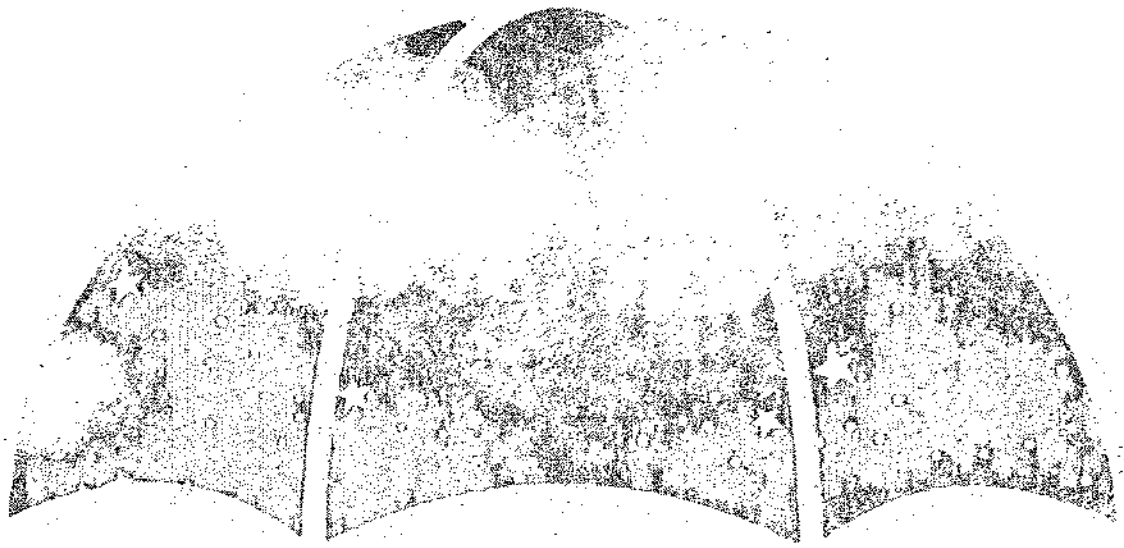


# **Cherokee Community School District**



**Regular Board Meeting**

**April 17, 2023**

**5:30 PM**

**WHS Library**

**Board Members:**

**Mrs. Jodi Thomas, Board President**

**Mrs. Angie Anderson, Board Vice President**

**Mrs. Patty Brown**

**Mr. Brian Freed**

**Mr. Ray E Mullins II**



**Public Hearing – Renaming High School**  
**Cherokee Community School District, 600 West Bluff Street**  
**Monday, April 17, 2023 @ 5:30 PM**

Cherokee Community School District Board of Education will be taking action on renaming the high school, currently Washington High School, to Cherokee High School. If you have comments that you wish to be considered before the Board of Education takes action on renaming the high school and are not able to attend the public hearing, please submit those comments to: Kimberly Lingenfelter, Superintendent by April 17, 2023 by 2:00 PM.

1. Call the hearing to order
2. Approve the agenda
3. Public hearing on renaming the high school
4. Any person interested may appear and file objections to renaming the high school
5. Close the public hearing
6. Adjournment

**Regular Board of Education Meeting**  
**Cherokee Community School District, 600 West Bluff Street**  
**Agenda for Monday, April 17, 2023 following public hearing**

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

**NOTICE:** If you have comments that you wish to be considered please submit those comments to: Kimberly Lingenfelter, Superintendent, at [klingenfelter@ccsd.k12.ia.us](mailto:klingenfelter@ccsd.k12.ia.us) by April 17, 2023 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

1. Call the meeting to order
2. Pledge of Allegiance and Mission Statement
3. Approve the agenda
4. Roll call of members in attendance
5. Action to excuse board members not in attendance
6. Welcome Visitors  
Recognition of persons who wish to speak to the board regarding a school issue not on the agenda
7. Consent agenda
  - A. Approve the minutes of the public hearing [3-20-23], the regular meeting [3-20-23], the budget hearing [4-03-23], and special meeting [4-03-23]
  - B. Approve financial statements
  - C. Approve monthly bills
  - D. Approve fundraising requests
  - E. Approve resignations  
Melissa Schlenger - WHS Cheerleading Coach  
Liz Perry - CMS Volleyball Coach  
Betty Luce - Food Services Worker  
Kaylee Menke - CMS/WHs Nurse  
Mary Beth Ehrig - WHS ELA Instructor  
Rebecca Mosbach - CES Special Education Instructor
  - F. Approve retirements
  - G. Approve internal transfers
  - H. Approve contract extensions  
Dusty Wright - WHS Assistant Girls Tennis Coach

**\* Note: The Board of Education, with a majority vote of the Board, may enter into an closed/exempt session for the purpose of discussing confidential records, litigation, suspension/expulsion hearings, personnel, purchase of real estate, and security or negotiation strategy.**

Bailey Mathews - WHS Mathematics Instructor  
 Lindsey Renken - ECLC Preschool and Special Education Instructor  
 Austin Todd - WHS Freshman Softball Coach  
 Anna Steffen - CMS Special Education Instructor, pending BoEE authorization  
 Scott Lovell - WHS Volunteer Football Coach

**8. Communication and Reports**

- A. Principals' Building Reports/ Instructional Coaches' Reports
- B. Directors'/ Superintendent's Report

**9. Policy**

Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21

Affirm: 203 Board of Directors' Conflict of Interest; 505.5 Graduation Requirements; 505.6 Early Graduation; 505.7 Commencement; 505.8 Parent and Family Engagement Districtwide Policy; 506.1 Educational Records Access; 506.1E1 Request of Nonparent for Examination or Copies of Education Records; 506.1E2 Authorization for Release of Education Records; 506.1E3 Request for Hearing on Correction of Education Records; 506.1E4 Request for Examination of Education Records; 506.1E5 Notification of Transfer of Education Records; 506.1E6 Letter to Parent Regarding Receipt of Subpoena; 506.1E7 Juvenile Justice Agency Information Sharing Agreement; 506.1E8 Annual Notice; 506.1R1 Education Records Access - Regulation

**10. New Business**

- A. Discussion of/ Information concerning CMS Student Group - Hawkeyes
- B. Discussion of/ action concerning a request for AP Biology to visit the zoo in Omaha, NE
- C. Discussion of/ action concerning a resolution to continue participation in the Iowa Local Government Risk Pool for the purchase of natural gas
- D. Discussion of/ action concerning an online auction this summer for disposition of obsolete equipment
- E. Discussion of/ action concerning renaming the high school, currently Washington High School, to Cherokee High School
- F. Discussion of/ action concerning 2023 graduates from Cherokee Washington High School
- G. Discussion of/ information concerning Graduation Requirements - Board Policy 505.5
- H. Discussion of/ information concerning Graduation Commencement - Sunday, May 21, at 2:00 PM
- I. Discussion of/ information concerning response to March visitors regarding edit to Board Policy 502.6 - Weapons

**11. Board Committee Reports**

- A. Curriculum and Instruction - Anderson and Thomas
- B. Policy - Brown and Thomas
- C. Finance\* - Brown and Freed
- D. Building, Grounds, Capital Projects - Freed and Mullins
- E. Transportation, Nutrition - Anderson and Mullins

**12. Items of Interest for the Next Meeting [May 15, 2023 @ 5:30 PM]**

- A. Discussion of/ action concerning extracurricular contract extensions
- B. Discussion of/ action concerning TLC contract extensions

**13. Adjournment**

**Projected Dates/Times for Regular Board of Education Meetings 2023-2024**

April 17th, 2023 @ 5:30 pm	May 15th, 2023 @ 5:30 pm	June 19th, 2023 @ 5:30 pm	July 17th, 2023 @ 5:30 pm
August 21st, 2023 @ 5:30 pm	September 18th, 2023 @ 5:30 pm	October 16th, 2023 @ 5:30 pm	November 20th, 2023 @ 5:30 pm
December 18th, 2023 @ 5:30 pm	January 15th, 2024 @ 5:30 pm	February 19th, 2024 @ 5:30 pm	March 18th, 2024 @ 5:30 pm

**\* Note: The Board of Education, with a majority vote of the Board, may enter into an closed/exempt session for the purpose of discussing confidential records, litigation, suspension/expulsion hearings, personnel, purchase of real estate, and security or negotiation strategy.**

**Cherokee Community School District  
Public Hearing  
March 20, 2023**

The Cherokee Community School District Board of Education held a Public Hearing on Monday, March 20, 2023, beginning at 5:30 P.M. The meeting was held in the WHS Library at 600 W. Bluff St., Cherokee, Iowa.

**1. Call the hearing to order**

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

Board Members Present: Brian Freed, Patty Brown, Angie Anderson, Jodi Thomas, Ray E. Mullins II

**2. Approve the Agenda**

Moved by Anderson, seconded by Brown to approve the agenda. All Ayes

**3. Public Hearing on the 2023-24 School Calendar**

The board reviewed the proposed school calendars for 2023-24 school year. Calendar start and end dates are the same for each calendar with one containing a spring break and one without.

**4. Objections to the proposed 2023-24 school calendar**

No objections were filed.


**5. Close the public hearing**

The public hearing was closed.

**6. Adjournment**

Moved by Anderson, seconded by Brown to adjourn the meeting at 5:32 P.M. All Ayes

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

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

**Cherokee Community School District  
Regular Meeting  
March 20, 2023**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, March 20, 2023 following the public hearing. The meeting was held in the WHS Library at 600 W. Bluff St., Cherokee, Iowa.

**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. Approve the agenda**

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

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

Roll call was taken. Board members present: Patty Brown, Ray E Mullins II, Jodi Thomas, Brian Freed, Angie Anderson

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

All board members were present.

**6. Welcome Visitors**

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings. Five community members addressed the board regarding Policy 502.6 Weapons. They expressed concerns over the rationale of the changes to the policy to include arming staff. The board will respond to their concerns at the April board meeting.

**7. Consent Agenda**

Moved by Anderson, seconded by Mullins to approve the Consent Agenda. All Ayes

- Minutes of the meetings – Regular Meeting – 2/20/2023
- Financial Statements
- Monthly Bills
- Resignations – Taylor Weidauer – Agriculture Instructor and FFA Advisor
- Contract extensions – Laura Franzmeier – Special Education Instructor

**8. Communication & Reports**

Administrators highlighted their reports included in the board packet.

**9. Policy**

Moved by Anderson, seconded by Brown to affirm board policies 507.9 Cherokee Community School District Wellness Policy; 504.1 Student Government; 504.2 Student Organizations; 504.4 Student Performances; 504.5 Student Fundraising; 504.6 Student Activity Program; 505.1 Student Progress Reports and Conferences; 505.2 Student Promotion, Retention, Acceleration; 505.3 Student Honors and Awards; 505.4 Testing Program; 705.1R1 Suspension and Debarment of Vendors and Contractors Procedure; 705.1R2 Using Federal Funds in Procurement Contracts. All Ayes

## **10. New Business**

### **A. Discussion of/information concerning WHS CAPS**

Tim Stoneking, CAPS instructor, and associates presented details regarding their current projects in the community. This is the first year for CAPS (Center for Advanced Professional Studies). The associates currently share office space at Beck Engineering.

### **B. Discussion of/action concerning 2023-24 School Calendar Options**

After review of the survey data, which favored the calendar without a spring break, moved by Anderson, seconded by Freed to approve the 2023-2024 school calendar without spring break. School will begin on August 23 and end on May 24. All Ayes

### **C. Discussion of/action concerning K-12 curriculum purchases for the 2023/24 school year**

Team members from Visual Arts, PE, Health, TAG, Foreign Language and EL (English Language Learners) presented curriculum needs for the 2023/24 school year. Moved by Mullins, seconded by Anderson to approve the K-12 curriculum purchases for the 2023-24 school year. All Ayes

### **D. Discussion of/action concerning Chromebook bids for the 2023/24 school year**

Dan Bringle, Technology Assistant, reviewed Chromebook bids for the 2023/24 school year. Moved by Anderson, seconded by Freed to approve the bid of \$75,999 from Rick's Computers for Chromebook purchases for the 2023-24 school year. All Ayes

### **E. Discussion of/action concerning a board resolution to levy property tax for the regular program budget adjustment**

Moved by Freed, seconded by Brown to approve a board resolution to levy property tax for fiscal year 2023-24 for the regular program budget adjustment as allowed under section 257.14 Code of Iowa. All Ayes

### **F. Discussion of/action concerning a special education student's earned credits and graduation**

Moved by Anderson, seconded by Brown to approve a special education student's earned credits and graduation. All Ayes

### **G. Discussion of/action concerning the agreement for participation in the AEA Coop Purchasing Program**

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

### **H. Discussion of/action concerning the Cherokee CSD Wellness Policy**

Moved by Brown, seconded by Mullins to approve the Cherokee CSD Wellness Policy, Appendix A Nutrition Education and Promotion, Appendix B Physical Activity, Appendix C Other School-Based Activities That Promote Student Wellness, Appendix D Nutrition Guidelines for All Foods Available on Campus and Appendix E Plans for Measuring Implementation. All Ayes

### **I. Discussion of/information concerning the naming/renaming of Washington High School**

Due to tuck-pointing scheduled at the high school this summer and taking down the signage to clean it, the board discussed renaming Washington High School to Cherokee High School to align with Cherokee Elementary and Cherokee Middle School. The board requested a survey of all stakeholders and a public hearing in April.

### **J. Discussion of/information concerning a date for the Budget Hearing**

The Budget Hearing will be held on April 3, 2023 beginning at 5:30 P.M. in the WHS Library.

**Exempt Session**

The board entered into exempt session for the purpose of discussing collective bargaining strategies and issues at 6:55 P.M.

The board resumed in open session at 7:52 P.M.

**11. Board Committee Reports**

There were no board committee reports given.

**12. Collective Bargaining****A. Discussion of/action concerning the Master Working Agreement – CEA – 2023/24**

Moved by Brown, seconded by Mullins to approve the Master Working Agreement with the Cherokee Education Association - certified contracts for the 2023-2024 school year with \$1,400 added to the base wage \$21 added to TSS, moving MA30 from 1.5% to 2%, and a change to Schedule B with adding CMS Braves Mentoring as presented - a total package increase of 3.854%. All Ayes

**B. Discussion of/action concerning contracts for support staff – 2023/24**

Moved by Brown, seconded by Freed to approve contracts for support staff for the 2023-2024 school year with a base wage of \$14.00 for Associates and Food Service Workers and a .60 base wage increase for all other hourly positions as presented.

**C. Discussion of/action concerning contracts for directors – 2023/24**

Moved by Brown, seconded by Anderson to approve contracts for directors for the 2023-2024 school year with a 3.854% total package increase and \$3,000 added to the position of Grounds Director as presented. All Ayes

**D. Discussion of/action concerning contracts for administrators – 2023/24**


Moved by Brown, seconded by Mullins to approve contracts for administrators for the 2023-2024 school year with a 3.85% total package increase as presented. Tom Ryherd, Year 1 of 2; Brian Christiansen, Year 1 of 2; Matt Malausky, according to Iowa Code, is a probationary administrator, Year 1 of 1, Kimberly Lingenfelter, Year 1 of 3. All Ayes

**13. Adjournment**

Moved by Anderson, seconded by Brown to adjourn the meeting at 7:58 P.M.

Budget Hearing – April 3, 2023, 5:30 P.M.

Regular Meeting – April 17, 2023, 5:30 PM

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

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



**Cherokee Community School District  
Budget Hearing  
April 3, 2023**

The Cherokee Community School District Board of Education held a Budget Hearing on Monday, April 3, 2023 beginning at 5:30 P.M. The hearing was held in the WHS Library, 600 W. Bluff St., Cherokee, Iowa.

**1. Call the hearing to order**

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

Board Members Present: Jodi Thomas, Ray E. Mullins II, Patty Brown, Brian Freed

**2. Approve the agenda**

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

**3. Overview of the 2023-24 Budget**

Lundsgaard presented an overview of the 2023-24 Budget. The proposed tax rate for FY24 is 12.72106 per \$1,000 taxable valuation compared to 12.73212 for FY23.

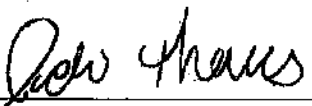
No objections were filed.

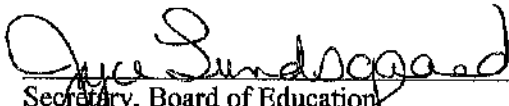
**4. Close the public hearing**

The public hearing was closed.

**5. Adjournment**

Moved by Mullins, seconded by Freed to adjourn the hearing at 5:40 P.M. All Ayes

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

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

**Cherokee Community School District  
Special Meeting  
April 3, 2023**

The Cherokee Community School District Board of Education held a Special Meeting on Monday, April 3, 2023, following the budget hearing. The meeting was held in the WHS Library at 600 W. Bluff St., Cherokee, Iowa.

**1. Call the meeting to order**

The meeting was called to order at 5:40 P.M.

Board Members Present: Brian Freed, Jodi Thomas, Ray E. Mullins II, Patty Brown

**2. Approve the Agenda**

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

**3. New Business**

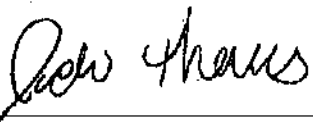
**A. Discussion of/action concerning the 2023-24 Budget**

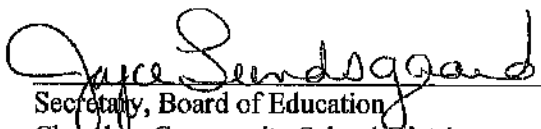
Moved by Brown, seconded by Mullins to approve the 2023-24 budget as presented. All Ayes

**4. Adjournment**

Moved by Brown, seconded by Mullins to adjourn the meeting at 5:44 P.M. All Ayes

Regular Meeting – April 17<sup>th</sup>, 5:30 P.M.

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

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

**Financial Report - 3/31/23**

<b>Fund</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
Operating	\$ 3,380,589.96	1,067,809.47	1,126,628.22	<b>3,321,771.21</b>
Management	834,168.72	16,618.55	13,549.00	<b>837,238.27</b>
Self-Insurance Fund	939,488.63	7,343.26	20,982.37	<b>925,849.52</b>
<b>Subtotal General Fund</b>	<b>5,154,247.31</b>	<b>1,091,771.28</b>	<b>1,161,159.59</b>	<b>5,084,859.00</b>
Activity	174,331.90	32,055.26	19,594.24	<b>186,792.92</b>
PPEL	54,539.95	12,936.16	39,296.94	<b>28,179.17</b>
Capital Projects (Sales Tax)	2,408,962.64	118,645.44	933.77	<b>2,526,674.31</b>
Debt Service	39,411.50	11,162.54	-	<b>50,574.04</b>
Hot Lunch	470,133.80	82,688.02	16,662.81	<b>536,159.01</b>
Trust and Agency	40,489.69	0.36	-	<b>40,490.05</b>
Braves Bank	16,116.32	1,777.75	-	<b>17,894.07</b>
<b>Total - All Funds</b>	<b>\$ 8,358,233.11</b>	<b>\$ 1,351,036.81</b>	<b>\$ 1,237,647.35</b>	<b>\$ 8,471,622.57</b>

Published Budget Report  
All Funds  
3/31/2023

Category	Function #s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	5,936,763.34	5,936,763.34	9,975,000.00	60%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	228,814.09			
Inst. Staff Support Svcs	(2200-2299)	463,341.36			
General Administration	(2300-2399)	245,973.11			
Building Administration	(2400-2499)	477,462.11			
Business Administration	(2500-2599)	453,448.59			
Plant Operation & Maint	(2600-2699)	1,153,148.95			
Student Transportation	(2700-2799)	277,612.38			
<b>TOTAL SUPPORT SERVICES</b>			3,299,800.59	4,752,000.00	69%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	491,864.77	491,864.77	800,000.00	61%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	1,658,550.54			
Debt Service	(5000-5999)	211,340.63			
AEA Support Direct	(5200)	512,417.00			
<b>TOTAL OTHER EXPENDITURES</b>			2,382,308.17	5,032,286.00	47%
<b>TOTAL EXPENDITURES</b>			12,110,736.87	20,559,286.00	59%

## Cherokee Community School

## Board Report

Page: 1

04/06/2023 12:58 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Brave Designs Instructional Supplies		
13763	360 Custom Designs	30.00
Elem Office Supplies		
WHS Ind Art Instructional Supplies		
TAG Supplies		
Brave Designs Instructional Supplies		
Bags for Chromebooks		
TAG Supplies		
lamination sheets for student curriculum		
TAG Supplies		
WHS Ind Art Instructional Supplies		
Notebooks for Empowerment		
WHS ELL		
CMS Extra Activities		
Brave Designs Instructional Supplies		
WHS Soc Studies Instructional Supplies		
Brave Designs Instructional Supplies		
iPad case for STEM iPad		
TAG Supplies		
RETRO PD Days Books		
13771	Amazon Capital Services	3,042.60
Replaced Cafeteria Seats		
Lift Repair Food Service Truck		
10865	Cherokee Comm School Food Service	6,592.56
Vending Machine Supplies		
11224	Chesterman Company	148.05
Sponsor Meals for All State Individual		
10967	De Vos, James	51.63
Stem Bins for ELL Project Based Learning		
14788	hand2mind, Inc	237.99
Catered Breakfast for our Braves Mentors		
Water & Snacks for Board Work Session		
Items for the Braves Store - PTA fund		
Climate & Culture		
Work Comp		
10274	Hy-Vee Food Stores, Inc	390.68
Electricity		
Electricity		
Electricity		
Electricity		

04/06/2023 12:58 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
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Invoice Description
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Electricity

Electricity

12363	MidAmerican Energy Company	9,520.74
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Mileage &amp; Meals for AD

Conference

14251	Spooner, Jason	295.99
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Fund Number 10

Checking Account ID 1

Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
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Softball equipment paid by

Boosters

Spanish Club supplies

Carrying Case for Boards for

Speech

13771	Amazon Capital Services	934.79
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Track Official 4/6/23

30839	Anderson, Curt	190.00
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Prom DJ

14551	AUDIOSTONE Entertainment Incorporated	500.00
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Entry fee for 3/17/23 BVU track meet

12896	Buena Vista Track & Field	300.00
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WHS Concession Supplies

11224	Chesterman Company	967.20
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Track fees for Ridge View meet

JV Track Team Fee for 4/4/23

12787	Galva-Holstein Schools	300.00
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WHS - FFA Supplies

10274	Hy-Vee Food Stores, Inc	79.53
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Flowers for Valentine's Day

11242	Hy-Vee Pharmacy	422.00
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WHS Band Fee- Large Group

Registration

31080	Iowa High School Music Association	135.00
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Track Official 4/6/23

14506	Sones, Linda	190.00
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Meet fees for South O'Brien

track meet

10797	South O'Brien CSD	95.00
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Puff Pastry Payment 2023

14306	Wyhe's Choice Fundraising	3,286.50
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Fund Number 21

Checking Account ID 3

Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
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Ala Cartes Purchases - March

11224	Chesterman Company	1,405.00
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Milk at all 3 buildings

Cherokee Community School

**Board Report**

Page: 3  
User ID: ALG

04/06/2023 12:58 PM

Vendor Number    Vendor Name

Amount

Invoice Description

14960            East Side Jersey Dairy  
                  ESJD

3,304.35

Fund Number    61

Checking Account ID    4

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Gov't Project Shirts		
13763	360 Custom Designs	86.00
Salt - CMS		
Cooler/Softener Rent - Bus Barn		
Cooler Rent - WHS		
Salt-CES		
Salt - WHS		
Water - Nurse CMS		
10079	Blaine's Culligan and Sundance Spas	586.45
CES Library Books		
WHS Library Books		
CES Library Books		
13052	Book Vine, The	179.03
Education Foundation		
13655	Breakout EDU	990.00
#25 grey suburban Fuel pump		
12916	Country Tire and Service Inc.	624.80
Meals - NASA		
10967	De Vos, James	53.33
Rubber Stamp for Book Club books		
12531	Des Moines Stamp Mfg. Co.	19.00
Meals - FTC Robotics State Meet		
14850	Fowler, Amy	35.69
Supplies - Braves Mentoring		
18309	Haack, Brenda	18.19
Class D License		
14952	Hofer, Debbie	21.50
Health Lab Supplies		
30041	Hoskinson, Matt	59.78
IBA Conference Registration		
31036	Iowa Bandmasters Association, Inc.	78.00
Medicaid		
12846	Iowa Department of Human Services	4,471.21
District ISASP testing		
10555	Iowa Testing Programs	3,136.00
Gas - Softball Clinic		
11647	James, Abby	48.00
WHS FCS Instructional Supplies		
WHS FCS Instructional Supplies		
FCS Supplies		
FCS Supplies		
Culinary 1 - Reimbursement - Hobby Lobby		
14027	Karels, Katie	168.97



03/28/2023 09:02 AM

User ID: JML

Vendor Number	Vendor Name	Amount
Invoice Description		
CMS Band Resale		
Cork Replacement		
ISP Bass Trombone		
10894	MidBell Music, Inc.	2,682.28
DEF		
12876	Midwest Lubricants, Inc.	137.50
Key Fob		
14115	Midwest Technology Services, LLC	17.90
Heater - Bus #3		
11226	O'Halloran International	104.77
Postage		
14903	Quadient Finance USA, Inc.	500.00
Meals - Ames		
10711	Rollefson, Jerry	35.11
17 oil and check over		
11459	Ron's Repair, Inc.	62.00
Class D License		
14951	Rouillard, Crystal	4.00
DOT Physical		
14747	Sioux Valley Family Health	150.00
Grass Seed		
14661	Siouxland Seeds LLC	1,939.00
Reimbursement-Dollar Tree		
14896	Timmerman, Natasha	10.00
Adjust Front Door - WHS		
Door Locks - CES		
11624	Valley Glass Co.	150.00
Gas		
13564	Vannatta, Joe	50.00
Fuel		
10361	Your FleetCard Program	7,877.22
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Interior Doors		
Science Renovation		
20070	Haselhoff Construction Inc.	13,031.67
Scissor Lift		
32007	Schumann Equipment LLC	8,500.00
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Jazz Choir and Jazz Band		
32005	Brookings Optimist Club/Optimist Jazz	400.00

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Vendor Number	Vendor Name	Amount
Invoice Description		
Festival		
Registration Fee		
31018	COYOTE JAZZ FESTIVAL	175.00
WHS Band Fees		
Entry Fee - Choir IHSMA Large Group Fest		
31080	Iowa High School Music Association	166.00
State Speech - Awards		
WHS Speech Fees		
State Speech - Reg Fees		
30733	Iowa High School Speech Association	738.00
Student Admission		
10277	Iowa State University	80.00
Registration Fee		
14081	Maple Valley-Anthon Oto Middle School	100.00
Special Olympics Fundraiser		
19018	Ohlson, Shannon	1,400.00
Honor choir meals		
32006	Sioux Center Music Boosters	190.00
Yearbook publishing costs		
13776	Walsworth Publishing Company, Inc.	4,776.92
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Clothing Allowance		
14625	Corzilius, Margaret	31.98
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
Credit		
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	15,441.05
Food Purchases		
14861	PAN-O-GOLD BAKING CO	291.50
New cell phone for Cara Jacobson		
18319	Verizon Wireless	147.47
Fund Number 61		
Checking Account ID 4		

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Monthly Server Agreement		
MSWS+BU - Monthly		
14649	Advanced Network Professionals	436.85
Maintenance Supplies		
Technology Supplies		
WHS Industrial Art Resale		
Pecan Stain		
WHS Ind Art Instructional Supplies		
10021	Bomgaars	323.26
Skid Loader Repair		
JD Gator Repair		
10396	Builder's Sharpening and Service	1,735.51
Field Trip to top golf		
NASA Trip Registration		
Gaylord Resort - PD		
Lodging - Gunter		
Lodging - Robotics		
Shipping Radon Tests		
Smore Newsletter Template		
Temp Cube Subscription		
Parking - Robotics		
Northern Festival of Bands Rooms		
Lodging - State Speech		
Fuel - Robotics		
12882	Cardmember Service	4,163.40
Wire Locates Softball/Baseball Fields		
10034	Champion Electric	250.00
Publication Expense		
18221	Cherokee Chronicle Times	207.90
Meal - Professional Development		
10865	Cherokee Comm School Food Service	660.00
Water/Sewer		
10084	City of Cherokee	1,928.32
Legal Service		
10305	Cornwall, Avery, Bjornstad & Scott	350.00
Communication Services - February		
14832	Donovan Group I	2,500.00
Climate/Culture		
Food items for cooking with student		
TAG Supplies		
WHS FCS Instructional Supplies		
WHS FCS Instructional Supplies		
Groceries - FCS		
FCS		

Vendor Number	Vendor Name	Amount
Invoice Description		
10067	Fareway Stores, Inc.	336.11
Maintenance Supplies		
Maintenance Supplies		
13294	Home Depot Pro, The	193.07
SAVE Program		
10358	Iowa Lakes Community College	7,781.00
Supplies		
10125	Northwest AEA	476.33
Operating Agreement		
13215	Plains Boiler Service	386.66
8th Grade Play		
11177	Playscripts, Inc	488.53
Postage Machine - Lease		
14866	Quadient Leasing USA, Inc	491.25
Garbage Collection		
10217	Sanitary Services, Inc.	2,274.30
Snow Removal/Jetter		
13615	SCE, LLC	2,098.47
Book Fair		
13825	Scholastic Book Fairs	5,119.89
Consulting Fee-Oct/Nov/Jan/Feb		
14247	Stokes Energy Consulting, LLC	200.00
Gas/Heating		
14354	Symmetry Energy Solutions, LLC	19,553.78
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
Actuator/Pressure Control		
20223	Control System Specialists, LC	1,133.31
Science room outlet/data		
14938	NAI Electrical Contractors	5,296.39
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Graduation cords for Spanish Honor Soc.		
14510	AATSP-STORE	152.30
Tomahawk Crowns		
11429	Anderson's School Spirit	199.17
Radar Gun for Baseball		
13298	Applied Concepts, Inc.	707.00
Lodging - Robotics		
General Supplies Softball		
FTC State registration fee		
Northern Festival of Bands		

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Vendor Number	Vendor Name	Amount
Invoice Description		
Rooms		
Lodging - State Speech		
12882	Cardmember Service	1,347.67
Meal Money - State Speech		
13234	Cash and Joyce Lundsgaard	300.00
Lakes Conf Fee		
30054	Lakes Conference	1,000.00
3 refurbished platforms to match existin		
Shipping for new platforms		
14511	Power Lift	3,815.00
Photo-State Speech		
31086	TIM VORLAND PHOTOGRAPHY	25.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Shared PD		
10067	Fareway Stores, Inc.	72.37
Fund Number 61		
Checking Account ID 4		

# Cherokee Elementary School

April 2023

Brian Christiansen, Principal

Jen Burch, Instructional Coach



## DISTRICT GOAL 1 COLLEGE & CAREER READINESS

Summer school will be June 13th, 14th, 15th, 20th, 21st, 22nd, 27th, 28th, and 29th from 9:00 am to 12:00 pm. For summer school this year, the school has partnered with area programs to engage students. This year we are planning to add more social-emotional concepts. Once we have completed our Spring FAST testing, letters will be go home with students who are eligible for summer school.

ISASP testing at CES is complete! We want to thank all our teachers, students, and families for their help in preparing students to do their best work. We are excited to get results back to begin making educational decisions as we move forward.

CES begins FAST testing the week of May 1st. If the entire building meets our proficiency goal on Spring FAST scores, students will be rewarded for their academic growth in reading with a visit to the Cherokee Fitness Center!

All items that were required for the Department of Education Preschool Desk Audit have been approved by the state. The only items that needed to be reviewed were language changes in our handbook to reflect recent legislation changes for Statewide Voluntary Preschool.

On Wednesday, April 12th our Kindergarten, 1st grade, and 2nd grade math curriculum teachers were able to visited a model classroom at Bryant Elementary School in Sioux City this month to observe how a 60 minute math block is structured. During professional development for the months of April and May our teachers have been working on Building Math Minds professional development to review best practices before ordering Math curriculum next school year.

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

## DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS



### Important Dates Coming Up

April 18th, 19th, and 20th	The TK-12th grade Art show will be from 4:00-7:00 at the Little Sioux Event Center
May 15th-May 19th	iSmile Dental Screenings
May 25th	Last Day for ECLC
May 26th	Last Day for CES

# Cherokee Middle School

April 2023

Matt Malausky, Principal  
Linda Ducommun, Instructional Coach



## DISTRICT GOAL 1

COLLEGE & CAREER  
READINESS

## DISTRICT GOAL 2

21ST CENTURY SKILLS

PROBLEM SOLVING,  
TEAM BUILDING &  
INTERPERSONAL SKILLS

## DISTRICT GOAL 3

COMMUNICATION &  
POSITIVE  
RELATIONSHIPS



### Student of the Month

Congratulations to Danika Ducommun for being chosen as the April Cherokee Chamber of Commerce Student of the Month. Danika is the daughter of Lisa and Daryl Ducommun. She stays busy in AAU basketball, school basketball, track, dance, competition dance, 4H, and her church's youth group.

Danika's teachers appreciate her hard work, and the kindness she shows to others. She wants students to know, "No act of kindness, no matter how small, is ever wasted." After high school, she is hoping to be a neonatologist or a pediatrician.

### ISASP, MAP and FAST Testing

ISASP testing is all wrapped up. We had a bunch of make-ups to do, 60+, and Linda did a great job doing that. It takes a bunch of working around students' schedules, and room availability. Spring MAP testing window for CMS will be from March 24-March 28, with make-up dates of May 1, and 2. The spring FAST testing window will be open from March 24, and will close on May 26. We are very excited to see what kind of growth our students will show from their last testing date.

### PTA Class Pictures

PTA is once again taking pictures of our graduating classes during wellness time. We will be doing this during wellness time. The students are able to order these pictures, and are something great to have for graduation time.

### Career Day in Sheldon @ NWICC

Eighth grade students will be participating in career day at NWICC on Friday, April 14. NWICC have it set up where our eighth grade students will be able to go to the booths of different careers, including different military groups. The students will go around to the booths and visit with the presenters to find out about their careers, what their typical day includes, what is required to work in their field, and ask any questions they may have for the presenter.

### Individual Professional Development Career Plans

I have been meeting with teachers as groups or individuals discussing their individual/group professional development career plans. It has been really interesting to read and visit with teachers regarding their plans, and learn about what they have been doing. It has also been special to hear how our teachers have been reflecting on their learning and trying new things in their classrooms.

### Spring Activities

Our spring activities are in full swing. Our band students will be performing in a large group competition later on this month, good luck to them. We hosted our first home junior high track meet this month as well. It was great to see our students compete. If you were there, you were able to witness a school record in the eighth grade girls 4x200 go down, a record that had not been beaten since 1976.



## April 2023 WHS Building Report

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



<b>Board Goals</b> Work Based Learning Problem Solving and Team Building Skills Technology Iowa Core Communication	<ul style="list-style-type: none"><li>● Program Promotion with WIT<ul style="list-style-type: none"><li>○ We took Sophomores &amp; Juniors to WIT the afternoon for a tour of the WIT facility and to meet with the instructors of the different programs.</li><li>○ Mr. Stoneking &amp; Mrs. Brady also provided a session to explain "outside the high school walls" opportunities, such as CAPS, WBL, ECO, TPRA, &amp; apprenticeships</li><li>○ Aligned well with students currently registering for classes for next year.</li></ul></li><li>● Summer School<ul style="list-style-type: none"><li>○ Summer school will once again be available to students who failed a core or required class in either the first or second semester.</li><li>○ Summer School will start May 30 and continue until June 30 from 8:30 - 11:30, Monday through Friday.</li><li>○ Once a student finishes the class they need to complete, they will not need to attend after their completion. It's an incentive to come in, get your work done and do what you need to do to get into their summer.</li></ul></li><li>● Mr. Stoneking continues to work on providing apprenticeship opportunities for our students.<ul style="list-style-type: none"><li>○ We currently have CNA up and the TPRA apprenticeships and are looking to add EMT and Meat Cutting next year.</li></ul></li><li>● With the change in the calendar for next year, we will be looking to have our Advisor/Advisee time (Empowerment) daily instead of once a week as we do now.<ul style="list-style-type: none"><li>○ This will provide us a platform to incorporate more SEL education and support to our students.</li><li>○ We will also use this time to facilitate Future Ready work.</li></ul></li><li>● Starting to look at room alignment and relocation after the remodel of the science rooms is done.</li></ul>
<b>Staff Positives</b>	<ul style="list-style-type: none"><li>● ISASP testing went well. We used two Wednesday's to test.</li><li>● We are gearing up to celebrate Teacher Appreciation Week the first week of May. We have many things planned to celebrate our amazing teachers!</li></ul>
<b>Student Positives</b>	<ul style="list-style-type: none"><li>● Spring sports are in full swing and we're hoping there will be nice weather in the days ahead for all of our outdoor events.</li><li>● Prom is Saturday, April 22.</li><li>● Student Council will be hosting a Cut-A-Thon on Wednesday, May 10.</li></ul>
<b>Looking Ahead...</b>	<ul style="list-style-type: none"><li>● Tomahawk Relays will be April 24 (Boys) and April 25 (Girls)</li><li>● Seniors last day in class is May 19. They will be taking proctored finals on May 17 &amp; 18.</li><li>● Senior Checkout Day and Commencement practice will be May 19.</li><li>● Graduation is on May 21 at 2pm.</li></ul>

Mr. Tom Ryherd- WHS Principal & Mrs. Natalie Barkley- Instructional Coach



# Notes for the Board from the Superintendent – April 2023

## Cherokee Community School District: *Empowering Learners*

### **Standards for Effective School Boards**

April Standard: Lead through sound policy, ensuring transparent, ethical, legal operations by developing sound, written policy to clarify the board's intent for district direction; by ensuring that board and district actions are in compliance with state and federal laws, appropriately addressing legal issues when they arise; by modeling ethical and legal behaviors which enable the board to stay focused on district goals; and by establishing policies and ensuring processes that are open and accountable.

The Iowa School Board Standards are designed for use by local school boards as common framework for excellence in school board governance.

Based on best practice and research, the standards encourage boards to focus on student achievement as their primary responsibility. *IASB*

**April Rotary Student of the Month is Kenna Mongan!** Kenna is the daughter of Matt and Jodi Mongan and she was nominated for this recognition by staff members. Kenna is involved in concert band, basketball, tennis, group speech, student council, volleyball, marching band, and was a member of the Homecoming Court. A quote from one of Kenna's teachers "Kenna Mongan is a quiet leader. She gets along very well with others and is always willing to help her classmates." Congratulations to Kenna!

### **Career Opportunities Update – Board/District Goal #1**

- Building Reports - Principals/Instructional Coaches - on the agenda
- CMS student presentation - on the agenda

### **Curriculum and Instruction Update – Board/District Goal #2**

- Building Reports - Principals/Instructional Coaches - on the agenda
- Professional Development Focus: SRO - SAVE Training, Science of Reading, ELA (English Language Arts) curriculum, and SEBH (Social Emotional Behavioral Health)
- Iowa Department of Education Public Reporting Site: [reports.educateiowa.gov](https://reports.educateiowa.gov)

This website provides access to a variety of reports covering multiple areas including district profiles, financial reports and school plans.

### **Communication Update – Board/District Goal #3**

- Building Reports - Principals/Instructional Coaches - on the agenda
- Gym floors at CES, CMS, and WHS will be refinished beginning June 20 and will not be available for use until June 30
- Online public auction - disposition of equipment
- Website launch - June 1, 2023
- Renaming WHS Survey - on the agenda - public hearing, discussion, and action
  - 711 stakeholder surveys returned with 56.7% selecting Cherokee High School
  - Letter from Linda Christensen

### **SRO and Technology Update**

- **News from School Resource Officer, Sergeant Brett Gannon**
  - Things are going well.
- **News from the Technology Department, Dan Bringle**

• Testing for ISASP went smoothly this month with no issues reported. Technology tickets asking support from the district have been steady over the month in comparison to other months. Chromebooks for the 23-24 school year have been approved by the Cherokee School Board and Rick's Computer out of Danbury had the winning bid. The Technology department's budget has been presented to Dr. Lingenfelter and Joyce for approval.

### **Nursing, Nutrition, and Transportation Update**

- **News from Director of Nursing, Rachel Doeden**

• We seem to be catching a break this week from illness as the last few weeks we had seen high numbers of strep and a stomach bug. Kaylee has informed us she will not be signing her contract for next year. I am grateful she will be finishing out the school year and will be willing to stay on the sub list next year.

### **Board/District Goals**

1. Expand Career Opportunities
2. Develop Problem Solving, Interpersonal, and Team Building Skills
3. Improve Communication Between All Stakeholders

# Notes for the Board from the Superintendent – April 2023

## Cherokee Community School District: *Empowering Learners*

### • News from Food Services Director, Cara Jacobson

• I would like to praise the Food Service Department at CCSD for having a perfect review with state consultant, Deann Murphy in April. Every three years there is a review of the food service department on compliance with all the state requirements. Deann stated that in her 8 years of doing reviews, she has only given out two perfect reviews and this was one of the two. Please be sure to congratulate my staff when you see them on the extra efforts made daily to comply with all our regulations that continue to change annually. As parents, board members, and staff at CCSD, you can be assured knowing that the kitchen staff is top notch and want to have the best for the kids here at CCSD. This review is in addition to the biannual review with Siouxland Public Health for sanitary purposes.

• I will be working on getting summer lunch organized for the month of June. I plan to start June 1st and go through June 30th, serving from 11:00-12:30. It looks like it might still be an option to have children come in and get their meals to go, and I will confirm that as I continue to get more information from the state. Thank you for all you do for the children at CCSD!

### • News from Transportation Director, Rachel Mallory

• April and May are very busy with activities and field trips. The buses and vehicles are going to be very busy. I have a great team of bus and suburban drivers that make everything run smoothly!

### Strategic Planning – Finance Update

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

### Building, Grounds, and Capital Projects Update

#### • News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Grounds Director

• Nice weather is finally smiling upon us. Track season is in full swing - track preparations went well this year. Baseball/softball fencing project is progressing nicely. Red rock for the softball field is here. Midwest Track & Tennis will work on the baseball turf in April.

- Gas meters were replaced at CES/CMS campus and are operating better - happy with that.
- Boiler inspection has been completed and we received a perfect score. The inspector was happy with the boiler rooms and how everything was running - great news.
- Getting ready for summer projects, pleased with how things are running and moving along this year, and thank you Kim for your support. Mike & Jamie

### IASB Update & Other

- IASB Summit on Student Success - Developing Iowa's Future Together - April 27-28, 2023 - Ankeny
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

### Policy/Legislative Update [IASB/SAI/RSOI/IDOE]

- Board Policy - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

<u>School Administrators of Iowa</u>	<u>Legislative Information - IDOE</u>	<u>Legislative Advocacy</u>
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### Board/District Goals

1. Expand Career Opportunities
2. Develop Problem Solving, Interpersonal, and Team Building Skills
3. Improve Communication Between All Stakeholders

**Board of Directors' Conflict of Interest**

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$20,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

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

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

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

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

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

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

**NOTE:** *This policy reflects the Iowa law on board member conflict of interest. Board members can now make up to \$20,000 from the district in a fiscal year, however boards can choose to set a limit below \$20,000 if the board believes a lower amount would be more appropriate for their community. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.*

Legal Reference: 22 C.F.R. § 518.42.  
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 277.27	<u>School Elections - Qualifications</u>
Iowa Code § 279.7A	<u>Directors - Powers and Duties - Public Contracts/Exceptions</u>
Iowa Code § 301.28	<u>Textbooks - Officers and Teachers as Agents</u>
Iowa Code § 68B	<u>Government Ethics and Lobbying</u>
Iowa Code § 71	<u>Nepotism</u>
<b>C.F.R. - Code of Federal Regulations</b>	<b>Description</b>
22 C.F.R. § 518.42.	<u>Uniform Administrative Requirements - Codes of Conduct</u>

#### **Cross References**

<b>Code</b>	<b>Description</b>
201	<u>Board of Directors' Elections</u>
202.01	<u>Qualifications</u>
204	<u>Code of Ethics (I, II)</u>
216.03	<u>Board of Directors' Member Compensation and Expenses (I, II)</u>
217	<u>Gifts to Board of Directors</u>
401.02	<u>Employee Conflict of Interest</u>
401.03	<u>Nepotism</u>

## GRADUATION REQUIREMENTS

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

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

Class of 2018	48
Class of 2019	48
Class of 2020	48
Class of 2021	49
Class of 2022	49
Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
-United States Government	
-American History	
Physical Education	4 credits maximum (8 semesters)
Financial Literacy	1 credits
Fine Arts or Career &	
Technical Education Class	1
Electives	17 Credits

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

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8<sup>th</sup> physical education credit for each semester the student is enrolled in the program.

## GRADUATION REQUIREMENTS

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.  
281 I.A.C. 12.3(5); 12.5

I.C. Iowa Code	Description
Iowa Code § 256.11	<u>DE - Educational Standards</u>
Iowa Code § 256.41	<u>DE - Online Learning Requirements</u>
Iowa Code § 256.7	<u>DE - Duties of State Board</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.14	<u>Uniform School Requirements - Administrators</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
Iowa Code § 279.61	<u>Individual Career and Academic Plan</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 12.5	<u>General Accreditation Standards - Education Program</u>
Cross References	Code
603.03	<u>Description Special Education</u>

Approved 9/18/17 Reviewed 10/20/2014, 5/15/17, 2/17/20 Revised 7/16/2007/8/21/17,  
4/18/22 4/19/21, 4/18/22, 5/17/23 4/18/22

## EARLY GRADUATION

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

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

Legal Reference: Iowa Code §§ 279.8; 280.3.  
281 I.A.C. 12.3(5); .5

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 280.3	<u>Education Program - Attendance Center Requirements</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 12.5	<u>General Accreditation Standards - Education Program</u>

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17, 2/17/20, 5/17/23 Revised \_\_\_\_\_

## COMMENCEMENT

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

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

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

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General</u> <u>Rules - Bonds of</u> <u>Employees</u>
Iowa Code § 280.3	<u>Education Program -</u> <u>Attendance Center</u> <u>Requirements</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.5	<u>General</u> <u>Accreditation</u> <u>Standards -</u> <u>Education Program</u>

Approved \_\_\_\_\_ Reviewed 10/20/2014, 5/15/17, 2/17/20, 5/17/23 Revised \_\_\_\_\_



## **PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY**

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

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

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

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

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

## EDUCATIONAL RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

### **Definitions**

For the purposes of this policy, the defined words have the following meaning:

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

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

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

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

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

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

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

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;

- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

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

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

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

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of

Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Legal Reference: 20 U.S.C. § 1232g, 1415.  
34 C.F.R. Pt. 99, 300, .610 *et seq.*  
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.  
281 I.A.C. 12.3(4); 41

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 22	<u>Open Records</u>
Iowa Code § 279.9B	<u>Directors - Powers and Duties - Reports to Juvenile Authorities</u>
Iowa Code § 280.24	<u>Drug &amp; Alcohol Possession Reporting</u>
Iowa Code § 280.25	<u>Information Sharing</u>
Iowa Code § 622.10	<u>Evidence - Communications in Professional Confidence</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 41	<u>Special Education</u>
<b>U.S.C - United States Code</b>	<b>Description</b>
20 U.S.C. § 1232g	<u>Education - FERPA</u>
20 U.S.C. § 1415	<u>IDEA - Procedural Safeguards</u>
<b>C.F.R. - Code of Federal Regulations</b>	<b>Description</b>
34 C.F.R. Pt. 300	<u>Education - Disabilities/Children/Assistance to States</u>
34 C.F.R. Pt. 300.610	<u>Education - Confidentiality</u>
34 C.F.R. Pt. 99	<u>Education - Family Rights and Privacy</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
102	<u>Equal Educational Opportunity</u>
102-R(1)	<u>Equal Educational Opportunity - Grievance Procedure</u>
102-EH(1)	<u>Equal Educational Opportunity - Annual Notice of Nondiscrimination</u>
102-EH(2)	<u>Equal Educational Opportunity - Continuous Notice of Nondiscrimination</u>
102-EH(3)	<u>Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights</u>
102-E(4)	<u>Equal Educational Opportunity - Discrimination Complaint Form</u>
102-E(5)	<u>Equal Educational Opportunity - Witness Disclosure Form</u>
102-E(6)	<u>Equal Educational Opportunity - Disposition of Complaint Form</u>
603.03	<u>Special Education</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
708	<u>Care, Maintenance and Disposal of School District Records</u>
712	<u>Technology and Data Security</u>
712-R(1)	<u>Technology and Data Security - Security Requirements of Third-Party Vendors Regulation</u>
804.06	<u>Use of Recording Devices on School Property</u>
804.06-R(1)	<u>Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation</u>
901	<u>Public Examination of School District Records</u>

Approved 9/19/22 Reviewed 5/17/23 Revised \_\_\_\_\_

## REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

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

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

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

\_\_\_\_\_  
The undersigned requests copies of the following official education records of the above student:  
\_\_\_\_\_

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ( )
- (b) An authorized representative of the Comptroller General of the United States. ( )
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ( )
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ( )
- (e) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.)
- (f) Otherwise authorized by law. (SPECIFY DETAILS: \_\_\_\_\_). ( )
- [(g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ( )

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

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

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

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

APPROVED:

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

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

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

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

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

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

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

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

## AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

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

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

concerning \_\_\_\_\_

(Full Legal Name of Student)

(Date of Birth)

(Name of Last School Attended)

from 20 \_\_\_\_ to 20 \_\_\_\_  
(Year(s) of Attendance)

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

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

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

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

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

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

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

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

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

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

## REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

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

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

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

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

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

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

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

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

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

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

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

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



## REQUEST FOR EXAMINATION OF EDUCATION RECORDS

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

The undersigned desires to examine the following official education records.

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

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

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

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

(check one)

\_\_\_\_\_ I do  
 \_\_\_\_\_ I do not

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

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

APPROVED:

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

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

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

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

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

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

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

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

## NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

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

Parent/or Guardian

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

City/State \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

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

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

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

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

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date \_\_\_\_\_

Dear (Parent) :

This letter is to notify you that the \_\_\_\_\_ Community School

District has received a (subpoena or court order) requesting copies of your child's education records.

The specific records requested are \_\_\_\_\_.

The school district has until (date on subpoena or court order) to deliver the documents to

(requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact

me at (phone #).

Sincerely,

(Principal or Superintendent)

## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

**Identification of Agencies:** This agreement is between [insert school district name] (hereinafter "School District") and [insert agency] (hereinafter "Agencies").

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

### Parameters of Information Exchange:

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

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

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

## JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

**Term:** This agreement is effective from *[insert date]*.

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

### APPROVED:

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

Signature: _____	Address: _____
Title: _____	City: _____
Agency: _____	State: _____ ZIP _____
Dated: _____	Phone Number: _____

**Note:** This agreement is optional and can only be used if the board has adopted a policy approving of its use.

## ANNUAL NOTICE

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

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

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

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

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

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

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

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

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

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

ANNUAL NOTICE

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

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

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

## **Regulation 506.1-R1: Education Records Access - Regulation**

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

### **A. Access to Records**

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

### **C. Procedures for Requesting a Record Amendment**

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.



5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within [insert number] days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within [insert number] days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 22	<u>Open Records</u>
Iowa Code § 279.9B	<u>Directors - Powers and Duties - Reports to Juvenile Authorities</u>
Iowa Code § 280.24	<u>Drug &amp; Alcohol Possession Reporting</u>
Iowa Code § 280.25	<u>Information Sharing</u>
Iowa Code § 622.10	<u>Evidence - Communications in Professional Confidence</u>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	<u>Administration</u>
281 I.A.C. 41	<u>Special Education</u>
<b>U.S.C. - United States Code</b>	<b>Description</b>
20 U.S.C. § 1232g	<u>Education - FERPA</u>
20 U.S.C. § 1415	<u>IDEA - Procedural Safeguards</u>
<b>C.F.R. - Code of Federal Regulations</b>	<b>Description</b>
34 C.F.R. Pt. 300	<u>Education - Disabilities/Children/Assistance to States</u>
34 C.F.R. Pt. 300.610	<u>Education - Confidentiality</u>
34 C.F.R. Pt. 99	<u>Education - Family Rights and Privacy</u>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
102	<u>Equal Educational Opportunity</u>
102-R(1)	<u>Equal Educational Opportunity - Grievance Procedure</u>
102-EH(1)	<u>Equal Educational Opportunity - Annual Notice of Nondiscrimination</u>
102-EH(2)	<u>Equal Educational Opportunity - Continuous Notice of Nondiscrimination</u>
102-EH(3)	<u>Equal Educational Opportunity - Notice of Section 504</u>

	<u>Student and Parental Rights</u>
102-E(4)	<u>Equal Educational Opportunity - Discrimination Complaint Form</u>
102-E(5)	<u>Equal Educational Opportunity - Witness Disclosure Form</u>
102-E(6)	<u>Equal Educational Opportunity - Disposition of Complaint Form</u>
603.03	<u>Special Education</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
708	<u>Care, Maintenance and Disposal of School District Records</u>
712	<u>Technology and Data Security</u>
712-R(1)	<u>Technology and Data Security - Security Requirements of Third-Party Vendors Regulation</u>
804.06	<u>Use of Recording Devices on School Property</u>
804.06-R(1)	<u>Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation</u>
901	<u>Public Examination of School District Records</u>

Dear Cherokee Community,

This summer, tuckpointing work will take place in the Cherokee Community School District. This process will include taking down signage to clean it.

We believe that now is a good time to address the naming of Washington High School. Over the years, the school has been commonly confused with the high school in Washington, Iowa. The School Board is now considering changing the name to simply **Cherokee High School**.

Let us be very direct—this potential change has nothing to do with the fact that the high school is named after George Washington. Our district and board are strong supporters of teaching American history, including the impact of our founding fathers on our country.

Rather, this change would help avoid confusion and make our district-wide school naming more consistent. It is unusual for a district in Iowa of our size to have a high school name that does not align with the name of the overall district. And, as you know, our other two schools are Cherokee Elementary School and Cherokee Middle School.

It's also important to note that the board does not plan to change our district mascot or the "Braves" nickname.

With this in mind, we invite you to take a survey, available at [Naming the School](#). The survey should take less than five minutes to complete. Thank you in advance for your participation.

We look forward to engaging our community as we move ahead with this conversation.

March 31, 2023

To: Dr. Lingenfelter and Cherokee School Board Members,

I am writing to suggest a third alternative to your naming options. I understand the issues but think a third alternative would solve problems the district seems to be facing.

For the wording on our current high school building I am suggesting this:

**CHEROKEE**  
**Washington**  
**HIGH SCHOOL**

For any official forms and for registration in activities, just use "Cherokee High School". Change your mailing address and letter heads to also reflect this.

This suggestion would solve the problem of mix ups in announcing at events and of sending awards to the wrong school. I recall that in the past (as in when I went to high school) news, activities, and sports announcers used "Cherokee Washington" and not "Washington of Cherokee" or just "Washington" in their reporting. I'm not sure when or why this stopped, but again, my suggestion would alleviate this confusion problem.

Leaving the word "Washington" in the **visible** name only on the building conveys a sense of history and respect to those of us who graduated from WHS located in the existing building. If a new building is erected, then by all means, use Cherokee High School.

Many people still living in town went to Immaculate Conception Catholic High School which is one reason the public schools were named after a President. The original high school was the "Wilson" building which became the Junior High building when the new "Washington" building was built. Since the several "President named" elementary and junior high school buildings are no longer being used and we now have only one building of each, it made sense to incorporate "Cherokee" into the building names. But to me, and possibly many others, it also makes sense to leave "Washington" visible on the building if not in the official name.

Cherokee values its history and this is evident by many buildings being on the National Register of Historic Places. History continues to be important to residents of our town as shown by the current restoration project of the downtown Brummer building financed through public donations and with the rehabbing project of the former Wilson High School/Junior High School building by a private entity.

As a recently retired employee I am still receiving JMC text messages and emails, so I received the initial survey regarding the naming of the high school building. But I will not be submitting the survey because I believe my building name suggestion is better than the choices I was given in the survey.

Respectfully submitted by Linda Christensen

## 2023 Washington High School Graduates

Nicholas Alingh	Alexys Meredith	Bryer Wilkie
Allyssa Badker	BreAnna Miller	Bethany Woltman
Austen Bosch	Riley Miller	Savanna York
Allie Bouchard	LaKynn Mitchell	
Jonas Camp	Avery Mizner	
Taylor Christensen	Kenna Mongan	
Megan Claussen	Hanna Mummert	
Kameron Cobb	Brooklyn Nicholson-Ebel	
Zechariah Collins	Gabriel Olguin	
Ethan Combes	Isabell Olguin	
Aiden Comstock	McKenna Paeper	
Rogelio Corrales	Rafael Paramo	
Khennadi Crum	Hannah Pigott	
Austin Curtis	Regan Pogeler	
Kaleb Curtis	Brynn Pritts	
Allison Daum	Thomas Ptack Jr.	
Heidi Ellis	Mallorie Puffer	
Nahia Ellis	Samara Putzier	
Joshua Erdman	Tate Reinert	
Emily Evans	Jonathan Reusch	
Annabelle Fundermann	Yanela Reyes Hernandez	
Pamela Garcia	Skyler Robinson	
Samuel Gebers	Kurtice Rollefson	
Morgan Goebel	Jada Rood	
Jaylee Happe	Luke Rosentrator	
Natalie Harman	Colton Samsel	
D'Andre Harris	Paige Schlenger	
Colby Heims	Aaliyah Schossow	
Kayla Hughes	Lauren Schubert	
Xzavier Hyndman	McKale Schueder	
Dominic Klaschen	Ava Simonsen	
Kira Klaschen	Edwin Staver	
Adam Kohn	Dylan Strahmann	
Peyton Kohn	Trey Timmerman	
Heidi Letsche	Brianna Trobaugh	
Julia Letsche	Taylor Vandervort	
Jacey Long	Reid Vogt	
Riley Lubeck	Jack Waldner	
Pearl Lugar	Ashlyn Wilkie	

## GRADUATION REQUIREMENTS

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

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

Class of 2018	48
Class of 2019	48
Class of 2020	48
Class of 2021	49
Class of 2022	49
Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
-United States Government	
-American History	
Physical Education	4 credits maximum (8 semesters)
Financial Literacy	1 credits
Fine Arts or Career &	
Technical Education Class	1
Electives	17 Credits

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

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8<sup>th</sup> physical education credit for each semester the student is enrolled in the program.