

# CHEROKEE COMMUNITY SCHOOL DISTRICT



*Public Hearing/Regular Board Meeting*

*November 20, 2017*

*5:30 p.m.*

*WHS Conference Room*

**Board Members:**

**Ms. Laura Dawson- President**

**Mr. Logan Patterson - Vice President**

**Mr. Paul Fuhrman**

**Mr. Charles Wulfsen**

**Mrs. Laura Jones**

**Mrs. Joyce Lundsgaard, Business Manager/Board Secretary**

**Mrs. Kimberly Lingenfelter, Superintendent**

**Public Hearing – Sale and Transfer of Roosevelt School Property to  
Cherokee Regional Medical Center  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, November 20, 2017 @ 5:30 p.m.**

The Iowa Code requires each school district to develop a plan for sale and transfer of district property. The Cherokee Community School District Board of Directors, in accordance with Section 297.22(1), has put the terms of the proposed sale and transfer of Roosevelt school property from Cherokee Community School District to the Cherokee Regional Medical Center in a resolution. The resolution was published in the Chronicle Times on Wednesday, November 8<sup>th</sup>, is available on the front page of the district website, and available in hardcopy at Central Office. If you have comments that you wish to be considered before this plan for sale and transfer of district property is finalized and are not able to attend the public hearing, please submit those comments to:  
Kimberly Lingenfelter, Superintendent by November 20, 2017 by 2:00 p.m.

1. Call the hearing to order
2. Approve the agenda
3. Public hearing on the Disposition of Roosevelt school property to Cherokee Regional Medical Center
4. Any person interested may appear to speak and/or file objections to the proposed disposition of Roosevelt school property to Cherokee Regional Medical Center
5. Close the public hearing
6. Adjournment

**Regular Board of Education Meeting  
Cherokee Community School District, 600 West Bluff Street  
Agenda for Monday, November 20, 2017 following public hearing**

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

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|---|
| <ol style="list-style-type: none"><li>1. Call the meeting to order</li><li>2. Approve the agenda</li><li>3. Roll call of members in attendance</li><li>4. Action to excuse board members not in attendance</li><li>5. Welcome Visitors<br/>Recognition of persons who wish to speak to an item on the agenda or speak to the board regarding a school issue.</li><li>6. Consent agenda<ol style="list-style-type: none"><li>A. Approve the minutes of the regular meeting [10-16-17] and management meeting [11-06-17]</li><li>B. Approve financial statements</li><li>C. Approve monthly bills</li></ol></li></ol> |
| <ol style="list-style-type: none"><li>7. Communication and Reports<ol style="list-style-type: none"><li>A. Directors' Reports</li><li>B. Principals' Building Reports/ Instructional Coaches' Reports</li><li>C. PTA Report</li><li>D. Superintendent's Report</li></ol></li></ol>  |
| <ol style="list-style-type: none"><li>8. Policy Change(s): 501.11 Student Release During School Hours; 705.1 Purchasing – Bidding Clerical Change(s):<br/>Affirm: 605.3 Objection to Instructional Materials; 605.3E1 Instructions to the Reconsideration Committee; 605.3E2 Reconsideration Form; 605.3R1 Reconsideration of Instructional Materials Regulation; 605.4 Technology and Instructional Materials; 605.5 School Library; 606.1 Class Size –</li></ol>  |

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

Class Grouping; 606.2 School Ceremonies and Observations; 606.3 Animals in the Classroom; 606.4 Student Production of Materials and Services; 606.5 Student Field Trips and Excursions; 606.6 Insufficient Classroom Space; 607.1 Student Guidance and Counseling Program; 607.2 Student Health Services

**9. New Business**

- A. Discussion of/ action concerning a resolution for the sale and transfer of Roosevelt school property from the Cherokee Community School District to the Cherokee Regional Medical Center for \$4 million dollars with contingencies
- B. Discussion of/ action to appoint a chairperson to head a citizens' committee to investigate facility needs for Roosevelt Elementary School and the Cherokee Community School District
- C. Discussion of/ action concerning requests for early graduation
- D. Discussion of/ action concerning a request to the School Budget Review Committee for Modified Supplemental Amount for Limited English Proficient Students beyond five years in the amount of \$16,250
- E. Discussion of/ action concerning a request to the School Budget Review Committee for Modified Supplemental Amount for Increasing Enrollment of Students in the amount of \$208,165
- F. Discussion of/ action concerning the appointment of a board member to the Cherokee County Conference Board
- G. Discussion of/ action concerning Braves Academic Achievement Club in lieu of National Honor Society or in addition to National Honor Society
- H. Discussion of/ action concerning the ECLC Handbook
- I. Discussion of/ action concerning the resignation of Jennifer Westphal as WHS Football Cheer Coach
- J. Discussion of/ action concerning the resignation of Holly Williams as ELL Paraprofessional at RES and CMS
- K. Discussion of/ action concerning the resignation of Randy Eaton as Food Service Provider
- L. Discussion of/ action concerning extending a contract to Julie Hummel as CMS Track Coach
- M. Discussion of/ action concerning extending a contract to Dave Ellis as CMS Track Coach
- N. Discussion of/ action concerning extending a contract to Collin Johnson as CMS Girls Basketball Coach
- O. Discussion of/ action concerning extending a contract to Melinda Hammen as WHS Football Cheer Coach
- P. Discussion of/ action concerning extending a contract to Randy Eaton as Bus Driver
- Q. Discussion of/ action concerning extending a contract to Brent Koedam as Volunteer WHS Wrestling Coach
- R. Discussion of/ action concerning extending a contract to Rhonda Peterson as Food Service Provider
- S. Discussion of/ information concerning Board Policy 501.11 Student Release During School Hours [First Reading]
- T. Discussion of/ information concerning Board Policy 705.1 Purchasing – Bidding [First Reading]
- U. Discussion of/ information concerning steps in a school bond election

**10. Board Committee Reports**

- A. Curriculum and Instruction – Fuhrman, Jones
- B. Policy – Dawson, Wulfsen
- C. Finance\* – Dawson, Patterson
- D. Building, Grounds, Capital Projects – Fuhrman, Jones
- E. Transportation, Nutrition – Patterson, Wulfsen

**11. Items of Interest for the Next Meeting [December 18, 2017 @ 5:30 p.m.]**

- A. Discussion of/ action concerning board acceptance of the ECLC handbook
- B. Discussion of/ action concerning the publication of the annual State Report Card
- C. Discussion of/ information concerning general fund key indicators – ISFIS

**12. Adjournment**

**Projected Dates/Times for Regular Board of Education Meetings 2017-2018**

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

**\* 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.**

## **NOTICE OF HEARING**

You are hereby notified that the Board of Directors of the Cherokee Community School District will hold a public hearing on November 20, 2017 at 5:30 p.m. in the Washington High School Conference Room at 600 West Bluff Street in Cherokee, Iowa.

The purpose of this public hearing is to receive public comment on the proposal to sell the real estate known as Roosevelt Elementary building and the related property which is all described on Exhibit A attached hereto. The survey plats and further information may be examined at the administration office. The property would be sold to the Sioux Valley Memorial Hospital Association for the sum of \$4,000,000.00.

A copy of the proposed Option to Purchase Real Estate which has been signed by the Sioux Valley Memorial Hospital Association and the school district is available for inspection at the school district's administrative office at 600 West Bluff Street, Cherokee, Iowa.

The resolution for consideration immediately following the public hearing is as follows:

### **RESOLUTION**

Resolved that the Cherokee Community School District of Cherokee, Iowa, shall sell the current Roosevelt Elementary building at 929 Roosevelt Avenue, Cherokee, Iowa, and real estate, which is described on Exhibit A, to the Sioux Valley Memorial Hospital Association, Cherokee, Iowa, for the sum of \$4,000,000.00.

Further resolved that the Board Secretary and President of the Board of Directors shall execute any and all documents necessary to carry out the intention of this Resolution.

You are invited to attend the public hearing and comment.

Following the public hearing, the Board of Directors will vote upon the resolution.

  
Joyce Lundsgaard, Board Secretary

## EXHIBIT A

A tract of land located in the East Half (E1/2) of the Northeast Quarter (NE1/4) of Section 27, Township 92 North, Range 40 West of the 5<sup>th</sup> P.M., Cherokee County, City of Cherokee, Iowa, more completely described as follows:

Commencing at the Northeast (NE) Corner of the Northeast Quarter (NE1/4) of said Section 27; thence S00°00'00" E 900.90 feet along the East line of the NE1/4 of said Section 27; thence N90°00'00" W 33.00 feet to the intersection of the Westerly right-of-way line of Roosevelt Street and the Southerly right-of-way line of Bow Drive and to the Point of Beginning; thence N88°55'57" W 298.40 feet along the South right-of-way line of Bow Drive; thence 201.10 feet Northwesterly along a 310.00 foot radius curve concave Northeasterly, having a 197.59 foot chord bearing N70°20'54" W, along the Southwesterly right-of-way line of Bow Drive to a point on the South Line of Pritchard's Second Addition to the City of Cherokee, Iowa; thence N89°37'00" W 179.40 feet along the South Line of said Pritchard's Second Addition to the NE Corner of Ridgeview Heights Addition to the City of Cherokee, Iowa; thence S32°28'52" W 576.58 feet along the Southeasterly Line of said Ridgeview Heights Addition to the Southeast Corner of said Addition and a point on the North Line of the Sioux Valley Memorial Hospital Property as described in Land Deed Book No. 53, Page 457, located at the Cherokee County Recorder's Office, Cherokee County Courthouse, Cherokee, Iowa; thence S89°25'47" E 464.36 feet along said North Line to the NE corner of said Sioux Valley Memorial Hospital Property, thence S00°00'00" W, 361.07 feet along the East line of said Sioux Valley Memorial Hospital Property to a point 10.00 feet perpendicularly distant from the North right-of-way line of Sioux Valley Memorial Drive; thence S89°25'00" E 509.15 feet parallel to and 10.00 foot perpendicularly distant from the North right-of-way line of Sioux Valley Drive to a point on the Westerly right-of-way line of Roosevelt Avenue; thence N00°00'00" E 784.05 feet along the Westerly right-of-way line of Roosevelt Avenue to the Point of Beginning; (Said tract contains 12.79 acres including all easements of record and is monumented as shown on the plat hereon.)

NOTE: The East line of the NE1/4 is assumed to bear due North and South.

EXCEPTING THEREFROM Parcel "A" in the Southeast Quarter (SE1/4) of the Northeast Quarter (NE1/4) of said Section 27, further described as follows:

Commencing at the Northeast Corner of the Northeast Quarter of said Section 27; thence S 0°00'00" E on the East line of the NE1/4 of said Section 27, a distance of 1684.97 feet; thence N89°46'19" W, a distance of 408.91 feet to the Point of Beginning; thence continuing N89°46'19" W, a distance of 133.00 feet; thence N0°00'00" W, a distance of 141.00 feet; thence S89°46'19"E, a distance of 133.00 feet; thence S0°00'00" E, a distance of 141.00 feet to the Point of Beginning; said Parcel "A" contains 18,750 square feet. Said Parcel is subject to any and all Easements of Record.

For the purpose of this Survey the East line of the NE1/4 of said Section 27-92-40 is assumed to bear S0°00'00"E.

**Cherokee Community School District  
Regular Meeting  
October 16, 2017**

The Cherokee Community School District Board of Education held a regular meeting on Monday, October 16, 2017 at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 West Bluff St., Cherokee, IA.

**1. Call the Meeting to Order**

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

**2. Approve the agenda**

Moved by Wulfsen, seconded by Jones to approve the agenda. All Ayes

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

Roll call of members was taken. Present were Paul Fuhrman, Laura Jones, Logan Patterson, and Chuck Wulfsen.

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

Moved by Fuhrman, seconded by Wulfsen to excuse Laura Dawson not in attendance. All Ayes

**5. Welcome Visitors**

Visitors were welcomed.

Others Present: Kim Lingenfelter, Wade Riley, and Stephanie Thill

**6. Consent Agenda**

Moved by Fuhrman, seconded by Jones to approve the consent agenda. All Ayes

- Minutes of the meeting – regular meeting - 9/18/17 and management meeting – 10/02/17
- Financial Statements
- Monthly Bills

**7. Communication and Reports**

Administrator, Director, and PTA reports were given.

**8. Policy: Affirm policies 604.2-605.2**

Moved by Wulfsen, seconded by Jones to affirm policies 604.2 Individualized Instruction; 604.3 Program for Talented and Gifted Students; 604.4 Program for At-Risk Students; 604.5 Religious-Based Exclusion from A School Program; 604.6 Instruction at A Post-Secondary Educational Institution; 604.7 Dual Enrollment; 604.8 Foreign Students; 605.1 Instructional Materials Selection; 605.1R1 Selection of Instructional Materials; 605.2 Instructional Materials Inspection. All Ayes

**9. New Business**

**A. Discussion of/action concerning School Improvement Advisory Committee (SIAC) Members**

Moved by Wulfsen, seconded by Fuhrman to approve School Improvement Advisory Committee [SIAC] members. All Ayes

**B. Discussion of/action concerning cooperative sharing agreements for the 2018-19 school year**

Moved by Jones, seconded by Wulfsen to approve cooperative sharing agreements for the 2018-2019 school year with Storm Lake CSD for swimming, Ridge View CSD for tennis, MMC-RU CSD for wrestling, and MMC-RU CSD for bowling. All Ayes

**C. Discussion of/action concerning the resignation of Lisa Carlson as Bus Driver**

Moved by Wulfsen, seconded by Fuhrman to approve the resignation of Lisa Carlson as bus driver. All Ayes

**D. Discussion of/action concerning extending a contract to Nick Dreckman**

Moved by Fuhrman, seconded by Jones to extend a contract to Nick Dreckman as WHS Assistant Wrestling Coach. All Ayes

**E. Discussion of/action concerning extending a contract to Brandon Slaughter**

Moved by Wulfsen, seconded by Fuhrman to extend a contract to Brandon Slaughter as WHS Assistant Softball Coach. All Ayes

**F. Discussion of/action concerning extending a contract to Cherie Blaise**

Moved by Wulfsen, seconded by Jones to extend a contract to Cherie Blaise as CMS Paraprofessional. All Ayes

**G. Discussion of/action concerning extending a contract to Penny Pingrey**

Moved by Jones, seconded by Wulfsen to extend a contract to Penny Pingrey as CMS Lego League Coach. All Ayes

**H. Discussion of/action concerning extending a contract to Adam Rapp**

Moved by Wulfsen, seconded by Fuhrman to extend a contract to Adam Rapp as CMS Track Coach. All Ayes

**I. Discussion of/action concerning extending a contract to Allysa Sarchet**

Moved by Fuhrman, seconded by Wulfsen to extend a contract to Allysa Sarchet as RES Paraprofessional. All Ayes

**J. Discussion of/action concerning extending a contract to Darren Zwiefel**

Moved by Jones, seconded by Wulfsen to extend a contract to Darren Zwiefel as CMS Girls Basketball Coach, pending BOEE approval. All Ayes

**K. Discussion of/information concerning certified enrollment numbers**

Discussion was held regarding certified enrollment numbers.

**L. Discussion of/information concerning steps in a school bond election**

Discussion was held regarding steps in a school bond election.

**10. Adjournment**

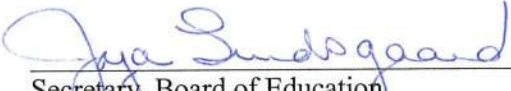
Moved by Wulfsen, seconded by Jones to adjourn the meeting at 6:30 P.M. All Ayes

Public Hearing – Monday, November 6, 5:30 P.M.

Management Team Meeting – SIAC Meeting – Monday, November 6, 6:00 P.M.

November Board Meeting – Monday, November 20, 5:30 P.M.

  
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President, Board of Education  
Cherokee Community School District

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



**Cherokee Community School District  
Management Team Meeting  
November 6, 2017**

The Cherokee Community School District Board of Education held a Management Team Meeting on Monday, November 6<sup>th</sup> at 5:30 P.M. The meeting was held in the WHS Conference Room, 600 West Bluff Cherokee, IA 51012.

**1. Call meeting to order**

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

**2. Approve the agenda**

Moved by Wulfsen, seconded by Jones to approve the agenda. All Ayes

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

Roll call was taken. Present were Fuhrman, Jones, Wulfsen and Dawson.

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

Moved by Fuhrman, seconded by Wulfsen to excuse Patterson not in attendance. All Ayes

Others present: Kimberly Lingenfelter, Wade Riley, Valery Fuhrman, John Loughlin, Rachel Lucas, Carey Ducommun, Julie Schubert, Barb Pruett, Natalie Peterson, Don Tisthammer, Stephanie Zarr, Audrey Pitts, Stacey Zwiefel, Jim Adamson, Joyce Lundsgaard

**5. Discussion of/action concerning setting a date for the Public Hearing**

Moved by Wulfsen, seconded by Jones to set the date for the Public Hearing regarding the sale and transfer of Roosevelt school property from Cherokee Community School District to Cherokee Regional Medical Center for Monday, November 20, 2017 at 5:30 P.M. All Ayes

**6. Discussion of/information concerning steps in a school election**

The board reviewed the steps in a school bond election. Laura Jones and Paul Fuhrman, members of the buildings and grounds committee, will schedule a meeting with community members who have volunteered to serve on the facility committee.

**7. Management Team Information**

Members of the School Improvement Advisory Committee (SIAC) were welcomed.

Natalie Barkley, Instructional Coach, and the administration presented information and facilitated discussion regarding the following items:

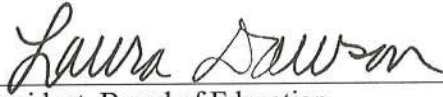
- Iowa Core Reports 2016-17
- Iowa Growth Reports 2016-17
- Attendance Center and Course Enrollment Data
- Long-range and annual improvement goals in reading, mathematics and science
- Major Educational Needs
- Student Learning Goals
- Desired level of student performance
- Concerns regarding harassment or bullying prevention
- Infusing character education into the educational program

Wulfsen left the meeting at 7:10 P.M.

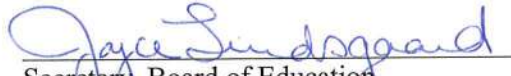
**8. Adjournment**

Moved by Jones, seconded by Fuhrman to adjourn the meeting at 7:14 P.M. All Ayes

Public Hearing/Regular Meeting – November 20, 5:30P.M.



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President, Board of Education  
Cherokee Community School District



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Secretary, Board of Education  
Cherokee Community School District

Financial Report - October 17

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 1,685,971.19	1,617,154.78	923,623.21	\$ 2,379,502.76
Management	370,866.37	146,688.79	986.34	516,568.82
Self-Insurance Fund	1,288,791.20	29,425.77	11,923.30	1,306,293.67
<b>Subtotal General Fund</b>	<b>3,345,628.76</b>	<b>1,793,269.34</b>	<b>936,532.85</b>	<b>4,202,365.25</b>
Activity	141,289.58	27,481.11	32,133.63	136,637.06
PPEL	117,401.71	125,153.89	22,468.21	220,087.39
Capital Projects (Sales Tax)	989,313.79	73,325.34	117,196.64	945,442.49
Debt Service	-	-	-	-
Hot Lunch	139,998.58	62,794.73	66,708.34	136,084.97
Trust and Agency	30,929.23	164.62	100.00	30,993.85
<b>Total - All Funds</b>	<b>\$ 4,764,561.65</b>	<b>\$2,082,189.03</b>	<b>\$ 1,175,139.67</b>	<b>\$ 5,671,611.01</b>

**Published Budget Report  
All Funds  
as of 10/2017**

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
<b>INSTRUCTION</b>	(1000-1999)	1,707,600.82	1,707,600.82	8,160,000.00	21%
Perkins	(5210)	-			
<b>SUPPORT SERVICES</b>	(2000-2999)				
Student Support Svcs	(2000-2199)	52,464.51			
Inst. Staff Support Svcs	(2200-2299)	39,803.86			
General Administration	(2300-2399)	103,936.07			
Building Administration	(2400-2499)	198,038.23			
Business Administration	(2500-2599)	200,687.30			
Plant Operation & Maint	(2600-2699)	349,221.82			
Student Transportation	(2700-2799)	93,092.46			
<b>TOTAL SUPPORT SERVICES</b>			1,037,244.25	4,190,000.00	25%
<b>NON INSTRUCTIONAL PGMS</b>	(3000-3999)	133,029.86	133,029.86	594,000.00	22%
<b>OTHER EXPENDITURES</b>	(4000-5999)				
Facilities	(4000-4999)	543,066.35			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	451,298.00			
Transfer to Debt Service	(6240)(6900)	-			
<b>TOTAL OTHER EXPENDITURES</b>			994,364.35	1,843,101.00	54%
<b>TOTAL EXPENDITURES</b>			3,872,239.28	14,787,101.00	26%

<u>Vendor Name</u>	<u>Amount</u>
Checking 1	
Checking 1 Fund: 10 GENERAL FUND	
WHS Ind Arts	
WHS Ind Arts	
WHS Ind Arts	
13610 Airgas USA, LLC	988.66
Veteran's Day program music/flags	
ISP Technology-ipad charging cables	
ISP Curriculum-CMS Social Studies textbo	
Veteran's Day program music/flags	
ISP Technology-ipad	
ECLC pitchers	
WHS ipad case	
Counselor materials	
13771 Amazon Capital Services	1,683.21
Maint-mop service	
Maint-mop service	
Maint mop service	
10183 Aramark Uniform Services AUCA Chicago Lockbox	678.25
ISP Technology-Chromebook parts	
12957 Asset Genie, Inc.	222.00
ISP Band-drum risers	
31105 Band Shoppe	1,949.38
ipad case	
12974 Barkley, Natalie	74.89
Lodging-Speech Coaches - Clyde	
12905 Best Western Plus University Park Inn and Suites	113.29
ISP Curriculum-Books for Novels	
13052 Book Vine, The	455.40
Nursing conference	
13669 Brown, Jillian	20.00
Counselor materials	
11170 Brunsting, Amy	220.87
10000025861001114653	
ISP Technology-chromebook licenses	
12726 CDW Government, Inc.	940.63
Registration - Hammen	
11719 Cherokee Mental Health	50.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Board meeting minutes-9/18		
Credit		
Board meeting minutes -		
10/16		
18221	Chronicle Times, The	438.28
Sewer-929 N Roosevelt		
10084	City of Cherokee	995.62
WHS HVAC		
20223	Control System Specialist	231.00
Legal services		
10305	Cornwall, Avery, Bjornstad, Scott and Davis	552.00
CIP workbooks		
13308	CPI	255.00
Board nameplates		
12371	Creative Services	30.78
Roosevelt Library book refund		
13824	Curtis, Trish	3.99
Ed Foundation-Zylstra-Tabke		
11173	Des Moines Metro Opera	325.00
Shredding		
11580	Document Depot and Destruction, Inc.	80.00
Bus driver meal		
31620	EATON, RANDY	5.35
Administration registration		
13820	Educational Service Unit #1	750.00
WHS library book		
13821	Frederick, Michael	20.00
Clothing Allowance		
13822	Funderman, Steve	74.89
GI GO Fund donation		
13830	GI GO Fund, The	250.00
Uncle Ben Fund-Elem PE		
11005	Gopher Sport	1,309.08
Ed Foundation-Lego League materials		
13829	Groepper, Sara	92.75
Extermination service		
10979	Guardian Pest Solutions	150.00
Conference mileage/meals		

11/10/2017 10:46 AM

User ID: LDG

<u>Head</u>	<u>ID</u>	<u>Vendor Name</u>	<u>Amount</u>
18309		Haack, Brenda	85.99
TAG-CMS materials			
12283		HICKORY GROVE PRESS	128.60
TAG conference lodging- Brunsting/Haack			
TAG conference lodging- Brunsting/Haack			
Lodging - wrestling coaches clinic			
Lodging - wrestling coaches clinic			
10276		Holiday Inn Airport Conference Center	638.40
TAG materials-Brunsting			
TAG materials-Brunsting			
10399		Houghton Mifflin Harcourt	83.16
CMS FCS groceries			
WHS FCS groceries			
CMS FCS groceries			
CMS FCS groceries			
CMS FCS groceries			
CMS FCS groceries			
CMS FCS groceries			
CMS FCS groceries			
WHS FCS groceries			
PTA purchase-2nd/3rd Halloween cookies			
ISP Technology-UPS shipping			
10274		Hy-Vee Food Stores, Inc	379.31
Trans repairs-bus #10			
12853		I State Truck Center	355.71
Registration fee-Jones			
10002		Iowa Association of School Boards	150.00
Phone charges - CO/superintendent			
18342		Iowa Communications Network	1,140.28
Roosevelt desks			
11184		Iowa Prison Industries	1,710.00
WHS vocal music			
CMS music			
ISP Curriculum-CMS Band			
12200		J.W. Pepper and Son, Inc.	194.43
Maint supplies			
Emergency lights			
10339		LESSMAN ELECTRIC SUPPLY CO.	768.00
Conference mileage			
10628		Lundsgaard, Joyce	118.32

11/10/2017 10:46 AM

User ID: LDG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Library project		
13831	Mickelson Construction	851.19
ISP WHS Band repair		
ISP WHS Band repair		
WHS Band resale-reeds		
ISP CMS band repair		
ISP WHS Band repair		
WHS Band resale-reeds		
CMS Band resale-books		
CMS Band materials		
WHS Band resale-reeds		
ISP WHS Band repair		
CMS Band resale		
CMS Band resale-books		
CMS Band resale		
CMS Band resale		
CMS Band resale		
CMS Band materials		
CMS Band resale		
CMS Band resale		
ISP Music-Piano Dollies		
CMS Band resale		
CMS Band resale		
CMS Band resale		
CMS Band resale		
10894	MidBell Music, Inc.	1,728.66
Trans repair parts		
Trans repair parts		
Trans repair parts		
10180	Motor Parts Sales	73.70
ISP Technology-software		
13572	Nearpod, Inc.	1,800.00
SU-replacement parts CMS scoreboard		
10159	Nevco Inc.	54.69
Subscription-SpEd - Fuller		
11886	NEW 2 YOU INC.	177.54
Tire repair - bus #12		
10425	Northside Tire Inc	34.38
CIM - Zwiefel		
SpEd-Fuller		
TLC conference registration		
10125	Northwest AEA	1,633.50
Chair-LEbert		
10852	One Office Solution	110.00
White index paper		
10413	Paper Corporation, The	397.30



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User ID: LDG

<u>Head</u>	<u>ip</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Hy-Vee funds				
13119			Pigott, Megan	107.82
Postage machine				
18326			Pitney Bowes	464.31
CMS Technology office supplies				
10517			Quill Corporation	68.67
Title 1 - Carver				
11531			Really Good Stuff	34.39
Trans repairs-09 Dodge				
11459			Ron's Repair, Inc.	147.00
CMS Book fair				
10349			Scholastic Book Fairs -8	1,243.87
Roosevelt book fair				
13825			Scholastic Boook Fairs -8	3,368.09
SAI conference registration				
10087			School Administrators of Iowa	265.00
Trans repair parts				
12768			School Bus Sales	29.47
Ed Foundation-Library Renovation furnitu				
13603			School Outfitters	5,308.23
Lamination film				
CMS Office-noise machine				
11884			School Specialty, Inc.	293.89
FTA purchase-microwave				
13331			Shopko	69.99
Bus driver meal				
18364			Sipes, William J.	5.35
Bus driver meal				
Bus driver meal				
13440			Sizeland, Harry	9.39
Library book refund				
13832			Stephens, Korey	6.00
Maint supplies - all buildings				
Maint supplies				
Maint supplies				
Maint supplies				
13294			SUPPLYWORKS	2,640.85
Medicaid				

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
12838	Timberline Billing Service LLC	191.88

Cell phone charges-WHS  
principal

18319	Verizon Wireless	418.94
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Clothing allowance

10586	Woltman, LLOYD	80.80
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CMS Band materials

10030	WOODWIND-BRASSWIND	24.99
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Ed Foundation - Sleezer

13814	Worthington Direct	2,219.00
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Fuel - 49.67 gal

Fuel - 67.01 gal

Fuel - 46.92 gal

Fuel - 14.496 gal

Fuel - 28.149 gal

Fuel - 48.106 gal

Fuel - 40.069 gal

Fuel - 58.391 gal

Fuel - 47.069 gal

Fuel - 30.049 gal

Fuel - 53.011 gal

Fuel - 33.053 gal

Fuel - 11.006 gal

Fuel - 17.40 gal

Fuel - 47.641 gal

10361	Your FleetCard Program	1,131.20
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Conference registration

11392	Zylstra-Tabke, Kristine	50.00
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Fund Total: 43,752.61

Checking Account Total: 43,752.61

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

WHS Boiler pump

13124	Malloy Electric	520.86
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WHS Gym AC

11735	Marcus Lumber	32,450.00
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Fund Total: 32,970.86

Checking Account Total: 32,970.86

Checking 3 Fund: 21 STUDENT ACTIVITY FUND

FB Fundraiser-Tripod

13771	Amazon Capital Services	14.17
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X-Country awards

Volleyball medals

30835	Awards Unlimited, Inc.	286.15
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User ID: LDG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
G	Basketball shoes - resale	
11462	BSN	1,680.00
VB	concessions	
FB	concessions	
10865	Cherokee Comm School Food Service	37.40
WHS VB	concessions	
CMS Student Council		
concessions		
11224	Chesterman Co.	312.40
Quiz Bowl	shirts-resale	
12371	Creative Services	187.17
Girls	basketballs	
Girls	basketballs	
10676	Decker Sporting Goods	823.00
Speech	script	
30949	Dramatic Publishing	27.77
FTC	parts	
FTC	fundraiser trip	
11706	Ebert, Beth	179.49
VB	Concessions	
FB	Fundraiser-team meal	
10067	Fareway Stores, Inc.	205.60
Fall play	t-shirts - resale	
31037	Graham's Graphics	522.00
Boys	basketball fundraiser	
30028	Graphic Edge, The	577.66
CMS	powr-track replacement	
Wrestling	mat tape/headgear	
31069	Hauff Mid-America Sports, Inc.	444.70
WHS Student Council		
dance/food		
FB	team meal	
FB	concessions	
Hub	groceries	
Hub	groceries	
Softball	senior night	
flowers		
10274	Hy-Vee Food Stores, Inc	385.73
Regional	volleyball	
Regional	volleyball	
30902	Iowa Girls High School Athletic Union	5,964.00
Officials - Varsity	B/G	
Basketball - 11/		
30201	JOHNSON, BRETT	110.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Student Council Homecoming materials		
13827	Koiker, Sam and Jennifer	86.38
Officials - JV Boys Basketball - 11/27		
12713	Lamp, Scott	75.00
FB Fundraiser - team meal		
13732	Larson, Tina	80.00
Music Boosters-Marching band bass mallets		
10894	MidBell Music, Inc.	992.02
FFA materials		
30928	NATIONAL FFA ORGANIZATION	143.20
Sine Nomine Honor Band registration		
13826	Orab Music Boosters	75.00
Officials - JV Girls Basketball - 11/27		
31293	Oswald, Kyle	75.00
Officials - 7th Boys Basketball - 11/20		
Officials - 7th Boys Basketball - 11/21		
13623	Pitts, Matthew	140.00
CMS Student Council-Drug Free		
13130	Positive Promotions	83.70
Fall play materials		
13809	Schubert, Nikki	151.80
Officials - JV Boys Basketball - 11/27		
13525	Sherkenbach, Bret	75.00
Entry fee-Quiz bowl		
10797	South O'Brien Schools	50.00
Officials - Varsity B/G Basketball - 11/		
31312	Strouth, Curt	110.00
Officials - JV Girls Basketball - 11/27		
31584	Wessling, Doug	75.00
Officials - Varsity B/G Basketball - 11/		
30933	Wick, Steve	110.00

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<u>Head</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Official - 8th football -			
9/26			
Officials - 7th Boys			
basketball - 11/20			
Officials - 7th Boys			
Basketball - 11/21			
31125		ZAHNLEY, DOUG	220.00
OPUS registration			
11392		Zylstra-Tabke, Kristine	10.00

Fund Total: 14,309.34

Checking Account Total: 14,309.34

Checking

4

Checking 4 Fund: 61 SCHOOL NUTRITION FUND

Food items		
Food items		
Food items		
11224	Chesterman Co.	392.50

Food items - credit

Food items - credit

Food items - credit

Food items

40236	Core-Mark Midcontinent, Inc. dba	814.35
	Farner Bocken Company	

Shortage on 10661887

Roosevelt milk

CMS milk

WHS milk

Roosevelt milk

CMS milk

Roosevelt milk

CMS milk

WHS milk

Roosevelt milk

CMS milk

WHS milk

Roosevelt milk

CMS milk

WHS milk

Roosevelt milk

CMS milk

40114	Dean Foods North Central	2,275.92
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Food items

Food items

Food items

40032	Earthgrains	744.85
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Soy butter

10067	Fareway Stores, Inc.	9.98
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Food service equipment

40074	Hobart Sales and Service	2,976.00
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Food items

<u>Vendor</u>	<u>Item</u>	<u>Vendor Name</u>	<u>Amount</u>
Lettuce			
10274		Hy-Vee Food Stores, Inc	43.19
Food items			
40242		Keck, Inc	6,263.52
Food items - credit			
Supply item			
CMS Sneeze guard			
Food items			
Food items - ala carte			
Food items			
Food items - ala carte			
18253		MARTIN BROS. DISTRIBUTING CO., INC.	6,335.66

Fund Total:	19,855.97
Checking Account Total:	19,855.97

Cherokee Community School  
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**Board Report**

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User ID: LDG

<u>Vendor Name</u>	<u>Amount</u>
Checking 1	
Checking 1 Fund: 10 GENERAL FUND	
Ed Foundation - Bird blind- Rochleau	
13819 Cherokee County Conservation	750.00

Fund Total: 750.00

Checking Account Total: 750.00

<u>Head</u>	<u>ip</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking		1		
Checking	1	Fund: 10	GENERAL FUND	
Book refund				
10761			Agnitsh-Riggs, Abbi	17.50
WHS Ind Arts				
WHS Ind Arts				
13610			Airgas USA, LLC	190.80
Gas service-600 W Bluff-WHS				
Gas service-336 Gillette-Armory				
Gas service-929 N Roosevelt				
Gas service-320 Gillette-busbarns				
Gas service-206 E Indian-CMS				
Gas service-600 W Bluff-WHS				
10094			Alliant Energy	1,464.78
FAME books				
ISP Technology-replacement laptops				
TLC-ipad minis				
ISP Technology				
ISP Technology				
ISP Technology				
ISP Technology				
ISP Technology-replacement laptops				
FAME books				
Hearing aid batteries				
WHS cell phone holders				
ISP Technology-projectors				
TLC-ipads				
FAME books				
FAME books				
FAME books				
FAME books				
FAME books				
FAME books				
FAME books				
PTA purchase-R. Lucas				
ISP Technology-projector bulbs				
FAME books				
FAME books				
FAME books				
FAME books				
FAME books				
PTA purchase-R Lucas				
TLC-ipads				
13771			Amazon Capital Services	6,808.20
Conference meals				
13808			Anderson, Chris	40.37
Maint mop service				



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
	Maint mop service	
	Maint mop service	
	Maint mop service	
	Maint mop service	
	Maint mop service	
	Maint mop service	
	Maint mop service	
10183	Aramark Uniform Services AUCA Chicago Lockbox	1,435.55
	ISP Technology-Chromebook parts	
	ISP Technology-Chromebook parts	
12957	Asset Genie, Inc.	1,414.75
	Maint supplies	
	Speech Convention lodging	
	Registration-VB Coaches Clinic	
	WHS office	
	Conference registration- Riley	
	Conference registration- Williams	
	PTA purchase-fundraiser	
	Maint supplies	
12882	ATIRACredit MasterCard	3,112.89
	Book refund	
13794	Banse, Ashley	35.00
	CMS softener salt	
	Roosevelt softener salt	
	WHS softener repair	
	busbarn-water	
	CMS nurse office-water	
10079	Blaine's Culligan and Sundance Spas	530.50
	Book refund	
13559	Blaise, Cherie	17.50
	Trans repair parts	
	Maint supplies	
	Trans supplies	
	Trans supplies	
	Maint supplies	
	Maint supplies	
	Maint supplies	
10021	Bomgaars	94.32
	WHS library books	
13052	Book Vine, The	204.09
	Perkins-CTE meeting	
	Perkins-CTE meeting	
13013	Breyfogle, Lisa	55.22

<u>Vendor Name</u>	<u>Amount</u>
CMS door handle parts	
11211 Burke Engr Sales Co.	128.68
Ed Foundation - James De Vos	
Ed Foundation - James De Vos	
Instructional materials- C.Anderson	
10157 Carolina Biological Supply Co	971.00
Waste disposal from busbarn	
10933 CB Household Hazardous Waste Agency	243.63
ISP Technology-SonicWall	
12726 CDW Government, Inc.	1,679.70
Phone charges - CMS	
Phone charges - WHS	
Phone charges - WHS	
Phone charges - Roosevelt	
Phone charges - Food service	
Phone charges -busbarn	
Phone charges - CO/Superintendent	
10113 Century Link	880.96
Alternative school materials	
10944 CESA 8	620.05
Electrion expenses	
10416 Cherokee County Auditor	2,441.15
Registration-Heater	
11719 Cherokee Mental Health	50.00
Sewer-206 E Indian-CMS	
Sewerr-600 W Bluff-busbarn	
Sewer-636 Gillette-Armory	
Sewer-600 W Bluff-WHS	
Sewer-600 W Bluff - WHS	
Sewer-600 W Bluff-lawn	
Water-600 W Bluff-lawn	
Water-208 E Indian-ballfields	
10084 City of Cherokee	3,018.51
Legal services	
10305 Cornwall, Avery, Bjornstad, Scott and Davis	100.00
Book refund	
13796 Curtis, Shane and Ashley	52.50
Scoreboard service call	
10223 Daktronics	522.50

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Ed Foundation-Library Project		
Ed Foundation-Library Project		
10051	Demco	390.66
Bus inspection		
11300	Department of Education	40.00
Signature stamp		
12531	Des Moines Stamp Mfg. Co.	38.40
WHS Door lock		
12268	Doors, Inc.	365.42
PTA purchase-Perry		
SpEd materials		
10286	Education Station, Inc, The	121.77
Book refund		
13450	Erickson, Deb	35.00
Driving hours		
13790	Faist, Dennis	573.25
CMS FCS groceries		
WHS FCS groceries		
10067	Fareway Stores, Inc.	100.27
CMS Track patch		
13804	Frank Dunn Co.	789.00
ISP Technology		
Mileage		
13508	Halder, William	186.23
Book refund		
13286	Harding, Abby and Matt	17.50
Registration-Elder		
13538	Heartland AEA 11	75.00
Mileage		
13671	Henke, Shauna	37.40
Book refund		
13798	Hill, Josh and Torrie	35.00
PTA purchase-Zwiefel		
13550	Hoefling Pumpkin Patch	70.00
Fuel - 34.657 gal		
Fuel - 23.740 gal		
Fuel - 8.503 gal		
Fuel - 41.759 gal		
Fuel - 18.290 gal		
Fuel - 15.006 gal		

<u>Headship</u>	<u>Don</u>	<u>Vendor Name</u>	<u>Amount</u>
Fuel	-	4.904 gal	
Fuel	-	27.166 gal	
Fuel	-	9.619 gal	
Fuel	-	35.169 gal	
Fuel	-	15.294 gal	
Fuel	-	15.851 gal	
Fuel	-	23.053 gal	
Fuel	-	7.887 gal	
Fuel	-	15.124 gal	
Fuel	-	21.209 gal	
Fuel	-	12.229 gal	
Fuel	-	24.805 gal	
Fuel	-	23.696 gal	
Fuel	-	14.880 gal	
Fuel	-	15.924 gal	
Fuel	-	34.609 gal	
Fuel	-	7.373 gal	
Fuel	-	30.849 gal	
Fuel	-	7.918 gal	
Fuel	-	13.676 gal	
Fuel	-	28.457 gal	
Fuel	-	12.385 gal	
Fuel	-	27.894 gal	
CMS FCS groceries			
Fuel	-	19.204 gal	
Fuel	-	20.921 gal	
WHS FCS groceries			
WHS FCS groceries			
Towel fund-laundry soap			
Towel fund-laundry soap-TAX			
OFF			
WHS FCS groceries			
WHS FCS groceries			
Fuel	-	15.469 gal	
Fuel	-	11.014 gal	
Fuel	-	20.007 gal	
Fuel	-	15.008 gal	
Fuel	-	16.853 gal	
Fuel	-	9.022 gal	
Fuel	-	21.068 gal	
Fuel	-	6.896 gal	
Fuel	-	24.157 gal	
10274		Hy-Vee Food Stores, Inc	1,999.85
Conference registration-			
Lundsgaard			
10582		Iowa Assoc of School Business	178.00
		Officials	
Superintendent registration			
10002		Iowa Association of School Boards	75.00
All-State-directors			
31080		Iowa High School Music Association	40.00
Lodging-Speech conference			
30733		Iowa High School Speech	126.56
		Association	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
ITAG conference registration-Brunsting/H		
11751	Iowa Talented and Gifted Association	590.00
GAM/GAT GAFE Workshop-Chris		
13653	ITEC Conference	365.00
WHS Band Christmas Concert music		
CMS music		
12200	J.W. Pepper and Son, Inc.	428.53
Lifting consultant		
13716	Jewett, Travis	1,250.00
JMC Web Hosting-WHS		
JMC Web Hosting-CMS		
JMC Web Hosting-Roosevelt		
11639	JMC Computer Service, Inc.	2,146.00
Book refund		
13284	Kohn, Melissa	17.50
ELL materials		
10145	Lakeshore Learning Materials	51.74
Book refund		
13799	Layton, Justin and Brittany	35.00
Mileage		
Mileage		
13474	Lingenfelter, Kimberly	238.68
CMS Fire alarm parts		
20055	Metro Electric, Inc.	185.00
Electricity-336 Gillette- armory		
Electricity-334 Gillette- busbarn		
Electricity-600 W Bluff		
Electricity-600 W Bluff- concessions		
Electricity - 929 N Roosevelt		
Electricity-Doupe ballfields		
Electricity - 206 E Indian- CMS		
12363	MidAmerican Energy Company	9,174.40
ISP CMS repair		
ISP CMS band repair-Conn Sousaphone		
ISP CMS repair		
CMS Band resale-Clarinet book		
10894	MidBell Music, Inc.	177.52

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
ISP Music piano/cart		
13783	Midwest Piano Company	7,800.00
Maint supplies		
Clothing allowance		
12748	Miller, Jeff	68.19
TEACHH-registration		
13556	Mosbach, Rebecca	100.00
Ed Foundationa - Barnes		
13812	NAAE	3,501.70
Audit fee		
12845	Nolte, Cornman & Johnson PC	4,000.00
Tire repair		
10425	Northside Tire Inc	40.40
Teacher leader retreat		
10125	Northwest AEA	510.00
PTA purchase-play		
PTA purchase-play		
31539	NORTHWESTERN COLLEGE	159.00
Trans repairs		
Trans repair parts		
11226	O'Halloran International	297.97
Ed Foundation-2nd grade		
13217	Omaha's Henry Doorly Zoo and Aquarium	553.00
Ed Foundation-Pigott		
10167	Perfection Learning Corp	1,441.44
Postage machine		
18326	Pitney Bowes	156.00
WHS Boiler repair		
13215	Plains Boiler Service	375.90
PTA purchase-Kindergarten		
11446	PUMPKINLAND	260.00
Book refund		
13800	Rapp, Alicia	35.00
PTA purchase-Carver		
CIM materials		
11531	Really Good Stuff	334.71
Book refund		
13797	Renken, Nissa	35.00
Meal - Omaha Zoo Trip		

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
10711	Rollefson, Jerry	10.00
Ed Foundation-Zwiefel		
CMS library books		
WHS library books		
11114	Scholastic, Inc.	411.00
Administrator Support		
Program		
SAI conference registration		
Membership-V Fuhrman		
10087	School Administrators of Iowa	2,199.00
Trans repair parts		
12768	School Bus Sales	129.79
SpEd desks		
Roosevelt Cumulative		
folders		
11884	School Specialty, Inc.	1,901.51
IA Core-Site License		
13803	Schoolbinder, Inc.	4,212.00
Meal - Omaha Zoo Trip		
18364	Sipes, William J.	10.00
Book refund		
13793	Stoneking, Kyle and Tiffany	17.50
Book refund		
13795	Stough, Micelle	35.00
Maint supplies		
Maint supplies		
Maint supplies		
13294	SUPPLYWORKS	339.95
CMS Security		
13165	Tyco Integrated Security LLC	136.10
Roosevelt window repair		
11624	Valley Glass Co	103.00
Ag class materials		
11282	WARD'S	54.16
Trans-bus driver class		
10248	Western Iowa Tech Comm College	255.00
Mileage-JMC conference		
13818	Wurth, Andrew	115.60

Fund Total: 75,681.75

Checking	1	Fund: 71	SELF-INSURANCE FUND
Administration fee			
13725	Mid-American Benefits, Inc.	1,604.80	

Vendor ID Vendor Name

Amount

Fund Total: 1,604.80

Checking Account Total: 77,286.55

Checking

2

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

Facility project

20224 FEH Design 2,442.64

2017 Facilities  
improvements

13735 L and L Builders Co. 114,674.00

Fund Total: 117,116.64

Checking 2 Fund: 36 PHYSICAL PLANT & EQUIPMENT

WHS Gym AC controls

20223 Control System Specialist 2,054.56

CMS Boiler service

13806 JP Boiler Service 2,039.00

Roos HVAC pump

13124 Malloy Electric 904.61

CMS heat pump-computer room

11495 Modern Heating and Cooling, Inc. 2,797.00

WHS shop outlets

12338 Nelson Electric 1,010.00

ISP Furniture-Roosevelt

Roosevelt chairs for 1st  
grade

ISP Furniture-Roosevelt

ISP Furniture-Roosevelt

11884 School Specialty, Inc. 4,535.32

Fund Total: 13,340.49

Checking Account Total: 130,457.13

Checking

3

Checking 3 Fund: 21 STUDENT ACTIVITY FUND

FTC robot parts

13309 AndyMark 69.03

Yearbook computer desks

Hudl renewal - Booster Club  
reimbursemen

FTC robot parts

FTC robot parts

FTC robot parts

FTC robot parts

12882 ATIRACredit MasterCard 2,119.96

Art Club supplies

18329 Bork, Kathy 71.07

Hub punch cards



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
13013	Breyfogle, Lisa	40.47
Student Council - Homecoming candy		
13807	Brown, Megan	22.18
FB Fundraiser-team meal		
10865	Cherokee Comm School Food Service	60.00
VB concessions		
VB Concessions		
11224	Chesterman Co.	800.20
FB Fundraiser-lifting shirts		
12371	Creative Services	244.64
VB concessions		
VB Concessions		
10067	Fareway Stores, Inc.	23.03
VB Concessions		
VB concessions		
21321014009507008612		
11060	Godfather's Pizza	1,570.00
Down marker		
VB Jerseys		
31069	Hauff Mid-America Sports, Inc.	1,265.99
Hub groceries		
Hub groceries		
10274	Hy-Vee Food Stores, Inc	60.13
All-State band registration		
31080	Iowa High School Music Association	80.00
Speech manual		
30733	Iowa High School Speech Association	65.00
Certify wrestling scale		
31201	Iowa Scale Company	77.00
Portable toilets		
12780	Koenig Portable Toilets	200.00
AD-needle set		
13811	Landhuis, Josh	10.66
Honor Choir		
13805	LCMS Show Choir	114.00
VB Fundraising-refund		
13802	Miller, Dawn	69.20
Quiz Bowl registration		
30321	MOC/FV High School	50.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
CMS Student Council-Drug Free		
10642	Nimco, Inc.	313.50
CMS Honor Choir registration		
31150	NW ICDA	60.00
Officials - 8th Boys Basketball - 11/14		
31293	Oswald, Kyle	70.00
Officials - 8th Boys Basketball - 11/14		
13623	Pitts, Matthew	70.00
WHS fall play materials		
11177	Playscripts, Inc	542.49
Homecoming announcement/coronation		
10671	Rhoadside Blooming House, LTD	104.00
Fall play set materials		
13809	Schubert, Nikki	110.93
Officials-8th Boys basketball - 11/13		
13525	Sherkenbach, Bret	70.00
X-Country entry fee		
30731	Storm Lake High School	100.00
Special Olympics bowling		
13261	Sweet 16 Bowling	287.00
JV Official - 10/19 - Replacement		
31584	Wessling, Doug	90.00
Officials-8th Boys basketball - 11/13		
31125	ZAHNLEY, DOUG	70.00
Fund Total:		
		8,900.48
Checking Account Total:		
		8,900.48
4		
Checking	4	Fund: 61 SCHOOL NUTRITION FUND
Lunch refund		
13801	Boyd, Becky	20.00
Phone		
19014	Cherokee Comm School District	40,162.81
Food items		
Food items		
11224	Chesterman Co.	383.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Amount</u>
Food items		
40236	Core-Mark Midcontinent, Inc. dba Farner Bocken Company	2,248.37
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
Roosevelt milk		
CMS milk		
WHS milk		
40114	Dean Foods North Central	1,005.29
Food items		
Food items		
40032	Earthgrains	357.20
Supply items		
13422	Heartland Paper Company	1,152.77
Mileage to regional meeting		
12942	Jacobson, Cara	22.98
Food items		
Food items - ala carte		
Food items		
Food items - ala carte		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	8,371.98
Lunch refund		
13810	Ruble, Connie	32.25

Fund Total:	53,756.65
Checking Account Total:	53,756.65

# NOVEMBER 2017 ECLC and ROOSEVELT BOARD REPORT

Valery Fuhrman, ECLC and Elementary Principal

Jan Tjeerdsma, Instructional Coach

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

## District Goal Actions

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

- Our K classes digitally recorded the class reciting a Veteran's Day poem. They shared them with KCHE and they were played on the radio.

2: Increase implementation and alignment of **Iowa Common Core** curriculum utilizing Characteristics of Effective Instruction (Student Centered-Teaching for Learner Differences-Assessment for Learning-Rigor and Relevance-Teaching for Understanding).

- Our Comprehensive Intervention Model Team (CIM) is serving students at every grade level after fall FAST screenings.
- We continue to revisit APL strategies. The staff will focus on "time on task".
- APR response: As we continue to study district data, our reading scores continue to need a response. The RES teacher leader team is analyzing student data from the fall to consider further building level responses with universal instruction (whole group), interventions for non proficient students, and professional development needs for our teachers. We will be utilizing protocols developed by the Iowa Department of Education and AEA.
  - "Our core instruction must include opportunities for whole-group and small-group instruction. Each classroom is filled with students who possess and demonstrate different skills and strategies at a variety of levels. Whole-group instruction is necessary to teach essential literacy skills and strategies that are expected of all students in a grade level. With small-group, skills-based instruction, students receive explicit instruction and guided practice in specific skills they need to develop to advance their reading and writing. The teacher is able to differentiate learning for each child and provide students with the instruction that will allow them to grow." <https://iowareadingresearch.org/blog/sioux-city-principals-part-1>

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

- We have had GREAT success with the Partners In Excellence venture which stems out of the Chamber of Commerce. Many classes have had visits already with their business partners. It is exciting to have these visitors at our school and building connections with our students and staff.
- The PTA Spooky Stride fundraiser was an amazing success.

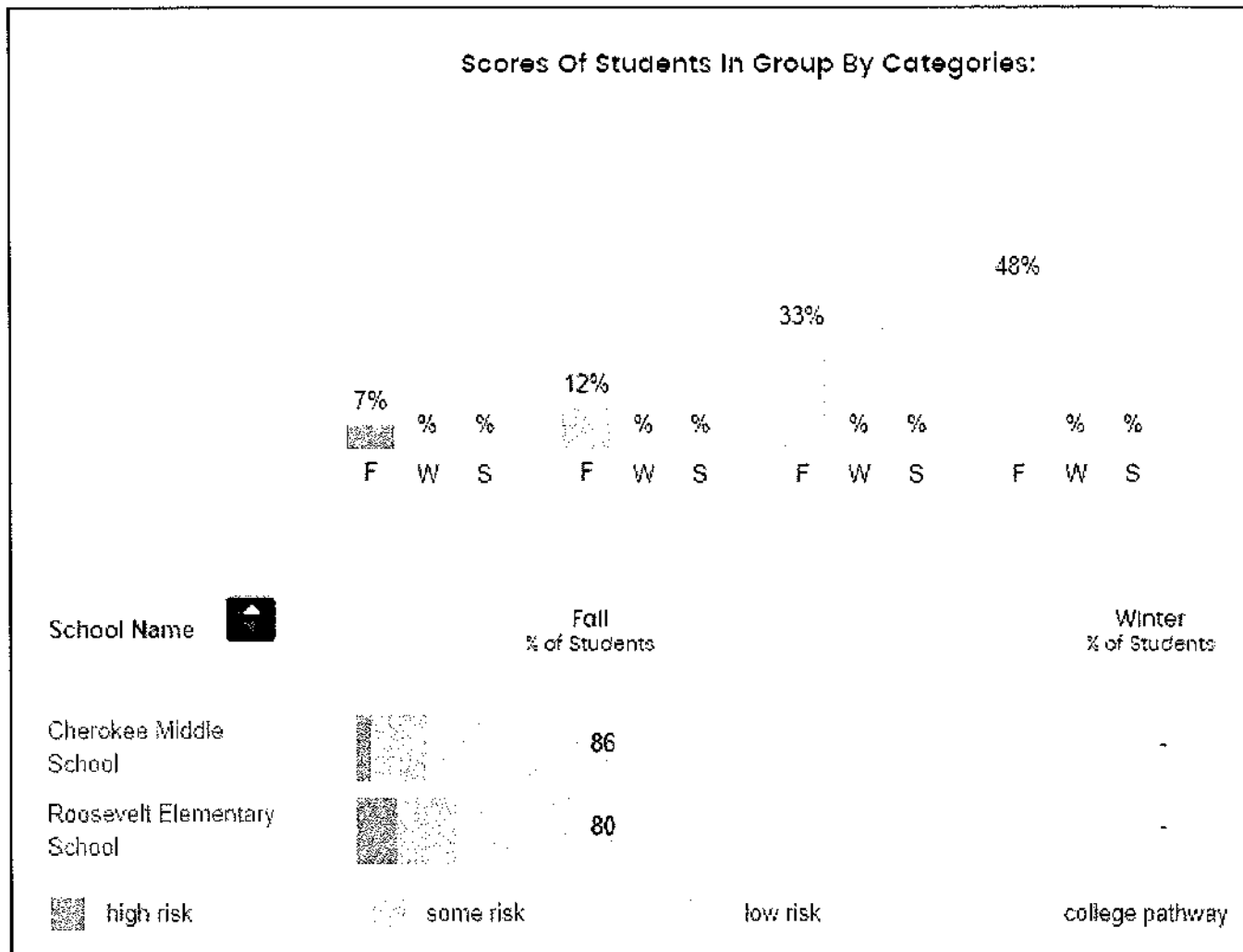
## Other Notes:

- The ECLC team has been working hard to review the Iowa Department of Education's QPPS standards. For the site visit in late November, they have to complete classroom portfolios showing the standards in action. In addition, they've attended ECERS and Autism training. Part of the review for the standards is also to update/revise their program handbook to address policies related to current standards for parents and students. Additionally, a supplementary staff handbook for ECLC staff was created to address policies for staff.

FAST BRIDGE SCORES: We use four filters for looking at the data:

- 1st: Building wide to assess if the system is working together to provide a solid core set of instruction for students.
- 2nd: Grade level to assess the grade level and how core instruction is working for them.

- 3rd: Classroom level to assess if a particular group of kids needs changes to core instruction. This may include a classwide intervention if the % proficient is less than 70%.
- 4th: Individual students to assess what needs individuals may have for interventions.
- Building Wide: The graph below shows that all of the students together at RES (TK-4th) are 80% proficient and all of the students together at CMS (5th and 6th grades only) are 86% proficient.



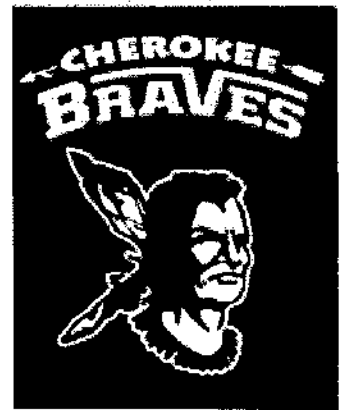
- Proficiency by grade level and test. The goal in evaluating the effectiveness of core/universal instruction is 80% of students being proficient. The grade levels that meet this goal are highlighted in green. NOTE: Last year fall scores had only 1st grade with a score over 80% on their Early Reading Test.

	Early Reading (Phonics, Phonemic Awareness, Sight Words)	aReading (Comprehension, Vocabulary, Phonics/Word study, Concepts of Print, etc.)	CBM (Fluency and Accuracy)
TK/K	84%	Not taken in the fall	Not taken by TK/K
1st	94%	93%	Not taken in fall by 1st
2nd		87%	89%
3rd		68%	60%
4th		73%	68%

# **CMS Principally Speaking**

## **November 2017**

**Cherokee Community School District**



### **District Mission**

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

- PTA provided Subway sandwiches for the staff during Parent Teacher Conferences and the Jr. 4H group provided soup one night as well.
- PTA purchased another microwave for our students to use during lunch.
- We are looking to start a mentoring program at the middle school. Mr. Aden and Ms. Hammen are working with Officer James on starting a program.
- 5th and 6th Grade students recently attended a play at Northwestern in Orange City. The two days went great and it was good for our students to have this experience.
- 7th and 8th graders attended the high school matinee on November 2nd.
- CMS students participated in creating for the Veterans Day Program. Some students created amazing stars that will be on display for the program and veteran reception. The student body also participated in the creation of a human flag for the Veterans Day Program. A student from each grade level read about the American flag. It was compiled into a short video. The 7th & 8th band also be played at the beginning of the program and the choir sang during the program. Way to go CMS students for your active participation in honoring our veterans.

### **District Goals**

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

- Teachers continue to add more and more various technologies into their lessons. Staff has put forth a great effort to go more paperless as well.

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

- Classrooms have been bustling with many different exciting lessons. There have been some engaging STEM problem solving units, Conjunction Jenga to practice sentence writing with conjunctions, First Line Friday, engaging vocabulary practice and many more!
- CMS Building Leadership Team will be implementing a new schedule starting Monday November 13th. The group wanted to provide a longer time for students to eat lunch. Lunch time will be extended from 20 minutes to 25 minutes for each grade level. We also recognized our students needed some wellness time. 5th and 6th grade will have

15 minutes daily and 7th and 8th grade will have 10 minutes daily. We are going to test drive the new schedule for two weeks and then decide whether to move forward with it the rest of the school year.

<b>Regular Schedule</b>		
Period 1	8:10 - 8:52	
Period 2	8:55 - 9:37	
Period 3	9:40 - 10:22	
Period 4	10:25 - 11:07	
Period 5	5th lunch	11:10-11:35
	5th Wellness	11:35-11:50
	5th STARR	11:50-12:15
	6th STARR	11:10-11:35
	6th Lunch	11:35-12:00
	6th Wellness	12:00-12:15
Period 5	7th & 8th Class	11:10-11:52
Period 6	5th & 6th Class	12:18-1:00
	7-8 Lunch Group 1	11:55-12:20
	7-8 Wellness Group 1	12:20-12:30
	7-8 Band = T,W,TH	12:20-1:00
	7-8 Choir = M & F	12:20-1:00
	Group 1 STARR	12:30-1:00
	7-8 (Group 2) STARR	11:55-12:25

<b>Wednesday Schedule</b>		
Period 1	8:10 - 8:52	
Period 2	8:55 - 9:37	
Period 3	9:40 - 10:22	
Period 4	10:25 - 11:07	
Period 5	5th lunch	11:10-11:35
	5th Wellness	11:35-11:50
	5th STARR	11:50-12:15
	6th STARR	11:10-11:35
	6th Lunch	11:35-12:00
	6th Wellness	12:00-12:15
Period 5	7th & 8th Class	11:10-11:52
Period 6	5th & 6th Class	12:18-1:00
	Lunch Group	11:55-12:20
	Wellness Group	12:20-12:30
	Band = T,W	12:20-1:00
	7-8 Choir = M & F	12:20-1:00
	Group 1 STARR	12:30-1:00
	Group 2) STARR	11:55-12:25

	7-8 (Group 2) Lunch	12:25-12:50
	(Group 2) Wellne	12:50-1:00
Period 7	1:03 - 1:45	
Period 8	1:48 - 2:30	
Period 9	2:33 - 3:20	Directed Study
		6 - Band M-F
		5 - Band T-TH

	Group 2) L	12:25-12:50
	roup 2) We	12:50-1:00
Period 7	1:03 - 1:40	
Period 8	1:43 - 2:20	

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

1. CMS Parent Teacher Conference attendance for the fall.

- 5th grade - 51 of a possible 76 students. 67%
- 6th grade - 39 of a possible 84 students. 46%
- 7th grade - 39 of a possible 90 students. 43%
- 8th grade - 38 of a possible 80 students. 48%
- Total - 167 of a possible 330 students. 51%





# WHS Building Report

## November 2017



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

### **District Goals:**

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

- WHS has our own google classroom page to communicate with staff regarding professional development, forms, and other pertinent information. We are working on including snapshots of our Pineapple Chart to include a digital version of this classroom observation tool.
- Many of our staff members are using google classroom learning management system.
- One of our math instructors is using a flipped classroom method with success. Students are watching instructional videos of the teacher as their homework and are receiving one on one help as they work through their assignments from the instructor during class time.
- We have recently had some students out for extended periods of time and they have benefitted from having their teachers record their instruction so they can keep up with their class work from home.
- Teachers are continuing to use Swivl robots and school ipads to record lessons for reflection each quarter to help improve instructional delivery. They now have the option of meeting with the instructional coach to reflect on their lessons or to fill out a Google reflection form on their own. We are currently evaluating the effectiveness of offering this option.
- We have heard many positive comments from students on how the impact of not having a cell phone has improved their attention and learning in classes. We are continuing to monitor this to make sure it continues to stay effective for all WHS students.

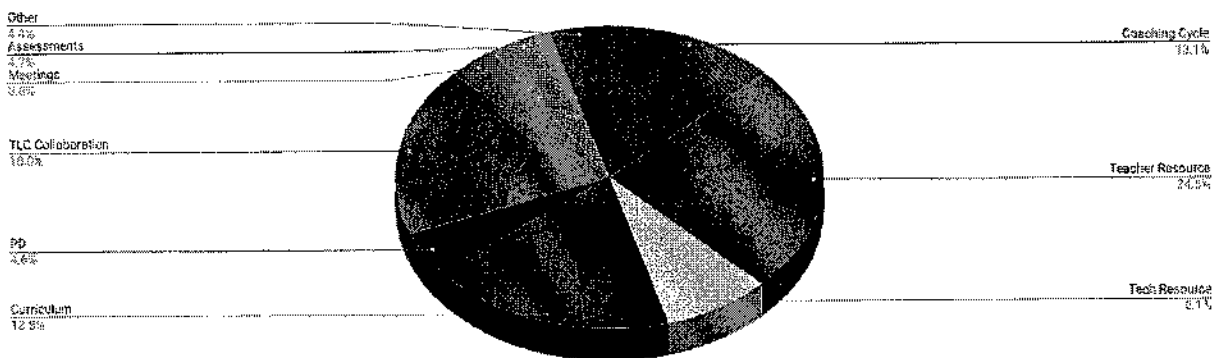
**2. Increase implementation and alignment of Iowa Common Core Curriculum utilizing characteristics of effective instruction.**

- Teachers have started outlining their curriculum with our district Curriculum outline templates. Each curriculum department will have a PK-12 vertical alignment. We are devoting PD time each month for curriculum work.
- We have scheduled monthly meetings with our curriculum chairs (Lead Teachers) to keep a pulse on the curriculum needs of each department. Each of these lead teachers will be observing teachers in their departments this semester in order to see how the curriculum progresses K-12.
- We are taking time during professional development to focus on APL strategies to make our classroom instruction more effective across the board.
- Natalie is working with teachers that are in a purchase year for curriculum to evaluate materials.

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

- We are looking into digital signage at WHS to help keep our students more informed on what is happening in the school.
- We are excited to have time reserved each Wednesday for collaboration with our gen ed and SPED teachers after professional development each week.
- Our character development class has been active in the community this fall. They have raked leaves for those that could not do this task, visited with residents of the Gardens, participated in activities with our elementary students and are looking forward to giving back to the community this holiday season. They are currently working on creating a Braves tree for the Sanford Museum and making wreaths to donate to the silent auction at the Gardens.
- Natalie's breakdown of time for the month of October is below.

Month TOTAL



**Mr. Wade Riley- WHS Principal**  
**Mrs. Natalie Barkley- Instructional Coach**

PTA Minutes  
October 17, 2017

\*Middle school students are returning candy bars and they are being redistributed to students that want to sell more. Bags are in and being handed out to students that have sold 30 candy bars.

\*Projector is ordered and will be installed.

\*\$6492.52 has been made so far for the Spooky Stride and about 35% for students are registered. Incentives are being handed out and students are enjoying them.

\*Subway will be the conference meal with the Middle school on Monday and Roosevelt on Thursday. Amy will order and deliver to schools.

\*Amy has contacted 4 babysitters. They will receive \$25 per night to go towards their DC/NY trip.

\*PTA agreed to pay for the rest of the mini refrigerator for science at the Middle School.

\*PTA has also agreed to purchase another microwave for the students to use during lunch at the Middle school.

\*Next meeting is November 21, 2017 at Roosevelt at 6:30pm.

# Notes for the Board from the Superintendent – November 2017

## Cherokee Community School District: *Empowering Learners*

### Standards for Effective School Boards

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

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

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

- Building Reports – Principals – on the agenda
- SOCS Website – Transition complete: <http://www.ccsd.k12.ia.us/>
- Tandra Naslund, Jan Tjeerdsma and Jennifer Ohlendorf will be attending a free SOCS training the end of this month
- News from Technology Director, William Halder
  - E-Rate update: Received notice almost 3 weeks ago from E-rate that our UPS's (Uninterruptible Power Source) has been approved for 2017-18. At the same time, they informed me the rest of the requested equipment was denied because we were over budget for the request. USAC, the company overseeing the E-Rate process, recommended an appeal to reverse the decision to deny. As of this date, it is still in review and awaiting an agent be assigned for review.
  - School year has been going well and Chris Anderson is up to speed on all necessary processes and has enjoyed working with the faculty, staff and students. Chris is taking on the responsibility of our sound systems at CMS and WHS to make sure they are in good working condition which will be an ongoing process for necessary upgrades and maintenance. Thank you Chris.

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

- Building Reports – Principals – on the agenda
- Early Graduation Requests – on the agenda – Surelys Barril, Sean Witcombe, Kylie Mongan, Kylee Knipper, Justus Kraft, Callie Wilson, Kristian Stowater, Kammy Wych, and Matt Schwebach
- Career Technical Education [CTE] is being reviewed for alignment with changes in Iowa Code
- CASA – Cherokee Preschool Desk Audit and Testing Assurances – State Reviewed – Complete
- Iowa Department of Education Public Reporting Site: [reports.educateiowa.gov](http://reports.educateiowa.gov)  
This website provides access to a variety of reports covering multiple areas including district and school profiles, financial reports and school and district plans.

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

- Building Reports – Principals – on the agenda
- District-wide Veterans Day Program
- K-12 Desk Audit for Cherokee CSD Due 12/15/17
  - Board Policies – Student Conduct, Expulsions, Suspensions, Weapons, Drug Free Environment
  - Nondiscrimination Notices – Annual and Continuous
  - RES, CMS, WHS – Master Schedule with Health Matrix and Career Exploration
  - WHS – Attendance Center and Course Enrollment Data
  - Calendar and Appropriate Staff Licensure
- Board Committee Rotations – Management Team Meetings – Subject to Change

October 2 <sup>nd</sup> , 2017 @ 5:30 Board Policy Grievances	November 6 <sup>th</sup> , 2017 @ 5:30 Student Achievement Data – APR SIAC Members Invited	February 5 <sup>th</sup> , 2018 @ 5:30 Transportation & Nutrition Wellness Policy Review
March 5 <sup>th</sup> , 2018 @ 5:30 Curriculum & Instruction	April 2 <sup>nd</sup> , 2018 @ 5:30 Finance – Budget Hearing – 5 Year	September 3 <sup>rd</sup> , 2018 @ 5:30 Building, Grounds & Capital Projects

### Board/Leadership Team Goal Statements

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

### **Transportation and Nutrition Update**

- News from Nutrition Director, Cara Jacobson
  - We recently had our review/audit from the State, and things went well. We had many compliments from Dee Murphy. There will always be a few things that she finds, and we are correcting those at this time.
  - My goal to hit 200 for breakfast was accomplished on the 7th of November. May not seem like a lot, but we have grown almost 100 students since I started in 2013. Woot Woot!
  - We are continuing to find a place for the Van. Currently Mike is letting us borrow a spot in his shed, but he is having to let one of his vehicles sit out. We appreciate it, as we use ours daily to transport 600+ meals to other schools.
- News from Transportation Director, Mike Wiederholt
  - Normal operations right now with inspection first part of December
  - Winter sports are starting, so with activity trips it will be busy

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

- Financials included in board packet
- Secretary/Treasurer's Report – on the agenda
- School Budget Review Committee Requests – on the agenda
- SIAC – minutes taken during management team meeting [11/06/17] – included in packet
- No December Management Team Meeting

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

- Resolution for sale and transfer of Roosevelt – on the agenda
- Chairperson(s) for Citizens' Committee – on the agenda
- Steps in a School Bond Election – on the agenda
- RES Facility Review Committee Volunteers led by Laura Jones and Paul Fuhman: Susie Haselhoff, Jenn Nixon, Stephanie Zarr, Jina Wood, Dale Springer, John Loughlin, Brian Cedar, Joe Lundsgaard, Darla Struck, George Wittgraf, Chris Tofteberg, Barb Pruett, Marlene Lundsgaard, Mark Hecox, Stephanie Thill, and Julie Schubert
- News from Jeff Miller, Building and Grounds Director
  - FEH Final Inspection – Waiting on Fire Panel at CMS
  - LED upgrade project at WHS has been completed – a total of 800 fixtures were replaced and the savings per fixture is a 34 watt per fixture consumption vs. a 136 watt per fixture consumption resulting in 8100 watt per hour reduction in power usage
  - Fall shut down of irrigation systems went well
  - Crew doing a cost analysis on the WHS track resurfacing

### **IASB Update & Other**

- IASB Annual Conference Highlights – Des Moines – November 15-17, 2017
- Iowa School Finance & Leadership Consortium (ISFLC) – Altoona – December 13-14, 2017
- Day on the Hill – Botanical Center and the Iowa State Capitol – January 30, 2018
- Iowa School Finance & Leadership Consortium (ISFLC) – Altoona – February 21-22, 2018
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at [lgvist@ia-sb.org](mailto:lgvist@ia-sb.org) or (515) 247-7064

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

- Board Policy – Affirm – on the agenda
- Review Board Policy 501.11 Student Release During School Hours [First Reading] and 705.1 Purchasing-Bidding [First Reading]
- Legislative News/Updates/Priorities from our Partners in Education:

<a href="http://www.sai-iowa.org/sai-legislative-priorities.cfm">http://www.sai-iowa.org/sai-legislative-priorities.cfm</a>	<a href="https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&amp;utm_source=govdeli">https://www.educateiowa.gov/resources/legislative-information?utm_medium=email&amp;utm_source=govdeli</a>	<a href="http://www.rsaia.org/legislative.html">http://www.rsaia.org/legislative.html</a>
<a href="http://www.ia-sb.org/Main/Advocacy_Center3/Advocacy_Agenda/Legislative-Priorities/Main/Advocacy_Center/IASB_s_Advocacy_Agenda/Legislative-Priorities.aspx?hkey=19e89bb6-0b58-4dca-9bb1-6e279051f829">http://www.ia-sb.org/Main/Advocacy_Center3/Advocacy_Agenda/Legislative-Priorities/Main/Advocacy_Center/IASB_s_Advocacy_Agenda/Legislative-Priorities.aspx?hkey=19e89bb6-0b58-4dca-9bb1-6e279051f829</a>		

## OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301 (2011).  
281 I.A.C. 12.3(12).

Cross Reference: 213 Public Participation in Board Meetings  
402.5 Public Complaints About Employees  
602 Curriculum Development  
605 Instructional Materials

Approved \_\_\_\_\_ Reviewed 2/16/15, 11/20/2017 Revised \_\_\_\_\_

## INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for agreement. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS

## RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY:

DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: *(circle one)*

Self

Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_



RECONSIDERATION OF INSTRUCTIONAL MATERIALS

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

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3. In your opinion, what harmful effects upon students might result from use of this item?

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4. Do you perceive any instructional value in the use of this item?

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5. Did you review the entire item? If not, what sections did you review?

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---

6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes                      \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

---

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7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

---

---

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

\_\_\_\_\_ Minutes.

\_\_\_\_\_ No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.
    - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
    - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
  2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
  3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
  2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
  3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
  4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
  - a. The reconsideration committee is made up of eight members.
    - (1) One licensed employee designated annually, as needed, by the superintendent.
    - (2) One teacher-librarian designated annually by the superintendent.
    - (3) One member of the administrative team designated annually by the superintendent.
    - (4) Three members of the community appointed annually, as needed, by the board.
    - (5) Two high school students, selected annually by the high school principal.
  - b. The committee will select their chairperson and secretary.
  - c. The committee will meet at the request of the superintendent.
  - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
  - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
  - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
  - g. The committee will determine its agenda for the first meeting which may include the following:
    - (1) Distribution of copies of the completed Reconsideration Request Form.
    - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
    - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
    - (4) Distribution of copies of the challenged instructional material as available.
  - h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
  - i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.

## TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. 12.3(12), 12.5(10), .5(22).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved \_\_\_\_\_

Reviewed 2/16/15, 11/20/2017

Revised \_\_\_\_\_

## SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301 (2011).  
281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved \_\_\_\_\_

Reviewed 2/16/15, 11/20/2017

Revised \_\_\_\_\_

CLASS SIZE - CLASS GROUPING

It is within the sole discretion of the board to determine the size of classes and to determine whether class grouping will take place. The board may review the class sizes annually.

It is the responsibility of the superintendent to make a recommendation to the board on class size based upon the financial condition of the school district, the qualifications of and number of licensed employees, and other factors deemed relevant to the board.

Legal Reference: Iowa Code §§ 279.8; 280.3 (2011).

Cross Reference: 606.6 Insufficient Classroom Space

Approved \_\_\_\_\_

Reviewed 4/20/2015, 11/20/2017

Revised \_\_\_\_\_



## SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances will have a secular purpose and will not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

Legal Reference: U.S. Const. amend. I.  
Lee v. Weisman, 112 S.Ct. 2649 (1992).  
Lemon v. Kurtzman, 403 U.S. 602 (1971).  
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).  
Iowa Code § 279.8 (2011).

Cross Reference: 603 Instructional Curriculum  
604.5 Religious-Based Exclusion From A School Program

Approved \_\_\_\_\_ Reviewed 4/20/2015, 11/20/2017 Revised \_\_\_\_\_

## ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 507 Student Health and Well-Being

Approved \_\_\_\_\_

Reviewed 4/20/2015, 11/20/2017

Revised \_\_\_\_\_

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district are the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are the property of the student.

It is the responsibility of the superintendent to determine incidental expense.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 408.2 Licensed Employee Publication or Creation of Materials

Approved \_\_\_\_\_ Reviewed 4/20/15, 11/20/2017 Revised \_\_\_\_\_

## STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. Board approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2010).  
Iowa Code § 279.8 (2011).  
281 I.A.C. 43.9.

Cross Reference: 503.1 Student Conduct  
503.4 Good Conduct Rule  
603 Instructional Curriculum  
711 Transportation

Approved \_\_\_\_\_

Reviewed 4/20/15, 11/20/2017

Revised \_\_\_\_\_

## INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space is determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

This policy is reviewed by the board annually. It is the responsibility of the superintendent to bring this policy to the attention of the board each year.

Legal Reference: Iowa Code § 282.18(13) (2011).  
281 I.A.C. 17.6(3).

Cross Reference: 103 Long-Range Needs Assessment  
501.15 Open Enrollment Transfers - Procedures as a Receiving District  
606.1 Class Size - Class Grouping

Approved \_\_\_\_\_

Reviewed 4/20/15, 11/20/2017

Revised \_\_\_\_\_

## STUDENT GUIDANCE AND COUNSELING PROGRAM

The board will provide a student guidance and counseling program. The guidance counselor will be certified with the Iowa Department of Education and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and will involve licensed employees.

Legal Reference: Iowa Code § 280.14; 622.10 (2011).  
281 I.A.C. 12.3(11).

Cross Reference: 506 Student Records  
603 Instructional Curriculum  
604.4 Program for At-Risk Students

Approved \_\_\_\_\_

Reviewed 4/20/15, 11/20/2017

Revised \_\_\_\_\_

## STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
 42 U.S.C. §§ 12101 *et seq.* (2010).  
 34 C.F.R. pt. 99, 104, 200, 300 *et seq.* (2010)  
 29 U.S.C. § 794(a)(2010)  
 28 C.F.R. 35  
 20 U.S.C. 1232g § 1400 6301 *et seq.* (2010).  
 Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23 (2011).  
 281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.405.  
 282 I.A.C. 15.3(14); 22.  
 641 I.A.C. 7.  
 655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

Cross Reference: 501.4 Entrance - Admissions  
 507 Student Health and Well-Being

Approved \_\_\_\_\_ Reviewed 4/20/15, 11/20/2017 Revised \_\_\_\_\_

## STUDENT RELEASE DURING SCHOOL HOURS

Students in grades 11 to 12 may be allowed to leave the school district facilities when they are not scheduled to be in class. Students who violate school rules may have this privilege suspended.

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

Legal Reference: Iowa Code § 294.4 (2007).  
281 I.A.C. 12.2(4).

Cross Reference: 501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved \_\_\_\_\_ Reviewed 4/21/2014, 2/20/17

Revised \_\_\_\_\_



## PURCHASING – BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items. Other statutory purchasing preferences will be applied as provided by law, including goals with regard to procurement from certified targeted small businesses, minority-owned businesses, and female owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

### Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$25,000
- For goods and services costing at least \$25,000 and up to \$50,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$50,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications.

The contract award shall be based on the total cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

Purchases using federal child nutrition funds shall be made in accordance with procurement procedures required by law.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

### **Public Improvements**

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to sample policy 802.3.

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

Legal Reference: Iowa Code §§ 26; 28E; 72.3; 73; 73A; 285; 297; 301.  
261 I.A.C. 54.  
281 I.A.C. 43.25.  
481 I.A.C. 25.

Cross Reference: 705 Expenditures  
801.4 Site Acquisition  
802 Maintenance, Operation and Management  
802.3 Emergency Repairs  
803 Selling and Leasing

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: 11/20/2017