



CHEROKEE COMMUNITY SCHOOL

Board Members:

Mrs. Jodi Thomas- President
Mrs. Angie Anderson-Vice President
Mrs. Patty Brown
Mr. Brian Freed
Mr. Ray Mullins

Regular Board Meeting
March 21, 2022
5:30 p.m.
WHS Library

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary
Dr. Kimberly Lingenfelter, Superintendent

**Public Hearing – Washington High School Facility Improvements
Science Suite Renovations, Greenhouse, Window and Door Replacement
Cherokee Community School District, 600 West Bluff Street
Monday, March 21, 2022 @ 5:30 PM**

Washington High School Facility Improvements are available on the front page of the district website: www.ccsd.k12.ia.us and are also available in hardcopy at the central office. If you have comments that you wish to be considered before the Washington High School Facility Improvements are board approved and are not able to attend the public hearing, please submit those comments to: Kimberly Lingenfelter, Superintendent by March 21, 2022 by 2:00 PM.

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| <ol style="list-style-type: none">1. Call the hearing to order2. Approve the agenda3. Public hearing on the Washington High School Facility Improvements4. Any person interested may appear and file objections to the proposed Washington High School Facility Improvements5. Close the public hearing6. Adjournment |
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**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, March 21, 2022 following the 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 by March 21, 2022 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

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| <ol style="list-style-type: none">1. Call the meeting to order2. Pledge of Allegiance and Mission Statement3. Approve the agenda4. Roll call of members in attendance5. Action to excuse board members not in attendance |
| <ol style="list-style-type: none">6. Welcome Visitors
Recognition of persons who wish to speak to the board regarding a school issue not on the agenda |
| <ol style="list-style-type: none">7. Consent agenda<ol style="list-style-type: none">A. Approve the minutes of the regular meeting [2-28-22], the public hearing [2-28-22], and the special meeting [3-09-22]B. Approve financial statementsC. Approve monthly billsD. Approve resignationsE. Approve retirementsF. Approve internal transfersG. Approve contract extensions |
| <ol style="list-style-type: none">8. Communication and Reports<ol style="list-style-type: none">A. Principals' Building Reports/ Instructional Coaches' Reports |

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

B. 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: 401.14 Employee Expression; 402.1 Release of Credit Card Information; 402.2 Child Abuse Reporting; 402.2R1 Child Abuse Reporting Regulation; 402.3 Abuse of Students by School District Employees; 402.3E1 Abuse of Students by School District Employees; 402.3R1 Abuse of Students by School District Employees Regulation; 402.4 Gifts to Employees; 402.6 Employee Outside Employment; 403.1 Employee Physical Examination; 403.2 Employee Injury on the Job
10. New Business A. Discussion of/ information concerning WHS Future Ready Team with Jordan Menning, NWAEA Future Ready Coordinator B. Discussion of/ action concerning a board resolution to levy property tax for fiscal year 2022-2023 for the regular program budget adjustment as allowed under section 257.14 Code of Iowa C. Discussion of/ action concerning Chromebook purchases for the 2022-2023 school year D. Discussion of/ action concerning readmittance of students expelled for violating board policy 502.75, Students and Illicit Drugs, upon completion of substance abuse evaluation, therapy recommended, and cannabis diversion classes E. Discussion of/ action concerning the agreement for participation in the AEA Cooperative Purchasing Program F. Discussion of/ action concerning Board Policy 106 Discrimination Based on Sex Prohibited [Second Reading - Mandatory Policy] G. Discussion of/ action concerning Board Policy 401.6 Limitations to Employment Records [Second Reading - Mandatory Policy] H. Discussion of/ action concerning Board Policy 501.16 Homeless Children and Youth [Second Reading - Mandatory Policy] I. Discussion of/ information concerning a date for a Budget Hearing - Monday, April 4, 2022 J. Discussion of/ information concerning a date for a board work session to tour facilities and review challenges - Monday, April 18, 2022 (prior to regular board meeting)
11. Exempt Session - the board will enter into exempt session for the purpose of discussing collective bargaining strategies and issues
12. Collective Bargaining A. Discussion of/ action concerning the Master Working Agreement with the Cherokee Education Association - certified contracts for the 2022-2023 school year B. Discussion of/ action concerning contracts for support staff for the 2022-2023 school year C. Discussion of/ action concerning contracts for directors for the 2022-2023 school year D. Discussion of/ action concerning contracts for administrators for the 2022-2023 school year
13. Discussion of/ information concerning CCSD buildings/grounds challenges
14. Board Committee Reports A. Curriculum and Instruction – Anderson and Thomas B. Policy – Brown and Freed C. Finance* – Freed and Mullins D. Building, Grounds, Capital Projects – Brown and Mullins E. Transportation, Nutrition – Anderson and Thomas
15. Items of Interest for the Next Meeting [April 18, 2022 @ 5:30 PM] A. Discussion of/ action concerning 2022 graduates from Cherokee Washington High School B. Discussion of/ information concerning Braves Mentoring
16. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2021-2022

December 20th, 2021 @ 5:30 pm	January 17th, 2022 @ 5:30 pm	February 28th, 2022 @ 5:30 pm	March 21st, 2022 @ 5:30 pm
April 18th, 2022 @ 5:30 pm	May 16th, 2022 @ 5:30 pm	June 13th, 2022 @ 5:30 pm	July 18th, 2022 @ 5:30 pm
August 15th, 2022 @ 5:30 pm	September 19th, 2022 @ 5:30 pm	October 17th, 2022 @ 5:30 pm	November 21st, 2022 @ 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.**

SECTION 00 11 14

NOTICE OF HEARING

HEARING: Monday, March 21, 2022

PROJECT: Washington High School Facility Improvements
Science Suite Renovations, Greenhouse, Window and Door
Replacement for the Cherokee Community School District
Cherokee, IA 51012

NOTICE OF PUBLIC HEARING: On March 21, 2022 at the District Board Room in Washington High School, 600 West Bluff Street, IA 51012, at 5:30 pm the Cherokee Community School District shall hold a public hearing on the proposed plans, specifications, proposed form of contract and the estimated cost of said improvements. At said hearing any interested person may appear and file objections to the proposed plans, specifications, form of contract, or estimated cost of said improvements.

Published upon order of the **Cherokee Community School District,**
Cherokee, IA.

END OF SECTION

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SECTION 00 11 13

NOTICE OF BID LETTING

1.01 THE OWNER (HEREINAFTER REFERRED TO AS Owner):

- A. Cherokee Community School District
 - 1. 600 West Bluff Street, Cherokee, Iowa 51012
- B. Project Address:
 - Washington High School
 - 600 West Bluff Street
 - Cherokee, Iowa, 51012

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS Architect):

- A. FEH DESIGN
- B. Address:
 - 1201 4th Street, Suite 201
 - Sioux City, Iowa 51101
- C. Architect's File No. 2021006.02/.03/.04

1.03 BIDS DUE

- A. Date: Wednesday, March 30, 2022
- B. Time: 3:30 pm local time
- C. Location: Washington High School Library @ 600 West Bluff Street, Cherokee, IA 51012.

1.04 NOTICE IS HEREBY GIVEN:

- A. Sealed bids for the **WASHINGTON HIGH SCHOOL FACILITY IMPROVEMENTS** will be received by the Cherokee Community School District.
- B. Bids will be publicly opened by the District and publicly read by the District or designee, on said date and will be acted upon by the Owner at such later time and place as may then be fixed. Award of the Contract shall be to the lowest responsive, responsible bidder determined on the basis of a combination of the Base Bid and selected Alternates. Neither the District nor its agents will assume liability for the inability of the bidder to submit a bid in a timely manner. Bids received after the deadline will be rejected. Bidders bear full and complete responsibility for the timely submission of such bid. Time of receipt shall be the time recorded and determined by the District or designee.

1.05 POTENTIAL BIDDERS

Project: **WASHINGTON HIGH SCHOOL FACILITY IMPROVEMENTS**

- A. **Project Scope:** The Work of the Project is defined by the Contract Documents and consists of the following bid packages:
 - 1. Bid Package A – Science Suite Renovations
 - 2. Bid Package B – Greenhouse
 - 3. Bid Package C – Exterior Window Replacement
 - 4. Bid Package D – Exterior Door Replacement
 - 5. Bid Package E – Interior Door Replacement

Bids will be received for the following:

General Contract, including Demolition, Architectural, Structural, Mechanical, Plumbing, Electrical, and Civil Construction Work.

Bids will be publicly opened by the Owner and publicly read by the Architect on said date and will be acted upon by the Owner at such later time and place as may then be fixed. Award of the Contract shall be to the lowest responsive, responsible bidder determined on the basis of a combination of the Base Bid and selected Alternates. Neither the District nor its agents will assume liability for the inability of the bidder to submit a bid in a timely manner. Bids received after the deadline will be rejected. Bidders bear full and complete responsibility for the timely submission of such bid. Time of receipt shall be the time recorded and determined by the Board Secretary.

All bids shall be in accordance with Contract Documents prepared by **FEH DESIGN** which Contract Documents are made a part of this Notice by reference thereto.

Prime Contractors and Sub-Contractors can obtain one (1) set of printed bidding documents from the Architect for a plan deposit of \$100.00 per set. Deposit will be refunded to bidders upon return of their complete set of Bidding Documents, including any Addenda, properly bound and in good condition to **FEH DESIGN** within 14 calendar days after opening of bids. Cash deposits will not be accepted. MBI plan deposit cards are also an acceptable method of deposit for documents. When shipping / postage is required, there will be a \$20 non-refundable fee for each set of Bid Documents shipped. **PLANS WILL BE AVAILABLE STARTING on Tuesday, March 8, 2022 but not before.**

Bidding Documents are on file at the Architect's Office, 1201 4th Street, Suite 201, Sioux City, Iowa 51101; and at the following Plan Centers:

DOCUMENT AVAILABILITY

Bidding Documents may be examined at the following places:

Beeline and Blue – Des Moines, IA www.beelineplanroom.com
CMD Group (formerly Reed Construction Data) – Norcross, GA
Dodge Data & Analytics – Arlington, TX
Lincoln Builders Bureau – Lincoln, NE
Master Builders – Des Moines, IA
Minnesota Builders Exchange – Minneapolis, MN
Norfolk Builders Exchange – Norfolk, NE
Omaha Builders Exchange – Omaha, NE
Plains Builders Exchange – Sioux Falls, SD
Sioux City Construction League – Sioux City, IA
Sioux Falls Builders Exchange – Sioux Falls, SD

Some plan centers may include the documents on their respective electronic sites, including iSQFT. Check with the individual plan centers to verify.

BIDDING REQUIREMENTS

Each Bid shall be made on a form furnished by the Architect, and must be accompanied by a certified check or cashier's check drawn on an Iowa bank, or Bid Bond to be executed by corporation authorized to contract as a surety in the State of Iowa, in the amount equal to five percent (5%) of the amount of the Bid, made payable to the **Cherokee Community School District, Cherokee, IA** and may be cashed by the District as liquidated damages in the event that the successful bidder fails to enter into a Contract and file a bond satisfactory to the District assuring the faithful fulfillment of the Contract and maintenance of said improvements as required by the law, the provisions of this Notice and Contract Documents within (10) days after acceptance of the lowest responsive, responsible bid. All bids shall be sealed and plainly marked. Any alteration of the Bid Form may be cause for rejection of the bid.

State Sales Tax: This project is tax exempt. **Do Not** include State Sales Tax in any calculation of Bid totals. Contractor will be provided with Iowa sales tax exemption number for this project.

BASIS OF BIDS

The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment Bond in an amount equal to one hundred percent (100%) of the Contract Sum, issued by a responsible Surety approved by the District and shall guarantee the faithful performance of the Contract and terms and conditions therein contained and the maintenance of said improvements pursuant to the provisions of the Contract Document. Bid Security shall be made payable to **Cherokee Community School District, Cherokee, IA**.

Bid Security of two lowest Bidders will be retained until a contract has been awarded and executed, but no longer than 45 days. No Bidder may withdraw their bid within 45 days after opening of bids.

The **Cherokee Community School District**, reserves the right to reject any or all bids, re-advertise for new bids, and to waive informalities that may be in the best interest of the **Cherokee Community School District**.

Payment will be made by the **Cherokee Community School District** from cash-on-hand or from such sources as may be legally available. Partial or full funding for this project is being provided from Federal and State government sources. Davis Bacon Wage Determination will be in effect on **BID PACKAGES C/D/E ONLY** on this project. Prevailing wages DO NOT apply to Bid Packages A and B.

Monthly estimates will be paid to the Contractor as the work progresses in amounts equal to **ninety-five percent (95%)** of the Contract value of the work completed during the preceding calendar month, including the actual cost (exclusive of overhead or profit to the Contractor) of materials and equipment of a permanent nature to be incorporated in the work and delivered to and stored at the job site. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work, partially or totally completed. Final payment of the **five percent (5%)** due each Contractor will be made upon final acceptance of the work under the respective Contract by the District, and after receipt of satisfactory evidence that all claims pertaining to such Contract have been paid in full as provided in the Contract Document for said work.

The work under the Contract shall be commenced on or before a date to be specified in the Contract or written Notice to Proceed of the Owner, and shall achieve Substantial Completion by the following dates for the following phases:

1. Bid Package A – Science Suite Renovations: November 11, 2022
2. Bid Package B – Greenhouse: November 11, 2022
3. Bid Package C – Exterior Window Replacement: August 12, 2022
4. Bid Package D – Exterior Door Replacement: August 12, 2022
5. Bid Package E – Interior Door Replacement: August 12, 2022

All bids will be governed by applicable provisions in the Iowa Code and District Policies.

Pre-Bid Conference: A Pre-Bid Conference for interested bidders will be held Thursday, March 15, 2022 at 3:30 pm local time at 600 West Bluff Street, Cherokee, IA 51012 in the High School Library. All prospective bidders are encouraged to be present at this pre-bid conference. A walk through tour will follow.

Each Bidder shall visit the site to familiarize themselves with conditions under which they will operate. All interested parties in attendance at the pre-bid meeting will sign the attendance form. There are no provisions for any additional dates for site visits.

END OF SECTION

**Cherokee Community School District
Regular Meeting
February 28, 2022**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, February 28, 2022 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 5:38 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 Mullins to approve the agenda. All Ayes

4. Roll call of members in attendance

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

6. Welcome Visitors

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings. There were no public comments.

7. Consent Agenda

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

- Minutes of the meetings – Regular Meeting – 1/17/22; Board Work Session – 1/17/22
- Financial Statements
- Monthly Bills
- Resignations:
 - Amy Fowler – WHS Quiz Bowl Coach
 - Trish Engelke – WHS Quiz Bowl Coach
 - Tori Kohn – CMS Paraprofessional
- Internal Transfers:
 - Kelly Mullins – CES Librarian to CES Secretary
 - Ashley Mizner Bruce – CMS Paraprofessional to CES Librarian
- Contract Extensions:
 - Kelly Mullins – Freshman Softball Coach
 - Mason Timmerman – Assistant Individual Speech Coach
 - Katie Leonard – CMS Hawkeyes Coach
 - Ashley Mizner-Bruce – CMS Play Coach
 - Jake Kromminga – WHS Art Teacher
 - Taylor Weidauer – WHS Agriculture Teacher & FFA Advisor
 - Ashley Brady – WHS Guidance Counselor
 - MacKenzie Jenkins – WHS Paraprofessional

8. Communication & Reports

Administrator and Director reports were given and are included in the board packet.

9. Policy

Moved by Brown, seconded by Freed, to affirm board policies 400 Role of and Guiding Principles for Employees; 401.1 Equal Employment Opportunity; 401.2 Employee Conflict of Interest; 401.3 Nepotism; 401.4 Employee Complaints; 401.5 Employee Records; 401.5R1 Employee Records Regulation; 401.7 Employee Travel Compensation; 401.8 Recognition for Service of Employees; 401.9 Employee Political Activity; 401.10 Credit Cards. Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21. All Ayes

10. New Business

A. Discussion of/information concerning PBIS – Positive Behavioral Intervention and Supports

CES staff and Mr. Christiansen presented information regarding PBIS – Positive Behavioral Intervention and Supports. PBIS will be implemented in the fall of 2022 and will help staff influence positive behavior by tracking and redirecting negative behaviors.

B. Discussion of/action concerning the proposed plans, specification and contract 2022-2023 School Calendar

Moved by Anderson, seconded by Freed to approve the proposed plans, specification and the proposed from of contract and cost estimate for the Washington High School Facility Improvement project. All Ayes

C. Discussion of/action concerning directing the architect to distribute plans for the Washington High School Facility Improvement project for competitive bids

Moved by Freed, seconded by Mullins to approve directing the architect, Matt Basye of FEH Design, to distribute plans for the Washington High School Facility Improvement project for competitive bids. All Ayes

D. Discussion of/action concerning setting of the public hearing date for the 2022 WHS Science Suite Renovation, WHS Greenhouse, WHS Window/Door replacement -Monday, March 21, 2022 at 5:30 P.M.

Moved by Freed, seconded by Brown to approve setting the public hearing date for the 2022 WHS Science Suite Renovation, WHS Greenhouse and WHS Window/Door Replacement Projects as Monday, March 21, 2022 at 5:30 PM. All Ayes

E. Discussion of/action concerning the 2022-23 school calendar

Moved by Anderson, seconded by Mullins to approve the 2022-2023 School Calendar without Spring Break. All Ayes

F. Discussion of/action concerning Simbli – Board Management Software

No motion regarding the Simbli board management software. Links to the software will be sent to the board to review and it will be discussed at the March board meeting.

G. Discussion of/action concerning the FY21 Audit

Moved by Freed, seconded by Brown to approve the FY21 Audit. All Ayes

H. Discussion of/action concerning Board Policy 201.8 Board Meeting Agenda (Third Reading)

Moved by Brown, seconded by Freed to approve board policy 210.8 – Board Meeting agenda with the following language. “Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president and vice-president.” All Ayes

I. Discussion of/action concerning Board Policy 213 Public Participation in Board Meetings (Third Reading)

Moved by Brown, seconded by Mullins to approve Board Policy 213 – Public Participation in Board Meetings – Petitions to Place a Topic on the Agenda. All Ayes

J. Discussion of/action concerning Board Policy 307 Communication Channels

Moved by Freed, seconded by Anderson to rescind Board Policy 307 – Communication Channels. All Ayes

K. Discussion of/information concerning Board Policy 106 Discrimination Based on Sex Prohibited

The board reviewed Board Policy 106 – Discrimination Based on Sex Prohibited – First Reading.

L. Discussion of/information concerning Board Policy 401.46 Limitations to Employment Records (First Reading)

The board reviewed Board Policy 401.46 Limitations to Employment Records – First Reading.

M. Discussion of/information concerning Board Policy 501.16 Homeless Children and Youth (First Reading)

The board reviewed Board Policy 501.16 Homeless Children and Youth – First Reading.

N. Discussion of/information concerning WHS Bidding & Construction Schedule

The Board reviewed the WHS Bidding & Construction Schedule.

O. Discussion of/information concerning a date for a Budget Hearing – Monday, April 4, 2022

The Budget Hearing will be held on Monday, April 4, 2022 at 5:30 P.M.

P. Discussion of/information concerning a date for a board work session to tour facilities and review challenges – Monday, April 18, 2022

The board will have a Board Work Session to tour facilities and review challenges on Monday, April 18, 2022 prior to the regular board meeting.

11. Exempt Session

The board entered into exempt session at 7:15 P.M. for the purpose of discussing collective bargaining strategies and issues.

The board resumed in open session at 8:29 PM.

12. Closed Session-Superintendent's Evaluation

Moved by Anderson, seconded by Freed to go into closed session at 8:30 PM as provided in section 21.5(i) of the open meetings law to evaluate the professional competency of an individual whose performance is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Roll Call Vote was taken: Ayes: Freed, Brown, Thomas, Anderson Mullins – By Phone

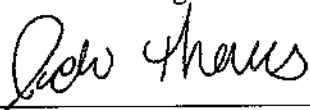
The board resumed in open session at 8:55 PM.

13. Adjournment

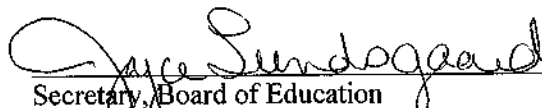
Moved by Anderson, seconded by Brown to adjourn the meeting at 8:55 PM. All Ayes

Public Hearing – March 21, 2022 – 5:30 PM

Regular Meeting – March, 21, 2022 –Following the Public Hearing



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

**Cherokee Community School District
Public Hearing
February 28, 2022**

The Cherokee Community School District Board of Education held a Public Hearing on Monday, February 28, 2022, 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 – by phone

2. Approve the Agenda

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

3. Public Hearing on the 2022-23 School Calendar

The board reviewed the proposed school calendars for 2022-23 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 2022-23 school calendar

No objections were filed.

5. Close the public hearing

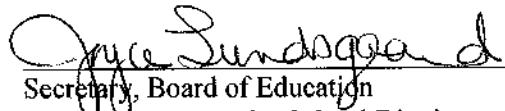
The public hearing was closed.

6. Adjournment

Moved by Brown, seconded by Mullins to adjourn the meeting at 5:38 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
March 9, 2022**

The Cherokee Community School District Board of Education held a Special Meeting on Wednesday, March 9, 2022, beginning at 5:30 P.M. 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 5:33 P.M.

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

2. Approve the Agenda

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

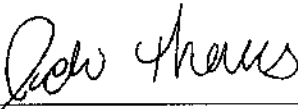
3. Exempt Session

The board entered into exempt session at 5:33 P.M. for the purpose of discussing collective bargaining strategies and issues.

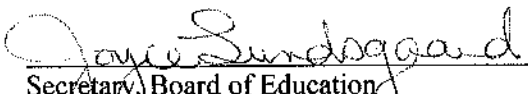
The board resumed in open session at 6:43 P.M.

4. Adjournment

Moved by Freed, seconded by Mullins to adjourn the meeting at 6:48 P.M. All Ayes



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - 2/28/22

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 3,206,092.75	1,321,508.47	1,155,250.58	3,372,350.64
Management	787,225.78	5,945.42	-	793,171.20
Self-Insurance Fund	993,145.63	11,570.33	11,681.02	993,034.94
Subtotal General Fund	4,986,464.16	1,339,024.22	1,166,931.60	5,158,556.78
Activity	129,493.83	19,988.12	25,204.34	124,277.61
PPEL	1,137,158.25	17,856.61	23,709.25	1,131,305.61
Capital Projects (Sales Tax)	1,476,305.49	117.96	-	1,476,423.45
Bond Proceeds	-	-	-	-
Debt Service	58,526.90	2,275.66	-	60,802.56
Hot Lunch	357,875.34	83,553.18	25,855.84	415,572.68
Trust and Agency	37,708.87	0.16	-	37,709.03
Braves Bank	5,320.41	534.25	-	5,854.66
Total - All Funds	\$ 8,188,853.25	\$ 1,463,350.16	\$ 1,241,701.03	\$ 8,410,502.38

* \$0.00 transferred from SAVE/Hospital Proceeds to Capital Projects for Elementary Addition

Published Budget Report
All Funds
2/28/2022

Category	Function #s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	5,062,237.56	5,062,237.56	9,500,000.00	53%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	214,727.53			
Inst. Staff Support Svcs	(2200-2299)	438,585.97			
General Administration	(2300-2399)	215,637.49			
Building Administration	(2400-2499)	390,650.81			
Business Administration	(2500-2599)	413,571.48			
Plant Operation & Maint	(2600-2699)	856,548.09			
Student Transportation	(2700-2799)	235,920.42			
TOTAL SUPPORT SERVICES			2,765,641.79	4,500,000.00	61%
NON INSTRUCTIONAL PGMS	(3000-3999)	400,459.31	400,459.31	650,000.00	62%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	2,051,876.02			
Debt Service	(5000-5999)	221,465.63			
AEA Support Direct	(5200)	494,552.00			
Transfer to Debt Service	(6240)(6900)	-			
TOTAL OTHER EXPENDITURES			2,767,893.65	4,808,325.00	58%
TOTAL EXPENDITURES			10,996,232.31	19,458,325.00	57%

Elementary School Addition/HS Locker Room Renovations

2/28/2022

Revenue:	Subtotals	Total	Received to Date
2018 GO Bond	9,400,000		9,400,000
Premium	598,041		598,041
Discount - UW Fee (Janney)	(83,642)		(83,642)
2019 GO Bond	2,600,000		2,600,000
Premium	34,421		34,421
Discount - UW Fee (Baird)	(17,775)		(17,775)
Net GO Bond Proceeds		12,531,045	12,531,045
Est Investment Income:		347,000	346,283
PTA - Playground Equipment		10,000	10,000
Rebate		41,318	41,318
	12,531,045	12,929,363	12,928,646

Cost:		Expended to Date	Remaining Balance
Base Bid (Add'l Classroom, Temp Control, Fire Alarm System)	13,825,125	13,824,978	147
Contingency/Change Orders	52,228	52,228	(0)
CTS - Special Inspections	65,150	65,150	-
Life Cycle Cost Analysis	6,600	6,600	-
Plan Review Fee	6,732	6,732	-
FEH Design	785,329	785,329	-
FEH Design (Misc./Restroom/H.S. Office)	37,782	37,782	-
Beck Engineering/Baseball Relocation	208,548	208,548	-
EDA - Commissioning	10,200	10,200	-
Concrete - CES Bus Lane/Dumpster	37,943	37,943	(0)
CES - Add'l Fencing	3,431	3,431	-
LED Sign	2,588	2,588	-
JP Boiler Services	1,652	1,652	-
Waldners -Hydro Seeding	1,800	1,800	-
Certified Testing - Soil Testing	2,815	2,815	-
Furniture	275,000	278,954	(3,954)
Technology	100,000	96,299	3,701
Playground Equipment	150,000	138,924	11,076
Piper Jaffray	52,700	52,700	-
Ahlers Law	33,435	33,435	-
Moody's	26,250	26,250	-
UMB/S&P	1,900	1,900	-
Service Lines - Relocation	15,057	15,057	-
C-M-L Telephone - Fiber Optic Splices	1,056	1,056	-
Midwest Technology	1,761	1,761	-
Woodall Electric - Locate Wires	855	855	-
WHS Restroom Renovation	278,214	278,215	(1)
Sound Panels	10,710	10,710	-
Relocate Baseball Field/Electrical	196,971	192,718	4,253
	16,191,832	16,176,611	15,221
2/28/2022		(3,247,965)	

Net "Bond Proceeds": (3,262,469)

Sale - Hospital 3,993,601

SAVE \$\$ 750,000

Remaining for Other Priorities 1,480,415

*Funds not spent may remain in Capital Project Funds, subject to legal guidance

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Clinican		
14694	Citta, Steve	200.00
Fund Number 10		
Checking Account ID 1		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
shirt		
13763	360 Custom Designs	28.00
Monthly Server Maintenance		
Antivirus, AntiMalware, Data Backup, etc		
14649	Advanced Network Professionals	421.85
LENOVO 100E G2 MTK PALMREST WITH KEYBOAR		
LENOVO 100E G2 MTK PALMREST WITH KEYBOAR		
LENOVO 100E G2 MTK MOTHERBOARD 4GB		
14716	AGParts Worldwide, Inc.	2,084.20
Special Ed Tuition Fees - 1st Semester		
10958	Alta-Aurelia Community School District	19,588.06
New Replacement RI04 RI06XL Notebook Bat		
Keystone Jack for terminating cable ends		
order discount		
Green Vinyl		
Shipping & Handling Bulletin Board		
TV mount for CMS TV		
Medique Products 50601 Medikoff Cough Dr		
10 pack of blank metal keychains		
led lights		
13771	Amazon Capital Services	2,015.91
Popcorn - 3rd & 4th Testing Reward		
12581	American Theatre	45.00
Mop Service		
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	55.18
Softener Salt - WHS		
Softener Salt & Rental - Bus Barn		
Softener Salt - CMS		
Nurse Supplies - WHS		
Softener Salt		
Nurse Supplies - CMS		
10079	Blaine's Culligan and Sundance Spas	540.48
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
PVC pipe - Jolly Horse		
Maintenance Supplies		
Maintenance Supplies		
10021	Bomgaars	270.09

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Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Book Refund		
14733	Boutte, Aihlee	8.00
Breakout EDU Teacher ONE kit and 12 mont		
13655	Breakout EDU	149.00
Internet/Data		
14427	C-M-L Telephone Cooperative Assoc	1,105.03
jiffy cleaner		
11243	Central Iowa Distributing	146.00
replaced broken lights on the outside of		
burned up parking lot light in front of		
verify voltage for EDA in bus barn		
fixed lights in CES in room 434 quit wor		
parts and new light installed inside roo		
10034	Champion Electric	892.19
Continuing Ed Fee for Turf		
11863	Cherokee County Extension	35.00
Garbage Maintenance		
Garbage Maintenance		
13534	Cherokee County Solid Waste Commission	24.00
Shipping V-Stpales		
13762	Counsel	315.95
Piano Tuning - CMS		
11794	Dave's Piano Service	651.10
Helping Hands Supplies		
10067	Fareway Stores, Inc.	29.70
new smoke dectectors		
14222	Feld Fire	543.75
shipping		
11005	Gopher Sport	32.45
Pest Extermination		
10979	Guardian Pest Solutions	173.25
sand for sanding sidewalks		
14443	Hallett Materials	25.00
Book Found - Refund		
14731	Herrin, Kirsten	14.00
toilet paper		
13294	Home Depot Pro, The	1,827.36
Culinary 1 - Frostings Lab & Human Devel		
Buttler Lab Supplies		
Culinary 1 - Frostings Lab		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Culinary 1 - Frostings Lab		
10274	Hy-Vee Food Stores, Inc	247.25
S/h		
S & H for music		
Coral Reef		
12200	J.W. Pepper and Son, Inc.	149.33
1x4 treated - 136 Brave Designs		
1/2 ply - 138 Regular		
2x4 P @8		
11735	Marcus Lumber	206.84
pipe nip		
plywood		
4x4 white wood		
12791	Menards	219.00
Electricity - 600 W Bluff WHS		
Electricity - 600 W Bluff St		
Concession		
Electricity - Doupe Ballfields		
Electricity - 334 Gillette Bus		
Barn		
Electricity - 336 Gillette		
Armory		
12363	MidAmerican Energy Company	4,311.76
Tradition of Excellence - Book		
1 - Trump		
Repair - Noblet Bass Clarinet		
#2878		
Vandoren Eb Clarinet Reeds		
Gator Keyboard Stand		
Repair - Bundy Clarinet #887923		
Repair - Fox Bassoon #5092		
Amp Repair		
Debut Clarinet Mouthpiece		
Box - Rico Royal Clarinet Reeds		
2.5		
Instruments cleaning and		
disinfecting		
Yamaha YCL221II Bass Clarinet		
10894	MidBell Music, Inc.	3,371.48
broken door fob on middle		
school door		
Valcom-24V Power Supply 6A		
14115	Midwest Technology	3,257.59
Services, LLC		
replaced 2 garbage disposals in		
FCS room		
pulled all old sinks and capped		
off in r		
filters and filter change at		
CES school		
11495	Modern Heating and	1,820.69
Cooling, Inc.		
Trans Supplies		
Trans Supplies		
Trans Supplies		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
10180	Motor Parts Sales	109.22
Outside Labor Repairs		
10425	Northside Tire Inc	37.50
Mentoring Program - 12 teachers		
Cum Folders/Future Ready		
Brochures		
Bind & photo copy 30 books for		
mythology		
College Fair Posters for		
Guidance Office		
10125	Northwest AEA	1,350.16
Trans Supplies		
11377	O'Reilly Automotive, Inc.	48.33
Postage - WHS		
10830	Purchase Power	800.00
Ruler - 24" x 6.5"		
13101	QUILT N KABOODLE	201.75
DOT Physical - Eaton		
DOT Physical - Mortenson		
14502	Redenbaugh Chiropractic	300.00
delivered container and 5 dumps		
10217	Sanitary Services, Inc.	571.50
Needlepoint Canvas Sheet		
11884	School Specialty, LLC	2.27
Book Refund		
14732	Slininger, Michael	5.00
Direct Deposit Checks		
Payroll Checks		
Activity Fund Checks		
Checks - School House		
Operating Checks		
10720	Storey Kenworthy/Matt Parrott	869.68
Medicaid Billing Fee		
12838	Timberline Billing Service LLC	1,144.65
Time & Attendance		
11578	Time Management Systems	299.06
Shipping		
13143	Trophy Central, Inc.	40.15
Wiper Blade for Bus		
13564	Vannatta, Joe	31.02
CMS Principal Cell		
18319	Verizon Wireless	454.64
CNA State testing		
10248	Western Iowa Tech Comm College	235.00
WHS Ind Art Instructional		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
Supplies		
14012	Wynn, Alec	34.39
Fund Number	10	
Checking Account ID	1	
Quarterly Premium		
13585	SU Insurance Company	12,927.50
Fund Number	22	
Checking Account ID	1	
Checking Account ID	2	
Fund Number	33	
	Local Option Sales and Service Tax Fund	
Shipping and Handling		
Labor to cable and to install cameras an		
Shipping and Handling		
14115	Midwest Technology Services, LLC	6,324.33
Fund Number	33	
Checking Account ID	2	
Fund Number	36	
	PHYSICAL PLANT & EQUIPMENT	
Greenhouse Project Pavement Improvements		
13841	Beck Engineering, Inc.	1,947.50
bolts		
10021	Bomgaars	78.25
vav actuator 2 thermostats for dawns ro		
fix air handler again		
20223	Control System Specialist	1,886.26
1x4 - 137 Crow's Nest		
11735	Marcus Lumber	89.90
Fund Number	36	
Checking Account ID	2	
Checking Account ID	3	
Fund Number	21	
	STUDENT ACTIVITY FUND	
4 totes for athletic uniforms		
DeMarini Wilson FP Prism+ (-10) Fastpitch		
USB Microphone for Amy Fowler robotics		
Custom Self-Inking Stamp - Up to 3 Lines		
GSM Brands Quarterback (QB) Play Wristba		
13771	Amazon Capital Services	986.25
WHS Concession Supplies - Popcorn Oil		
12581	American Theatre	113.50
Girls Track Fee - BVU Indoor Meet		
12896	Buena Vista Track & Field	250.00
Meal money for 2 meals		
13234	Cash and Joyce Lundsgaard	100.00
WHS Concession Supplies		
WHS Concession Supplies		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
WHS Concession Supplies		
WHS Concession Supplies		
10067	Fareway Stores, Inc.	71.11
Sine Nomine Honor Band		
Conductor - 4/7		
14728	Forney, Julie	375.00
WHS Concession Supplies		
11060	Godfather's Pizza	2,592.00
Regional Girls BB - 2/23/22		
30902	Iowa Girls High School Athletic Union	18.00
Ensemble Entry - Choir		
Registrations - Band		
31080	Iowa High School Music Association	286.00
Varsity IE State Competition		
Speech Awards Certificates		
30733	Iowa High School Speech Association	619.00
Registration - Jazz Champs		
4/5/22		
30574	Iowa Jazz Championships	200.00
Girls Track Fee - USD Indoor		
Meet 3/22/2		
30270	USD ATHLETIC BUSINESS OFFICE	250.00
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Ala Carte Purchases		
Ala Carte Purchases		
Ala Carte Purchases		
11224	Chesterman Co.	747.00
soap for dishwashers		
14486	Cole Papers Inc.	541.65
Milk - CES		
Milk - CES		
Milk - WHS		
Milk - CMS		
Milk - CES		
Milk - WHS		
Milk -CMS		
Milk -CES		
Milk - WHS		
Milk -CMS		
Milk -CES		
Milk -WHS		
Milk -CES		
Milk -WHS		
Milk -CMS		
Milk -CES		
Milk -WHS		
Milk -CMS		
Milk -CES		

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User ID: ALG

Vendor Number Vendor Name

Amount

Invoice Detail Description

Milk - WSS

Milk - CMS

Milk - CES

Milk -CMS

40114	DFA Dairy Brands Corporate	3,400.83
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COVID Purchased Food

COVID Purchased Food

COVID Purchased Food

COVID Purchased Food

40032	Earthgrains	576.40
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COVID General Supplies

COVID Food Purchases

New shelving for freezer in
kitchen

COVID Food Purchases

COVID Purchased Food

Ala Carte Food Purchases

COVID Food Purchases

COVID General Supplies

Ala Carte Food Purchases

18253	MARTIN BROS. DISTRIBUTING CO., INC.	17,424.71
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Fund Number 61

Checking Account ID 4

Cherokee Elementary School

March 2022 *Brian Christiansen, Principal*
Jen Burch, Instructional Coach



DISTRICT GOAL 1

COLLEGE & CAREER READINESS

CES 3rd and 4th grade students will be taking their Spring ISASP assessments on March 22nd, March 23rd, and March 25th. 3rd and 4th grade students will complete a Reading, Math, and Writing/ELA assessment.

The end of 3rd quarter will be on March 21st. Grades for students will be emailed/sent home to families on Friday, March 25th. We are excited to share with families the growth our students at CES have made so far this year!

The Healthy Hero award for March is awarded to Braedon Snelling. A quote about Braedon, "We can always count on Braedon to do what he is supposed to be doing. He is a hard worker and always tries to do his best. Braedon always encourages everyone and is the first to congratulate his peers on their success. Braedon also makes sure everyone is included in games and activities. He is a joy to have in class." Congratulations, Braedon!

DISTRICT GOAL 2

21ST CENTURY SKILLS

PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS

Teachers at CES have started planning a Respect Challenge for 4th quarter. Students will earn tickets when showing respectful behaviors toward teachers, peers, and our school. We will celebrate their respectful behavior with a student activity day where students choose experiences in which they would like to participate.

CES teachers have applied for two Scale-Up STEM awards this year including Daily Math Fluency (to help develop efficiency and accuracy in basic math facts) and Ioponics (to engage with living organisms for agriculture and scientific purposes). We look forward hearing the names of the award winners before the end of our school year.

DISTRICT GOAL 3

COMMUNICATION & POSITIVE RELATIONSHIPS

All staff participated in *Seizure Training for School Personnel* during our Professional Development Day this month. This training was conducted by the Epilepsy Foundation and provided an understanding of what action steps to take to keep students and staff safe in the event of a seizure.

Please note the following change in dates

1st and 2nd grade Spring Concert	Tuesday, May 10th
3rd and 4th Grade Spring Concert	Monday, May 16th



CHEROKEE MIDDLE SCHOOL

March 2022



STUDENT RECOGNITION

We continue to do our weekly "You Made Us Proud Card" drawings to recognize various students who set a good example of proper behaviors in school. Once the fish tank is full of cards, all the students then receive a reward. This Wednesday we will be having popcorn and movie party in our classrooms.

SPEAKER

We look forward to hearing Joe Beckman's positive message to our student body this Wednesday. He will also be speaking with our staff during PD. We heard him at the Leadership Conference at Northwestern. He had a very positive message which will be well received this time of year!

CONCERTS

Band & Vocal Concerts have been in full swing! The students have been showcasing their hard work and it shows they have put in a lot of effort. Attendance has been amazing.

INSTRUCTION & TESTING

We have been continuing to unpack standards in our journey to investigate plan for standards based education. Some amazing departmental (content) discussions have developed as a result of this process. We are really trying to make this an impactful journey.

We are gearing up for the ISASP testing. Students have participated in practice tests and the IC and tech team have worked together to troubleshoot any issues that came up in the trial. We will be testing the week of March 28th in our building. The teachers just participated in the security training and are preparing students.

CMS/CES CONNECTIONS

It is hard to believe that it has been about a year since the Elementary joined us on this campus. It is going really well and we love connecting with them. On occasion, our middle school students have paired up and read to our Elementary students in the Library. We also have some 7th & 8th grade students helping in some Elementary classrooms with various activities.

STEM & CAREER AWARENESS

A team attended the AEA & Northwest Iowa STEM playground training which included computer science and understanding the offerings that both have available for check out. It was a very beneficial experience and we can share a lot of information with our staff for future reference.

CMS SEBH TEAM

SEBH team is connecting with community organizations to see what activities are available for our middle school students throughout the year. We are trying to connect our students with activities because the data shows, the more they are involved in something the more successful they have in school.

We have been participating in a penny war to help families in the Winterset area affected by the tornadoes.

Positivity
Respect
Integrity
Determination
Empathy

Scot Aden, Principal
Linda Ducommun, Instructional Coach





March 2022 WHS Building Report

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



Board Goals Work Based Learning Problem Solving and Team Building Skills Technology Iowa Core Communication	• Graduation Rates ◦ 2021 class 4-year cohort graduation rate: 94.59 ◦ 2020 class 5-year cohort graduation rate: 95.71 • WIT Course offerings for next year ◦ Auto II will be offered - Extension of Auto I which was introduced this year. ◦ Introduction to Education - First class for students interested in becoming educators ◦ Continue offering Intro to Criminal Justice, CNA, Advanced CNA, Welding, and courses offered on Sioux City campus that are then available via Zoom to Cherokee students • Registration is mostly completed. • ISASP preparation and planning are continuing. • The College Fair was a huge success! A lot of good conversations spawned from that event. • Mrs. Heater will be conducting Senior Exit surveys while grades 9-11 will be taking ISASP.
Staff Positives	• March Madness • Taking time each week to positives they see in their classrooms and throughout the building. Great way to start our PD sessions each week.
Student Positives	• Jazz Band qualified for Iowa Jazz Championships • We had seven students earn All State Individual State Speech recognition. • Spring sports are up and running.
Looking Ahead...	• End of 3rd Quarter is March 21. • Spanish Honor Society Induction is March 24.

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

Notes for the Board from the Superintendent – March 2022

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

March Standard: Foster a culture that enables excellence and innovation by empowering the superintendent in hiring and developing the best employees available to meet the district's goals, by supporting structures that develop instructional leadership and collaboration, by supporting research-based staff professional development aligned with district goals, and by fostering a safe and secure environment for all students, staff, and visitors.

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

March Rotary Student of the Month is Abbigayle VandeLune! Abbigayle is the daughter of Chris and Lisa VandeLune and she was nominated for this recognition by staff members. Abbigayle is involved in group speech, basketball, volleyball, student council, Jets, Spanish Club, Spanish Honor Society, National Honor Society, and was a member of the Homecoming Court. A quote from one of Abbigayle's teachers "Abbigayle is working hard her senior year with tough classes and a positive attitude. She has overcome several health challenges throughout middle school / high school and has never complained or expected a handout. She has buckled down and made the best of the situation while always helping others along the way!" Congratulations to Abbigayle!

Technology Update

- **News from the Technology Team, Dan Bringle and Carson Elston**
 - This month we have been working with staff directly helping them with their technology issues. In February, we had 25 tickets opened, and we closed 25 tickets. We currently have 7 tickets open as of 3/14/2022, with 4 tickets slated for summer.
 - We have closed the Chromebook RFP's and are in the selection phase - on the agenda.
 - Internet connection to the football field has been repaired.
 - We are piloting classroom management software with teachers and staff.

Career Opportunities Update – Board/District Goal #1

- Building Reports - Principals/Instructional Coaches - on the agenda
- Future Ready Team Presentation - March

Curriculum and Instruction Update – Board/District Goal #2

- Building Reports - Principals/Instructional Coaches - on the agenda
- Purchasing Year: Language Arts - May Board Meeting
- Professional Development Focus: Leadership [Joe Sanfelippo], STEM, and Science of Reading
- Iowa Department of Education Public Reporting Site: 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
- TLC Applications are due Friday, March 25
- Joe Beckman, the author of *Just Look Up*, presented to students TK-12 and staff on Wednesday, March 16 in the WHS Auditorium. His message is about the human connection and was well received by all - even the high school kids wanted selfies with Joe! I love your face! We fight for kids!

Nursing, Nutrition, and Transportation Update

- **News from Director of Nursing, Rachel Doeden**
 - On Monday the 14th we had 88 staff attend seizure first aid training through a free presentation by the Iowa Epilepsy Foundation. We had a record number of students participate in our Mid-Sloux free I-Smile dental screens last week. (insert drum roll)

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 – March 2022

Cherokee Community School District: *Empowering Learners*

- I am happy to report it has been over a month since our last positive covid student or staff!!!



- **News from Food Services Director, Cara Jacobson**

- We just finished National School Breakfast week! This week usually is a time to bring awareness to families that we do serve breakfast at school and the benefits of breakfast overall for academics! We tried a few new items, sent printables to the elementary school, had breakfast for lunch, TK-4 wore pajamas for fun, and I sent a letter to parents reminding them that we are there for breakfast in the morning daily! We are currently serving 250 kids for breakfast on average and it's free for all!

- We have had some issues with our sewer lines at the high school, so Mike is getting bids on repairs. The area is where we wash pans at the end of day, so at the same time, I will be looking into new sinks, faucets, etc. This will be done after summer food ends! Summer food will run the month of June and we hope to have it at the high school again! It works out great at WHS with all the camps, summer school, and the pool being so close! Thank you!!

- **News from Transportation Director, Rachel Mallory**

- Track will be starting soon.
 - Garage door openers will be installed hopefully Wednesday the 16th.

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- Date for Budget Hearing - Monday, April 4, 2022 at 5:30 PM

Building, Grounds, and Capital Projects Update

- Date for Board Work Session - Monday, April 18, 2022 at 12:00 PM
- **News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Assistant Director**
 - Busy time getting ready for spring sports. The tennis courts are set up and ready to go. The courts will have the cracks fixed and repainted, as Kim and I have signed the contract with Midwest Track & Tennis Company. We are first on their list of courts to be refinished. It will look awesome when done. Track season is here and Jamie and I are busy setting up track stuff so it will be ready to go.
 - All water to the fields and facilities will be turned on when we know we are done freezing, so we can be sure to prevent any breakage.
 - April 9th is the date set for getting the Crows Nest up at the Ball Fields.
 - Thank You to Kim for all your support.

IASB Update & Other

- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

Policy/Legislative Update [IASB/SAI/RSOI/DOE]

- Board Policy - 401.14-403.2 - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

School Administrators of Iowa	Legislative Information - IDOE	Legislative Advocacy
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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

EMPLOYEE EXPRESSION

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Legal Reference: U.S. Const. Amend. I
Iowa Code §§ 279.73; 280.22

Cross Reference: 502.3 Student Expression
504.3 Student Publications

Approved 8/16/21

Reviewed 3/21/22

Revised _____

First Reading 7/1/2021
Second Reading 8/16/21

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Legal Reference: Iowa Code §§ 22.7; 279.8 (2013).

Cross Reference: 401.5 Employee Records

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19, 3/21/22 Revised _____

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certification will remain valid for three years. Employees who have taken the post-July 1, 2019 two hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.
441 I.A.C. 9.2; 155; 175.
1982 Op. Att'y Gen. 390, 417.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.3 Abuse of Students by School District Employees
502.9 Interviews of Students by Outside Agencies
507 Student Health and Well-Being

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19, 3/21/22 Revised _____

CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse, which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child . . . as a result of the acts or omissions of the person responsible for the child. . . . Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone will not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code*, section 725.1 which deals with prostitution.
- Any mental injury to a child's intellectual or psychological capacities evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed by a licensed physician or qualified mental health professional.
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts of omissions of the person responsible for the care of the child.
- The person responsible for the care of a child has, in the presence of the child, as defined in section 232.2, subsection 6, paragraph "p", manufactured a dangerous substance, as defined in section 232, subsection 6, paragraph "p", or in the presence of the child possesses a product containing ephedrine or its salts, optical isomers or its salts, pseudoephedrine or its salts, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
- The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.

Teachers in public schools are not "persons responsible for the care of the child" under this definition.

CHILD ABUSE REPORTING REGULATION

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report orally, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2013).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 104 Bullying/Harassment
402.2 Child Abuse Reporting
503.5 Corporal Punishment

Approved _____ Reviewed 6/17/2013, 7/18/16, 3/18/19, 3/21/22 Revised _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's name and address: _____

Student's telephone no.: _____

Student's school: _____

Accused employee's name and place of employment: _____

Allegation is of _____ physical abuse _____ sexual abuse*

Please describe what happened. Include the date, time and where the incident took place, if known. If physical abuse is alleged, also state the nature of the student's injury:

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____yes _____no

If yes, please list by name, if known, or classification (for example "third grade class," "fourth period geometry class"):

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:

_____ Yes _____ No Telephone Number _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Complaint of Injury to or Abuse of a Student by a School District Employee

Has any professional person examined or treated the student as a result of the incident?

____yes ____no ____unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known

Has anyone contacted law enforcement about this incident? ____yes ____no

Please provide any additional information you have which would be helpful to the investigator. Attach additional pages if needed.

Your name, address and telephone number:

Relationship to student:

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You will receive a copy of this report (if you are the named student's parent or guardian) and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

An individual who has knowledge an employee has physically or sexually abused a student may immediately report it to the school district's Level I investigator. "Employee" means one who works for pay or as a volunteer under the direction and control of the school district. The report is written, signed and witnessed by a person of majority age. The witness may be the Level I investigator. The reporter is the individual filing the report. The report will contain the following:

- The full name, address, and telephone number of the person filing.
- The full name, age, address, and telephone number, and attendance center of the student.
- The name and place of employment of the employee who allegedly committed the abuse.
- A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
- A list of possible witnesses by name, if known.
- Names and locations of persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

Upon request, the Level I investigator may assist the reporter in completing the report. An incomplete report will not be rejected unless the missing information would render the investigation futile or impossible. An employee receiving a report of alleged abuse of a student by an employee will pass the report to the investigator and will keep the report confidential to the maximum extent possible. In performing the investigation, the investigator will have access to the educational records of the alleged student victim as well as access to the student for interviewing purposes.

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district. To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator will dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level I investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or,
- take other appropriate action to ensure the student's safety.

The Level I investigator will have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

Physical Abuse Allegations

When physical abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

The Level I investigator will use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation will not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

Within five days of receipt of an investigable report, the Level I investigator will complete an informal investigation. The informal investigation will consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the Level I investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the Level I investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report. Within fifteen days of receipt of the report, the Level I investigator will complete a written investigative report, unless the investigation was temporarily deferred.

The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the Board of Educational Examiners if the employee is a licensed employee.

The investigator will retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident of abuse as defined in the rules took place between the student and employee. The Level I investigator does not make the determination of whether the use of physical contact was appropriate or whether any of the exceptions apply. That is the responsibility of the Level II investigator. Upon completion of the report, if the Level I investigator determines the allegations of physical abuse are founded and serious, the Level I investigator will notify law enforcement authorities. If the allegations are founded but the physical abuse is not of a serious nature, the Level I investigator will refer the case on to the Level II investigator.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation. The Level II investigative report will state the conclusion as to the occurrence of the alleged incident, the applicability of exceptions, the reason for the contact or force used, and recommendations regarding the need for further investigation. In determining the applicability of the exceptions or the reasonableness of the contact or force used, the Level II investigator will use the following definitions:

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

- a. Using reasonable and necessary force, not designed or intended to cause pain:
 - (1) To quell a disturbance or prevent an act that threatens physical harm to any person.
 - (2) To obtain possession of a weapon or other dangerous object within a pupil's control.
 - (3) For the purposes of self-defense or defense of others as provided for in Iowa Code § 704.3.
 - (4) For the protection of property as provided for in Iowa Code §§ 704.4, .5.
 - (5) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
 - (6) To prevent a student from the self-infliction of harm.
 - (7) To protect the safety of others.
- b. Using incidental, minor, or reasonable physical contact to maintain order and control.

In determining the reasonableness of the contact or force used, the following factors are considered:

 - a. The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.
 - b. The size and physical condition of the student.
 - c. The instrumentality used in making the physical contact.
 - d. The motivation of the school employee in initiating the physical contact.
 - e. The extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Sexual Abuse

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

When sexual abuse is reported, the Level I investigator will make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report will not receive a copy of the report until the employee is initially interviewed. The designated investigator will not interview the school employee named in a report of sexual abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

The investigator will notify the parent, guardian or legal custodian of a student in prekindergarten through grade six, of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The Level I investigator will interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The Level I investigator may record the interview electronically.

The Level I investigator will exercise discretion in the investigative process to preserve the privacy interests of the individuals involved. To the maximum extent possible, the investigator will maintain the confidentiality of the report.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the Level I investigator believes the employee committed a sex act with a student or sexually exploited a student, the Level I investigator will defer the Level I investigation and immediately notify law enforcement officials, the student's parents and the person filing the report.

If the Level I investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the Level I investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the Level I investigator will provide notice of the impending interview of student witnesses or the student who is in prekindergarten through grade six, to their parent, guardian, or legal custodian, and may provide notice to the parent or guardian of older students, prior to interviewing those students. The Level I investigator shall, if founded, arrange for the Level II investigator to further investigate the allegations.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Within fifteen days of receipt of the report or notice of alleged sexual abuse, the Level I investigator will complete a written investigative report unless the investigation was temporarily deferred. The written investigative report will include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the school employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
 - Unfounded. (*It is not likely that an incident, as defined in these rules, took place*), or
 - Founded. (*It is likely that an incident took place.*)
8. The disposition or current status of the investigation.
9. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
 - Contacting law enforcement officials.
 - Contacting private counsel for the purpose of filing a civil suit or complaint.
 - Filing a complaint with the Board of Educational Examiners if the school employee is certificated.

The investigator will retain the original and provide a copy of the investigative report to the school employee named in the report, the school employee's supervisor and the named student's parent or guardian. The person filing the report, if not the student's parent or guardian, is notified only that the Level I investigation has been concluded and of the disposition or anticipated disposition of the case.

If the allegations are founded, the Level I investigation will refer the case to the Level II investigator. The Level II investigator will review the Level I investigator's final investigative report and conduct further investigation if necessary. The Level II investigative report will state conclusively as to the occurrence of the alleged incident, conclusively as to the nature of the sexual abuse and recommendations regarding the need for further investigation. Upon completion of the Level II investigation, the Level I investigator will forward copies of the Level II investigative report to the employee, the employee's immediate supervisor and the student's parent. The Level I investigator will notify the person filing the report of the current status of the case.

If the Level II investigator's report or law enforcement officials conclude sexual abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator will file a complaint on behalf of the district after obtaining the superintendent's signature with the State Board of Educational Examiners. The Level I investigator will also arrange for counseling services for the student if the student or student's parents request counseling services.

In cases involving founded physical or sexual abuse by a licensed employee, the board will notify the Board of Educational Examiners. Information of unfounded abuse at Level I or Level II will not be kept in the employee's personnel file. If the Level I investigative report is founded but Level II is unfounded, then the Level I report is removed from the employee's permanent file. Notes, tapes memorandums and related materials compiled in the investigations must be kept for two years.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

It is the responsibility of the board to annually identify a Level I and Level II investigator. The board will also designate annually an alternate Level I investigator, preferably of the opposite sex of the designated Level I investigator, to whom reports may also be made. The names and telephone numbers of the Level I investigator and the alternate Level I investigator is included in employee handbooks, student handbooks, annually published in the local newspaper, and prominently displayed in all school buildings.

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee

GIFTS TO EMPLOYEES

- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References: Iowa Code ch. 68B (2013).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 217 Gifts to Board of Directors
401.2 Employee Conflict of Interest
704.4 Gifts-Grants-Bequests

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Legal Reference: Iowa Code §§ 20.7; 279.8.

Cross Reference: 401.2 Employee Conflict of Interest
408.3 Licensed Employee Tutoring

Approved _____ Reviewed 6/17/2013, 8/15/16, 3/18/19, 3/21/22 Revised _____

EMPLOYEE PHYSICAL EXAMINATIONS

The Cherokee Schools believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report unless otherwise required by law or medical opinion.

The cost of bus driver physicals will be paid by the school district.
The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employee in accordance with law.

Legal Reference: 29 C.F.R. Pt. 1910.1030.
Iowa Code §§ 20.9; 279.8, 321.376.
281 I.A.C. 12.4(14); 43.15 -.20.

Cross Reference: 403 Employees' Health and Well-Being

Approved _____ Reviewed 7/15/2013, 8/15/16, 3/18/19, 3/21/22 Revised 8/15/2016

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17.

Cross Reference: 403 Employees' Health and Well-Being
409.2 Licensed Employee Personal Illness Leave

Approved _____ Reviewed 7/15/2013, 8/15/16, 3/18/19, 3/21/22 Revised _____

DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

In accordance with Title IX of the Education Amendments Act of 1972, the Cherokee Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Superintendent of Schools, 600 West Bluff Street, 712-225-6767.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Legal References: 20 U.S.C. § 1681 *et seq.*

34 C.F.R. § 106 *et seq.*

Approved 3/21/22 Reviewed _____

Revised _____

First Reading 2/28/22
Second Reading 3/21/22

LIMITATIONS TO EMPLOYMENT REFERENCES

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

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

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

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

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

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Reviewed _____

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Second Reading 3/21/22

HOMELESS CHILDREN AND YOUTH

The Cherokee Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the High School Principal as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

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

Legal Reference: 20 U.S.C. § 6301.
42 U.S.C. § 11302.
42 U.S.C. §§ 11431 *et seq.*
281 I.A.C. 33.

Cross Reference: 501 Student Attendance
503.3 Fines - Fees - Charges
506 Student Records
507.1 Student Health and Immunization Certificates
603.3 Special Education
711.1 Student School Transportation Eligibility

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