Country fee		
SPIRITLAK2	Spirit Lake Community Schools	120.00
CC MEET TIMER		
TESCHSHAN	Tesch, Shannon	440.00
VB Tournament Fees		
UNITYCHRIS	Unity Christian High School	125.00
TOURNAMENT FEE		
WESTERNCHR	Western Christian High School	125.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
WHS - KITCHEN		
CHESTERMA1	Chesterman Company	666.80
Clothing Allowance		
Clothing Allowance		
CORZIMARG2	CORZILIUS, MARGARET	85.38
Clothing Allowance		
DEUBNONA1	DEUBNER, ONA	100.00
Shoes		
DOWDYCARM1	Dowdy, Carmen	100.00
Shoes		
DRIGGSTAC1	Driggs, Stacie	100.00
Shoes/Clothing		
HALDEKATH1	Halder, Kathi	100.00
CLOTHING ALLOWANCE		
HOLMES	HOLMES, JILL	100.00
Shoes		
JACOBCARA1	Jacobson, Cara	100.00
Shoes		
KOHNSARA2	KOHN, SARA	100.00
ALA CARTE		
REG. FOOD ORDER		
REG. FOOD ORDER		
REG. FOOD ORDER		
REG. FOOD PURCHASE		
REG. FOOD ORDER		
ALA CARTE		
ALA CARTE		
REG. FOOD ORDER		
REG. FOOD ORDER		
ALA CARTE		

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Vendor Number	Vendor Name	Amount
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Invoice Description
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REG. FOOD ORDER
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REG. FOOD ORDER
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REG. FOOD ORDER
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FOOD - REGULAR
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REG. FOOD ORDER
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REG. FOOD ORDER
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REG. FOOD ORDER
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ALA CARTE
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REG. FOOD ORDER
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REG. FOOD ORDER
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MARTINBROS	MARTIN BROS. DISTRIBUTING CO., INC.	25,624.43
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Clothing Allowance - Shoes
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MURPHJORD1	Murphy, Jordan	63.75
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Shoes
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REINHBEV	Reinholdt, Bev	100.00
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Shoes
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THORSLYNN1	THORSEN, LYNN	100.00
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CLOTHING ALLOWANCE
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ZAHNLEY	ZAHNLEY, DONNA	100.00
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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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Jeans Scholarship
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WESTERNIO6	Western Iowa Tech Comm. College & Addisyn Connor	239.00
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Fund Number	81
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Checking Account ID	6
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# Cherokee Elementary School

September 2025    **Brian Christiansen, Principal**  
**Jen Burch, Instructional Coach**



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

We have had a very busy start to the school year. The first week of the school year our teachers and student spent time reviewing our PBIS behavior expectations across a variety of settings. The teachers reviewed classroom and hallway behavior expectations with their students. Mrs. Burch taught the bathroom expectations to all students and Mr. Christiansen taught both the recess and lunchroom expectations to the students. We will continue to review our behavior expectations throughout the school year.

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

CES was very fortunate to have Bryan Smith as a guest speaker. He presented to our elementary school in two groups; 3-4 grade students and TK-2 grade students. Bryan spoke to our students about "mindset" and the importance of having a "gonna get it" attitude. It was a fun way to help kick off the school year.

I have been asked by the School Administrators of Iowa organization to serve as a mentor for a new school administrator. I have been assigned to mentor Mrs. Brook Schueller, the a new elementary/preschool principal at Spencer. We will meet together throughout the school year and attend an in person training on September 25th. I have also been asked to be a part of a panel presenting at the SAI New Elementary Principal Mentor/Mentee Day.

CES had a great time celebrating Homecoming. Our 4th grade student council member planned our dress up days for the week. We were able to participate in a K-8 pep rally on Friday morning. This is the 3rd year we have done a pep rally at the CMS/CES campus, and it is quickly becoming a favorite tradition for the students.

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

Each teacher has selected one element within the HRS model to guide their Individualized Career Development Plan. Staff have already begun this process through initial meetings with Jen and will continue to collaborate and reflect on their progress throughout the year. I am very excited for our second year of this process after receiving such positive feedback and professional growth our first year.

Looking ahead we will have Fall Parent Teacher Conferences on Thursday October 9th from 8:00-8:00. A sign up link will be sent out to parents as we get closer to the end of September.

Students at CES are currently working to complete their FAST assessments during our fall testing period. Results will be shared with parents at conferences in October. These tests help us determine instructional needs and how to help students reach their full potential in reading and math.



# Cherokee Middle School

September 2025

Krista Miller, Principal

Kasey Stowater, Instructional Coach



## DISTRICT GOAL 1

### COLLEGE & CAREER READINESS

The CMS September Reader of the month is Bersaiaess June. Mrs. Cook nominated Bersaiaess for showing a strong interest in reading. She enjoys exploring books that capture her curiosity. She is thoughtful in selecting titles that match her interests and keeps herself engaged through her choices. Her love of reading helps her grow as a learner and inspires those around her. Bersaiaess loves reading books about the Holocaust and World War II. Her favorite book is "Out of Hiding" by Ruth Gruener.

The Reader of the Month is a joint collaboration between the Middle School Library and the Cherokee Public Library. Bersaiaess will receive a gift card to the Book Vine (courtesy of the Friends of the Library) as well as a journal to keep track of the books she has read. Congratulations Bersaiaess!

## DISTRICT GOAL 2

### 21ST CENTURY SKILLS

PROBLEM SOLVING,  
TEAM BUILDING &  
INTERPERSONAL SKILLS

The 2025-2026 school year is off to a strong start. Our Building Leadership Team has selected "CMS is Locked In" as this year's theme, reflecting our commitment to focus and collective success. Together, we collaborated to establish a set of core values that will guide our work throughout the year.

## DISTRICT GOAL 3

### COMMUNICATION & POSITIVE RELATIONSHIPS

T - Trust- We build strong relationships and are reliable.

E - Effort- We give our best in everything we do.

A - Attitude- We stay positive and are ready to learn even when it's hard.

M - Mindset - We believe we can grow and improve.

Students created and decorated keys to display above their lockers, each symbolizing the personal strategies and qualities that support their success.

As a district, we are continuing our focus on the High Reliability Schools (HRS) framework this year, with particular attention to Level 2 and Level 3 indicators. All staff members will complete a survey to assess our current progress on these indicators. Following the survey, the Building Leadership Team will review the data to identify strengths and areas for growth at the middle school.

Each teacher has selected one element within the HRS model to guide their Individualized Career Development Plan. Staff have already begun this process through initial meetings with Kasey and will continue to collaborate and reflect on their progress throughout the year.

Our team has been working in collaboration with Four Oaks to design the framework for our therapeutic learning classroom. We are currently preparing a presentation to share this framework with the full staff.

Last week, we completed MAP testing for all middle school students in Reading, Language, Science, and Math. The data gathered has allowed us to identify areas of strength as well as students in need of targeted support. This information will guide our interventions during WIN time, where students receive small group instruction tailored to their specific needs based on fall MAP results.

Cherokee State Bank visited last week to meet with 7th and 8th grade students regarding the Braves Bank program. Students interested in serving as tellers are required to complete an application and interview process, providing a valuable real-world learning experience.

Students continue to adjust well to the shortened Friday schedule, and staff members are appreciative of the additional professional development time. Several afternoons in the coming weeks have been dedicated to some valuable sessions.



# Cherokee Washington High School

September  
2025

Matt Malausky, Principal

Natalie Barkley, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

Our freshmen orientation went really well. We looked to improve it from last school year, and I think we succeeded. We are already looking into what to change for next school year, so we spend less time out of the classroom that day, and more time learning the routines of each individual teacher's classes. After listening to suggestions from our staff and our BLT, we have some things we think that will make it even better and smoother than it was this year.

## DISTRICT GOAL 2 21ST CENTURY SKILLS

PROBLEM SOLVING,  
TEAM BUILDING &  
INTERPERSONAL SKILLS

Changes of positions have happened and some responsibilities were switched around in all of our buildings between the end of last school year and the beginning of this school year. One of the changes was how attendance and tardies were handled as well as giving the opportunity for a first semester opt out for a semester test. With our changes, our tardies to school in the morning are down, on average, 120% when compared to last year. That is an amazing improvement in one year.

Mrs. Miller shared a creative idea she saw on TikTok with me in late August. That was what you see out in our student parking lot now. Our seniors were allowed to claim and paint their parking spot. I was honestly shocked Jamie let us do it! Getting pictures sent to me via text and email from teachers and parents was great. Witnessing our seniors take time to do something constructive and fun together in their final year here at Cherokee Washington High School was amazing to see firsthand.

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

We are changing things with homeroom and how it is ran. Our staff was getting frustrated with the different activities, or the lack thereof. Mrs. Brady is taking homeroom as an opportunity to meet with graduating classes as a whole group and giving them important information for their grade level. She is also having them work on their four year planning, which is required by the state.

Homecoming is this week. We have a lot of fun activities planned for the students and staff to participate in. A lot of time and effort goes into planning homecoming and connecting all the moving parts that week. A huge thank you to our staff, our students, our student council, and our cheerleaders for making homecoming week a possibility for all to enjoy.



Superintendent Report  
September, 2025

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

- The 2nd graders will be traveling to the Henry Doorly Zoo on October 15 for their habitat and biomes unit.
- There are currently 40 high school students participating in WBL, ECO, and CAPS the first semester.
- The first three weeks of school have gone very well. Even with Homecoming as early as it was this year, the school year is rolling. Fall activities are in full swing at the high school and middle school level. Girls tennis is being played in the fall for the first time due to the change being made by the state.

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.

- The first two Friday early dismissals have gone well. Feedback has been positive from staff. Instructional Coaches have utilized this time to meet with teachers about their HRS elements and individual PD plans for the school year.

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

- I have been keeping a check on our enrollment and looking at how that compares to last year. Preliminary numbers suggest that we will again see a decrease in our overall enrollment from last year. Certified Enrollment count will be conducted on October 1 so we will have official numbers at that time.
- Planning for replacing/updating the fire alarm system and the boiler at CMS has begun. Those projects will be going out to bid soon so that they can be completed during summer 2026.

**SRO & Technology Update**

- **School Resource Officer, Sergeant Brett Gannon**
  - From my perspective, the school year has been off to a strong and successful start.
  - The P.D. School training in August sessions were very productive. Staff engaged actively, asking thoughtful questions and exploring various "what if" scenarios. I encouraged them to stay focused on being adaptable and to trust in their training rather than worry about hypothetical situations. By the end of the sessions, I received positive feedback, and the hands-on components proved to be an effective foundation for the year ahead.
  - So far, there have been only a few minor incidents between students, all of which were resolved through constructive discussions around behavior and accountability.
  - Additionally, my 6th grade N.O.V.A. class is progressing well. Student participation has been high, and their engagement has been encouraging.
- **IT Director, Dan Bringle**

- The recent network upgrade went very well, with minimal downtime, and the system is now running faster and more reliably, which has also reduced complaints about access points and connectivity.
- To date, I have managed 118 tickets, with 107 completed and 11 still open, and I continue to balance this work alongside camera installations. I am doing my best to keep up with all demands and will continue to push forward as hard as I can.

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

- **Director of Nursing, Rachel Doeden**
  - We are getting settled into new routines for the year. There has been a lot of Hand Foot and Mouth circulating in the community. We have had a handful of students call in with it, but nothing drastic. I did send out the fact sheet from public health since those are the guidelines we follow.
  - We had another successful safety training day for staff prior to school starting. Thank you to the administration for allowing the full day to devote to this and to Justin Pritts and Officer Gannon for getting everything lined up.
- **Food Service Director, Cara Jacobson**
  - Things have been pretty crazy in the kitchen. The elementary school has been without a dishwasher for two weeks. There was a hole in the piping inside of the machine, and we have been waiting for Hobart to give us some options. This machine has been the one that has had continuous issues, it may need to be a total replacement.
  - The school year is flying by! The numbers for breakfast are slowly getting up to where they were last year. We are serving approx 800 for lunch daily.
  - Next month is National school lunch week. We will be trying a few new items that we sampled at a food show in August.
- **Transportation Director, Rachel Mallory**
  - Routes have gone well the 1st couple of weeks.
  - Sports and field trips are already keeping us busy.

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

- **Maintenance Director, Mike Fiedler & Grounds Director, Jamie Hodgdon**
  - Greenhouse is completely done.
  - Parking lot painting from seniors went well.
  - There have been a few hiccups with some of the old AC units. Hope to replace it soon.
  - Working through the RFP process for the fire alarm system at CWHS and the boiler at CMS.
  - Fall sports and events are getting started.
  - We are currently having the chill tower at CMS rebuilt. Should make it run more efficiently and hold off replacement of the overall unit 10-15 years.
  - We added some new "No Parking" signs on the west side of the high school. We are hoping this aids in keeping exits and fire lanes clear during events.
- **Activities Director, Jason Spooner**
  - Fall sports are in the swing of things!

- Aug 28 we hosted 11 other teams in the Deb Hankens Cross Country Meet at the Cherokee Golf Course, the Boys and Girls teams both finished 2nd.
- Homecoming was Sept 8-12, it was a fun week of planned activities for the staff and students and we played Ridge View on Friday night
- Saturday Sept 20 we host our home Volleyball Tournament , there are 7 other teams competing in the MS and HS
- MS sports started their seasons last week as well

## HEPATITIS B VACCINE INFORMATION AND RECORD

### The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of those infected. Most people with HBV recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against HBV can prevent acute hepatitis and its complications.

### The Vaccine

The HBV vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of the vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HBs) and protection against the virus. The HBV vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires three doses of the vaccine over a six-month period, although some persons may not develop immunity even after three doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

### Dosage and Administration

The vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

### Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low grade fever. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that other side effects may be identified with more extensive use.

## Cherokee Community School District Refusal/Consent for Hepatitis B Vaccination

Review and complete the following information. Return completed form to human resources.

Name:	DOB:	Building:
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**What is Hepatitis B:** Hepatitis B is the most common serious liver infection in the world. It is caused by the hepatitis B virus (HBV), which attacks liver cells and can lead to cirrhosis (scarring), liver failure, or liver cancer. Most healthy people who are infected as adults are able to fight off the infection and clear the virus from their blood. This may take up to 6 months, and they are infectious during this time.

**Am I at risk for Hepatitis B infection?** Anyone who comes into contact with human blood, blood products, or potentially infectious bodily fluids are at an increased risk for exposure to HBV.

**How can I protect myself?** The Centers for Disease Control and Prevention (CDC) recommends that all workers who have the potential to be exposed to blood or bodily fluids on the job should be vaccinated against Hepatitis B. The vaccine is given in a 3 dose series.

**What if I am exposed to the virus?** Being unvaccinated puts you at greatest risk. CCSD will work with Cherokee Public Health on what steps need to be taken based on your vaccination status and risk. You may need to see a provider and take prophylaxis medications. Oftentimes, an exposure can require multiple rounds of lab draws several months apart until it is fully determined you were not infected.

**I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk for acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccine at this time.**

**I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.**

**Hepatitis B vaccination became part of routine childhood immunizations in 1991. If you are unsure of your vaccination status you can check with your primary care provider or public health.**

**Dates of Hepatitis B vaccination (if known):** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

☐ I consent to receive the Hepatitis B vaccination series

☐ I decline at this time to receive the Hepatitis B vaccination series

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## COMMUNICABLE DISEASE – EMPLOYEES -REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

### Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

### Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

## UNIVERSAL PRECAUTIONS REGULATION

### Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

### Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:10) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

### Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

### Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

Approved: \_\_\_\_\_ Reviewed: 4/22, 9/25 \_\_\_\_\_ Revised: \_\_\_\_\_



## HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

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

Legal Reference: 29 C.F.R. Pt. 1910; 1200 *et seq.*  
Iowa Code chs. 88; 89B.

Cross Reference: 403 Employees' Health and Well-Being  
804 Safety Program

Approved \_\_\_\_\_ Reviewed 7/13, 8/16, 4/19, 4/22, 9/25 Revised \_\_\_\_\_

## SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

Legal Reference:      41 U.S.C. §§ 81.  
                             42 U.S.C. §§ 12101 *et seq.*  
                             34 C.F.R. Pt. 85.  
                             Iowa Code §§ 123.46; 124; 279.8.

Cross Reference:      404      Employee Conduct and Appearance

Approved 7/9/04      Reviewed 7/13, 8/16, 4/19, 4/22, 9/25      Revised

## SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination [*or may recommend the employee seek substance abuse treatment*]. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

## SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

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## SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination *[or I may be required to participate in a substance abuse treatment program]*. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Approved: \_\_\_\_\_ Reviewed: 4/22, 9/25 Revised: \_\_\_\_\_

## DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the superintendent at 600 West Bluff Street, Cherokee, Iowa 51012.

Employees who violate the terms of this policy are subject to discipline up to and including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

This policy and its supporting documents also assume private contractors and nonpublic schools participating in the Iowa Drug and alcohol Testing Program (IDATP) have chosen to test only under the federal regulations and not to test under state law.

This policy and its supporting documents terminate a driver for violation of the policy and its supporting documents. Such a violation includes a positive drug test result. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to making the following changes:

School districts choosing to pay for OR to make the driver bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

IASB Drug and Alcohol Testing Program (IDATP) Web site:

[https://www.ia-sb.org/Main/Affiliated\\_Programs/Iowa\\_Drug\\_Alcohol\\_Testing\\_Program.aspx](https://www.ia-sb.org/Main/Affiliated_Programs/Iowa_Drug_Alcohol_Testing_Program.aspx).

## DRUG AND ALCOHOL TESTING PROGRAM

Information about resources for a substance-free awareness program and related services may be obtained from the school district's employee assistance program, the Department of Education at (515) 281-3021 or Department of Health, Substance Abuse Division at (515) 281-3641.

Legal Reference: American Trucking Association, Inc., v. Federal Highway Administration, 51 Fed. 3<sup>rd</sup> 405 (4<sup>th</sup> Cir. 1995).  
49 U.S.C. §§ 5331 et seq.  
42 U.S.C. §§ 12101.  
41 U.S.C. §§ 81.  
49 C.F.R. Pt. 40; 382; 39.  
34 C.F.R. Pt. 85.  
Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91).  
Iowa Code §§ 124; 279.8; 321.375(2); 730.5.

Cross Reference: 403.6 Substance-Free Workplace  
409.2 Licensed Employee Personal Illness Leave

Approved \_\_\_\_\_ Reviewed 7/13, 8/16, 4/19, 4/22, 9/25 Revised 7/16/2007, 4/18/22 \_\_\_\_\_

## EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

Legal Reference: Iowa Code § 279.8.  
282 I.A.C. 13.25, .26.

Cross Reference: 104 Anti-Bullying/Harassment  
306 Administrator Code of Ethics  
401.11 Employee Orientation  
403.5 Substance-Free Workplace  
407 Licensed Employee Termination of Employment  
413 Classified Employee Termination of Employment

Approved 8/16/04 Reviewed 9/13, 9/16, 4/19, 4/22, 9/25 Revised \_\_\_\_\_

## CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

## CHAPTER 25

**282—25.1(272) Scope of standards.**

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in IOWA CODE chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

**282—25.2(272) Definitions.**

Except where otherwise specifically defined by law:

*“Administrative and supervisory personnel”* means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

*“Board”* means the Iowa board of educational examiners.

*“Discipline”* means the process of sanctioning a license, certificate or authorization issued by the board.

*“Ethics”* means a set of principles governing the conduct of all persons governed by these rules.

*“Fraud”* means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

*“License”* means any license, certificate, or authorization granted by the board.

*“Licensee”* means any person holding a license, certificate, or authorization granted by the board.

*“Practitioner”* means an administrator, teacher, or other school personnel, who provides educational assistance to students and who holds a license, certificate, or other authorization issued by the board.

*“Responsibility”* means a duty for which a person is accountable by virtue of licensure.

*“Right”* means a power, privilege, or immunity secured to a person by law.

*“Student”* means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

*“Teacher”* means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

**282—25.3(272) Standards of professional conduct and ethics.**

Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

**25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse.** Violation of this standard includes:

a. *Fraud.* Fraud in the procurement or renewal of a practitioner’s license.

b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law or the laws of any other state or of the United States, provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:



## CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

## CHAPTER 25

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*“Ethics”* means a set of principles governing the conduct of all persons governed by these rules.

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*“Licensee”* means any person holding a license, certificate, or authorization granted by the board.

*“Practitioner”* means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

*“Responsibility”* means a duty for which a person is accountable by virtue of licensure.

*“Right”* means a power, privilege, or immunity secured to a person by law.

*“Student”* means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

*“Teacher”* means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

**282—25.3(272) Standards of professional conduct and ethics.** Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

**25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse.** Violation of this standard includes:

a. *Fraud.* Fraud means the same as defined in rule 282—25.2(272).

b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.

(1) *Disqualifying criminal convictions.* The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
2. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:
  - o First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
  - o Lascivious acts with a child;
  - o Assault with intent to commit sexual abuse;
  - o Indecent contact with a child;
  - o Sexual exploitation by a counselor;
  - o Lascivious conduct with a minor;
  - o Sexual exploitation by a school employee;
  - o Enticing a minor under Iowa Code section 710.10; or
  - o Human trafficking under Iowa Code section 710A.2;
3. Incest involving a child as prohibited by Iowa Code section 726.2;
4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;
5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1); or
7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1) "b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.

d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).

e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

- (1) Committing any act of physical abuse of a student;
- (2) Committing any act of dependent adult abuse on a dependent adult student;
- (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
- (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
- (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
- (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
- (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3) "b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

**25.3(2) Standard II—alcohol or drug abuse.** Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

**25.3(3) Standard III—misrepresentation, falsification of information.** Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

**25.3(4) Standard IV—misuse of public funds and property.** Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

**25.3(5) Standard V—violations of contractual obligations.**

a. Violation of this standard includes:

- (1) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)"b"(2).
- (2) Abandoning a written professional employment contract without prior unconditional release by the employer.
- (3) As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
- (4) As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
  - (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or
  - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
    1. The practitioner's last work day of the school year;
    2. The date set for return of the contract as specified in statute; or
    3. June 30.

**25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community.** Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1) "b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

**25.3(7) Standard VII—compliance with state law governing obligations to state or local governments, child support obligations, and board orders.** Violation of this standard includes:

- a. Failing to comply with 282—Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282—Chapter 10 concerning child support obligations.
- c. Failing to comply with a board order.

**25.3(8) Standard VIII—incompetence.** Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

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**I.C. Iowa Code**

Iowa Code § 279.8

**Description**

Directors - General Rules - Bonds of Employees

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

282 I.A.C. 25

Cross References

**Code**

104

104-R(1)

104-E(1)

104-E(2)

104-E(3)

305

401.02

401.11

403.05

403.05-R(1)

403.05-E(1)

407.04

413.03

413.04

**Description**

Educational Examiners - Code of Professional Conduct

**Description**

Anti-Bullying/Harassment Policy

Anti-Bullying/Harassment Policy -  
Investigation ProceduresAnti-Bullying/Harassment Policy - Complaint  
FormAnti-Bullying/Harassment Policy - Witness  
Disclosure FormAnti-Bullying/Harassment Policy -  
Disposition of Complaint Form

Administrator Code of Ethics

Employee Conflict of Interest

Employee Orientation

Substance-Free Workplace

Substance-Free Workplace - Regulation

Substance-Free Workplace - Notice to  
Employees

Licensed Employee Suspension

Classified Employee Suspension

Classified Employee Dismissal

Approved: \_\_\_\_\_ Reviewed: 4/22, 9/25 Revised: 4/18/22

## LICENSED EMPLOYEE DEFINED

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Legal Reference: Clay v. Independent School District of Cedar Falls, 187 Iowa 89, 174 N.W. 47 (1919).  
Iowa Code §§ 256.7(3); 272; 279.8  
281 I.A.C. 12.4.  
282 I.A.C. 14

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection  
410.1 Substitute Teachers  
411.1 Classified Employee Defined

Approved 8/16/04 Reviewed 9/13, 9/16, 4/19, 5/22, 9/25 Revised \_\_\_\_\_

## REQUIRED PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the State Board of Education or Bureau of Educational Examiners that the district determines requires the employee to participate in the professional development program.

I.C. Iowa Code	Description
Iowa Code § 279.14A Cross References	<u>Professional Development - notification</u>
Code	Description
302.06	<u>Superintendent Professional Development</u>
303.07	<u>Administrator Professional Development</u>
408.01	<u>Licensed Employee Professional Development</u>

## SIAC Members 2025-2026

School Improvement Advisory Committee meeting to be held in the Cherokee Washington High School Library on Monday, September 16 at 4:30.

Addison Schubert	Bailey Mathews	Sarah Foster
Heather Kirkeby	Kellen & Kayla Ludvigson	Shannon Schwarz
Jennifer Griffin	Alyssa Hughes	Anthony Miller
Marlin Stief	Mary Cowan	Christina Reinert
Bill & Angie Anderson	Neil Kruse	Grady Mizner-Funderman
Carey Ducommun	Ami Burch	Sophia Patterson
Jackie Mortenson	Deidra Doeden	Cali Erlandson
Jason & Amber Thorson	Claudia Comstock	Garrett Patterson
Julie Schubert	Stephanie Zarr	Gloria Yearicks
Eric Comstock	John & Amy Loughlin	Abby Glassmaker
Jennifer Cook	Dan & Adrienne Kennedy	Noah Rapp
Susie Haselhoff	Amy Brunsting	Cameron Kohn
Barb Pruet	Jill Phillips	Jessica Busse
Rachel Lucas	Stacey Zwiefel	Shirish Bhakta
Jim Adamson	Matthew Royster	Chad Carey
Cheryl Ellis	Tyler Zeimen	Cherie Blaise
Laura Benson	Peggy Blood	Levi George
Katie Leonard	Karlee Fuller	Leah Graham
Cory Ege	Josh & Kristin Cedar	Gail Bauer



## Membership Count Report Codes

KA = 4 Year Olds

KB = No Entries

KC = 3 Year Olds

KD = Transitional Kindergarten

EC = 3 & 4 Year Old Special Education

HK = No Entries

9/11/25, 11:01 AM

Membership Count

Cherokee CSD

2025-2026

### Membership Count Report

From: 09/11/2025 - Thursday to: 09/11/2025 - Thursday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
09/11/2025	F	18	0	6	6	3	0	31	33	48	40	32	47	34	42	39	43	53	49	47	571
	M	14	0	7	14	0	0	43	31	41	35	40	48	51	49	50	39	43	49	47	601
	X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	32	0	13	20	3	0	74	64	89	75	72	95	85	91	89	82	96	98	94	1172

9/11/25, 11:01 AM

Membership Count

Cherokee CSD

2024-2025

### Membership Count Report

From: 09/11/2024 - Wednesday to: 09/11/2024 - Wednesday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
09/11/2024	F	13	0	5	10	2	0	38	45	41	34	47	33	43	38	41	52	52	45	46	585
	M	20	0	6	15	3	0	33	42	38	38	52	50	48	50	38	47	52	42	37	611
	X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	33	0	11	25	5	0	71	87	79	72	99	83	91	88	79	99	104	87	83	1196