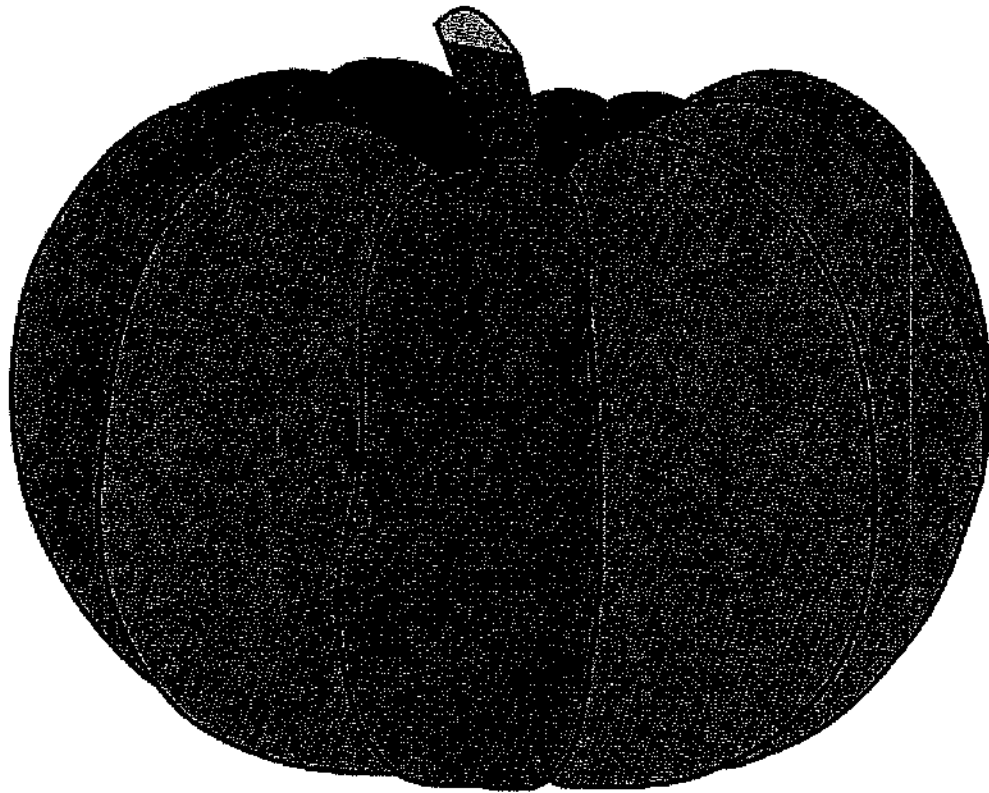


Cherokee Community School District



Board Members:

Mrs. Jodi Thomas- President

Mrs. Angie Anderson-Vice President

Mrs. Patty Brown

Mr. Brian Freed

Mr. Ray Mullins

Mrs. Joyce Lundsgaard, Business Manager/Board Secretary

Dr. Kimberly Lingenfelter, Superintendent

Regular Board Meeting

October 17, 2022

5:30 p.m.

WHS Library

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, October 17, 2022 @ 5:30 PM**

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

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

NOTICE: If you have comments that you wish to be considered please submit those comments to: Kimberly Lingenfelter, Superintendent, at klingenfelter@ccsd.k12.ia.us by October 17, 2022 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

1. Call the meeting to order
2. Pledge of Allegiance and Mission Statement
3. Approve the agenda
4. Roll call of members in attendance
5. Action to excuse board members not in attendance
6. Welcome Visitors Recognition of persons who wish to speak to the board regarding a school issue not on the agenda
7. Consent agenda A. Approve the minutes of the regular meeting [9-19-22] B. Approve financial statements C. Approve monthly bills D. Approve fundraising requests E. Approve resignations F. Approve retirements G. Approve internal transfers H. Approve contract extensions Carrie Cordova - CES Paraprofessional Calli Schliernbeck - WHS Assistant Girls Track Coach Thersia Fuhrman - CES Maintenance/Custodian
8. Communication and Reports A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors' Superintendent's Report
9. Policy Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21 Affirm: 414.1 Classified Employee Vacations - Holidays - Personal Leave; 414.2 Classified Employee Personal Illness Leave; 414.3 Classified Employee Family and Medical Leave; 414.3E2 Classified Employee Family and Medical Leave Request Form; 414.3R1 Classified Employee Family and Medical Leave Regulation; 414.3R2 Classified Employee Family and Medical Leave Definitions; 414.4 Classified Employee Bereavement Leave; 414.5 Classified Employee Political Leave; 414.6 Classified Employee Jury Duty Leave; 414.7 Classified Employee Military Service Leave; 414.8 Classified Employee Unpaid Leave; 414.9 Classified Employee Professional Purposes Leave
10. New Business A. Discussion of/ information concerning CMS STEM Program B. Discussion of/ action concerning cooperative sharing agreements for the 2023-2024 school year: Spencer CSD for swimming; MMC-RU CSD for wrestling; MMC-RU CSD for bowling C. Discussion of/ action concerning clerical changes to the Cherokee CSD Crisis Manual [Emergency Operations Plan] D. Discussion of/ action concerning Board Policy 502.6 - Weapons E. Discussion of/ information concerning certified enrollment numbers

*** 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.**

<ul style="list-style-type: none"> F. Discussion of/ information concerning SIAC Meeting - Monday, November 21, 2022 at 4:00 PM in the WHS Library G. Discussion of/ information concerning board workshop for building and grounds priorities - Monday, October 24, 2022 at 5:30 PM in the WHS Library H. Discussion of/ information concerning IASB's Annual Convention - November 16-18, 2022
<ul style="list-style-type: none"> 11. Board Committee Reports <ul style="list-style-type: none"> A. Curriculum and Instruction – Anderson and Thomas B. Policy – Brown and Freed C. Finance* – Freed and Mullins D. Building, Grounds, Capital Projects – Brown and Mullins E. Transportation, Nutrition – Anderson and Thomas
<ul style="list-style-type: none"> 12. Items of Interest for the Next Meeting [November 21, 2022 @ 5:30 PM] <ul style="list-style-type: none"> A. Discussion of/ action concerning requests for early graduation B. Discussion of/ information concerning CCSD Job Descriptions C. Discussion of/ information concerning Board Self-Assessment D. Discussion of/ information concerning ISASP scores
13. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2022-2023

August 15th, 2022 @ 5:30 pm	September 19th, 2022 @ 5:30 pm	October 17th, 2022 @ 5:30 pm	November 21st, 2022 @ 5:30 pm
December 19th, 2022 @ 5:30 pm	January 15th, 2023 @ 5:30 pm	February 20th, 2023 @ 5:30 pm	March 20th, 2023 @ 5:30 pm
April 17th, 2023 @ 5:30 pm	May 15th, 2023 @ 5:30 pm	June 19th, 2023 @ 5:30 pm	July 17th, 2023 @ 5:30 pm

Special Board Meeting - Building and Grounds
Cherokee Community School District, 600 West Bluff Street, Cherokee Iowa
Monday, October 24, 2022 @ 5:30 PM

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

NOTICE: Public comment is not a regular part of Special Meetings of the Board per Board Policy 213. The public may attend the meeting.

<ul style="list-style-type: none"> 1. Call the special meeting to order 2. Approve agenda 3. New Business <ul style="list-style-type: none"> a. Discussion of/ information concerning building and grounds projects and priorities b. Discussion of/ action concerning designating the second home football game each year as "The Dr. Robert J. Martin Memorial Football Game" for seasons 2023-2025 c. Discussion of/ action concerning building and grounds priorities and priorities - Five Year Plan
4. Adjournment

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

**Cherokee Community School District
Regular Meeting
September 19, 2022**

The Cherokee Community School District Board of Education held a Regular Meeting on Monday, September 19, 2022 at 5:30 P.M. The meeting was held in the WHS Library at 600 W. Bluff St., Cherokee, Iowa.

1. Call the meeting to order

The meeting was called to order at 5:33 P.M.

2. Pledge of Allegiance and Mission Statement

The Pledge of Allegiance and Mission Statement were recited.

3. Approve the agenda

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

4. Roll call of members in attendance

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

6. Welcome Visitors

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

7. Consent Agenda

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

- Minutes of the meetings – Regular Meeting – 8/15/22; Special Meeting – 9/12/22
- Financial Statements
- Monthly Bills
- Approve Fundraising Requests
- Resignations: Karl Larson – CES Custodian/Maintenance
- Contract Extensions: Stephanie Maas – Mentor Dusty Wright; Kyle Schuck – WHS Volunteer Football, Michael Morris & Veranda Johnson – WHS Student Council Sponsors, Victoria Morse – WHS Paraprofessional

8. Communication & Reports

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

9. Policy

Moved by Anderson, seconded by Brown to affirm board policies 411.4 Classified Employee Licensing-Certification; 411.5 Classified Employee Assignment; 411.6 Classified Employee Transfers; 411.7 Classified Employee Evaluation; 411.8 Classified Employee Probationary Status; 412.1 Classified Employee Compensation; 412.2 Classified Employee Wage and Overtime Compensation; 412.3 Classified Employee Group Insurance Benefits; 413.1 Classified Employee Resignation; 413.2 Classified Employee Retirement; 413.3 Classified Employee Suspension; 413.4 Classified Employee Dismissal; 413.5 Classified Employee Reduction in Force. Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21. All Ayes

10. New Business

A. Discussion of/information concerning Student Council - Homecoming

Student council representatives and sponsors reviewed Cherokee Homecoming Week Activities for the week of October 3rd.

B. Discussion of/action concerning Board Policy 506.1 Educational Records Access (Second Reading – Mandatory Policy)

Moved by Freed, seconded by Mullins to approve Board Policy 506.1 Educational Records Access. All Ayes

C. Discussion of/action concerning contract amendments due to lane advancement

Moved by Anderson, seconded by Brown to approve contract amendments due to lane advancement. All Ayes

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

Moved by Anderson, seconded by Freed to approve SIAC (School Improvement Advisory Committee) members as presented. All Ayes

E. Discussion of/action concerning participation in IDATP (Iowa Drug & Alcohol Testing Program)

Moved by Mullins, seconded by Brown to approve participation in IDATP (Iowa Drug & Alcohol Testing Program) for the 2022-23 school year. All Ayes

F. Discussion of/action concerning Memorandum of Agreement - TAP

Moved by Anderson, seconded by Mullins to approve the Memorandum of Agreement with the Transition Alliance Program. All Ayes

G. Discussion of/action concerning Martin Family request

The board discussed a request from the Martin family regarding a distinguished service award for adults and scholarships for students in memory of Dr. Robert Martin. The announcement of the award/scholarships will be read at the last two home football games and the future direction of the award was tabled for further clarity.

H. Discussion of/action concerning 2nd grade Omaha Zoo trip

Moved by Anderson, seconded by Brown to approve the 2nd grade out-of-state field trip to the Omaha Zoo in October. All Ayes

I. Discussion of/action concerning FFA National Convention

Moved by Brown, seconded by Anderson to approve FFA out-of-state travel to Indianapolis to attend the National Convention in October. All Ayes

J. Discussion of/information concerning Board Policy 502.6 -- Weapons

The board discussed possible changes to Board Policy 502.6 - Weapons adding "and staff approved by the administrative team" to paragraph five. The policy will be on the board agenda in October for discussion and action.

K. Discussion of/information concerning preliminary enrollment numbers

The board reviewed preliminary enrollment numbers. Enrollment will be certified on October 1.

L. Discussion of/information concerning Building and Grounds Committee Meeting

The Building and Grounds Committee, Brown and Mullins updated the board on a possible location and design for a greenhouse and potential repairs to the loading dock.

M. Discussion of/information concerning Board Self-Assessment

The Board will complete the Board Self-Assessment at the October meeting.

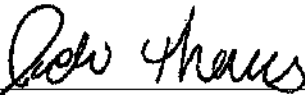
N. Discussion of/information concerning IASB's Annual Convention

The IASB annual convention will be held on November 16-18 in Des Moines.

11. Adjournment

Moved by Anderson, seconded by Brown to adjourn the meeting at 7:01 P.M. All Ayes

Regular Meeting – October 17, 2022 – 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Financial Report - 9/30/22

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,374,741.91	1,158,986.85	1,162,167.26	2,371,561.50
Management	585,234.41	54,420.90	12,927.50	626,727.81
Self-Insurance Fund	957,206.24	17,925.06	17,036.25	958,095.05
Subtotal General Fund	3,917,182.56	1,231,332.81	1,192,131.01	3,956,384.36
Activity	112,453.85	33,603.24	32,187.31	113,869.78
PPEL	845,330.07	52,549.35	176,765.16	721,114.26
Capital Projects (Sales Tax)	1,616,324.62	272,328.86	-	1,888,653.48
Debt Service	17,838.81	43,763.09	-	61,601.90
Hot Lunch	472,880.32	22,546.12	59,313.43	436,113.01
Trust and Agency	40,328.73	0.15	-	40,328.88
Braves Bank	7,785.75	-	15.53	7,770.22
Total - All Funds	\$ 7,030,124.71	\$ 1,656,123.62	\$ 1,460,412.44	\$ 7,225,835.89

Published Budget Report
All Funds
9/30/2022

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	1,160,040.91	1,160,040.91	9,975,000.00	12%
Perkins	(6210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	61,456.02			
Inst. Staff Support Svcs	(2200-2299)	119,975.42			
General Administration	(2300-2399)	90,719.61			
Building Administration	(2400-2499)	151,808.27			
Business Administration	(2500-2599)	198,105.03			
Plant Operation & Maint	(2600-2699)	547,071.72			
Student Transportation	(2700-2799)	79,111.66			
TOTAL SUPPORT SERVICES			1,248,247.73	4,752,000.00	26%
NON INSTRUCTIONAL PGMS	(3000-3999)	122,502.78	122,502.78	800,000.00	15%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	364,579.63			
Debt Service	(5000-5999)				
AEA Support Direct	(5200)	512,417.00			
TOTAL OTHER EXPENDITURES			876,996.63	5,032,266.00	17%
TOTAL EXPENDITURES			3,407,788.05	20,559,266.00	17%

10/04/2022 03:14 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Bluetooth Wireless Mouse and headset		
Elem Teacher Supplies		
Central Office Supplies		
Navy Cardstock		
Elem Teacher Supplies		
TAG Supplies		
health office supplies		
Elem Teacher Supplies		
Foundation Instructional Supplies		
WHS Office Supplies		
Brave Designs Supplies		
magnetic curtain rod for door		
Velcro		
Elastic ID sleeves		
Instructional Supplies		
Microphone		
Geometry Books		
ICC items		
WHS Ind Art Instructional Supplies		
Climate and Culture		
Brave Designs		
Bluetooth Wireless Mouse		
ELI Funds		
WITT Anatomy Books		
Makado SCRU 180		
Ed Foundation-Kindergarten (Miller)		
Books		
WHS Soc Studies Instructional Supplies		
2022-23 STEM materials		
Elem Teacher Supplies		
Elem Teacher Supplies		
WHS FCS Instructional Supplies		
2022-23 STEM materials		
High Tech Notebooks		
WHS Soc Studies Instructional Supplies		
Portable Sinks		
Laptop Backpack		
Technology Supplies		
1ft iPhone Charge Cable Short, 5Pack		
Books		
health office supplies		
Cable labels for computer cart		
TAG		
Storage Bins for Lego League		
Elem Teacher Supplies		
Artsonia Funds Supplies		
Books		
presentation clicker for classes		
Algebra Books		

10/04/2022 03:14 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Workbook		
Health Office Supplies		
Adhesive Dots		
Classroom Supplies for Special Education		
Science Lab and class supplies		
ELI Fund		
WHS Soc Studies Instructional Supplies		
Signs		
20 Extra Algebra 1 Books- Amy Fowler		
WHS FCS Instructional Supplies		
Middle School Special Education Supplies		
office supplies		
WHS Office Supplies		
Science Lab and class supplies		
WHS Ind Arts Instructional Supplies		
Book		
Science Lab and class supplies		
13771	Amazon Capital Services	18,905.36
lab supplies		
lab supplies		
Lab supplies		
Science Supplies		
10157	Carolina Biological Supply Co	920.71
Science & Health Lab & Inquiry materials		
Science & Health Lab & Inquiry materials		
Science & Health Lab & Inquiry materials		
11332	Flinn Scientific	119.08
Garbage Collection		
10217	Sanitary Services, Inc.	1,950.20
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Spikes for XC shoes		
13771	Amazon Capital Services	8.99
10/7/22 Varsity FB		
30852	BUCKSTEAD, JERRY	125.00
Honor Band Fees		
13249	Dan Mangold - NWIBA Treasurer	25.00
VB Tourney Fee		
10424	Estherville-Lincoln Central High School	125.00
Yearbook Workshop		
13787	Hempstead, Brad	175.00
10/7/22 Varsity FB		
14382	Niles, Richard	125.00

Cherokee Community School

10/04/2022 03:14 PM

Board Report

Page: 3

User ID: ALG

Vendor Number Vendor Name

Amount

Invoice Description

10/7/22 Varsity Football

30925 PATRICK, SCOTT 125.00

MS Volleyball Official 10/4/22

14402 Sherkenbach, Terri 112.50

10/7/22 Varsity FB

12870 Slaughter, Jason 125.00

10/7/22 Varsity FB

14407 Van Duesen, Brady 125.00

Fund Number 21

Checking Account ID 3

Checking Account ID 4

Fund Number 61

SCHOOL NUTRITION FUND

Equipment Repairs

14433 ACE Refrigeration Co. 967.40

Shoes

40001 Wilkie, Melissa 100.00

Fund Number 61

Checking Account ID 4

09/27/2022 03:14 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
WHS Ind Art Instructional Supplies		
Trans Supplies		
Maintenance Supplies		
Maintenance Supplies		
Trans Supplies		
Maintenance Supplies		
WHS Ind Art Instructional Supplies		
Brave Designs Instructional Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
Maintenance Supplies		
10021 Bomgaars		1,147.04
Water & Sewer		
10084 City of Cherokee		7,092.98
Mileage for Conference		
13474 Lingenfelter, Kimberly		137.60
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
Electricity		
12363 MidAmerican Energy Company		20,812.25
Title I Instructional Supplies		
Student Planners		
10125 Northwest AEA		1,513.76
Driver Hub		
14013 Rev Robotics Sales		220.04
Meal & Parking		
30427 Stoneking, Tim		33.17
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
FTC Robotics national registration		
12882 Cardmember Service		295.00
10/3/22 MS VB Official		
31235 HENDERSON, ALAN		75.00
IGCA membership fees		
10096 Iowa Girls Coaches Association		75.00

09/27/2022 03:14 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
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Invoice Description

9/27/22 V VB official

14196	Kohn, Angela	110.00
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MS Volleyball Official 10/10/22

14155	Landhuis, Kelsey	75.00
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10/3/22 JV FB official

14874	Nixon, Derek	90.00
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MS FB 10/11/22

14810	Toklheim, Dale	80.00
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Fund Number 21

Checking Account ID 3

Checking Account ID 4

Fund Number 61

SCHOOL NUTRITION FUND

General Supplies

10021	Bongaars	54.62
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Fund Number 61

Checking Account ID 4

09/26/2022 03:59 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
work shirts for maintenance		
13763	360 Custom Designs	774.00
Order Discount		
Order Discount for Supplies		
Amazon Basics Clear Thermal Laminating P		
Officdo Mini dry erase erasers		
Brain Flakes		
Assorted Rubberbands		
Stem Supplies		
13771	Amazon Capital Services	2,626.30
Byrdseed.TV PD Account		
14819	Byrdseed.TV	518.00
Foundation New Employee Lunch		
Chapter Dues		
ITEC Conference Registration Fee		
100 students tickets - Zoo		
ISP - Curriculum Supplies		
finale software		
Lodging - AD		
Foreign Trans Fee - Anydesk		
IBA Membership Fee		
Anydesk remote software		
12882	Cardmember Service	2,586.51
Cash for Book Fair - Need by October 18,		
13234	Cash and Joyce Lundsgaard	100.00
added plug in boxes in the ICN room in t		
replaced broken light in the ceiling in		
10034	Champion Electric	470.00
WHS Extra Activity - Vending Machine		
11224	Chesterman Co.	160.16
Shipping		
12531	Des Moines Stamp Mfg. Co.	55.00
AET record subscription		
14044	Ewell Educational Services	175.00
plungers for toilets		
13294	Home Depot Pro, The	17.12
Groceries - Culinary 2 - Snack Challenge		
Groceries - Culinary 2 - Snack Challenge		
Groceries - Culinary 2 - Snack Challenge		
Groceries - Culinary 2 - Snack Challenge		
Groceries - Culinary 2 - Snack Challenge		

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
Challenge		
Groceries - Culinary 2 - Snack		
Challenge		
Groceries - Culinary 2 - Snack		
Challenge		
10274	Hy-Vee Food Stores, Inc	32.96
IASBO Fall Conference		
12821	IASBO	215.00
Membership- Renewal		
14663	Jazz Educators of Iowa	20.00
WHS FCS Supplies		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	231.83
markers		
6" duct and clamps		
double swing		
12791	Menards	2,001.65
DEF		
12876	Midwest Lubricants, Inc.	143.00
SV9100 DESI-Labels for 60		
Button DSS		
S/H		
14115	Midwest Technology Services, LLC	215.57
annual operating agreement for		
high sch		
13215	Plains Boiler Service	386.66
Postage		
10830	Purchase Power	290.00
Bus 8 windshield Installation		
11624	Valley Glass Co	180.00
13.4 gallons of gasoline		
68 gallons of diesel		
77 gallons of diesel		
18.5 gallons of gasoline		
23 gallons of gasoline		
18.5 gallons of gasoline		
17.4 gallons of gasoline		
14.7 gallons of gasoline		
14 gallons of gasoline		
19 gallons of gasoline		
16 gallons of gasoline		
22 gallons of gasoline		
45 gallons of diesel		
65 gallons of diesel		
36 gallons of diesel		
25 gallons of diesel		
22.4 gallons of gasoline		
50 gallons of diesel		
60 gallons of diesel		
52 gallons of diesel		
70.3 gallons of diesel		

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User ID: ALG

Vendor Number Vendor Name

Amount

Invoice Detail Description

27 gallons gasoline

52.4 gallons diesel

41 gallons diesel

55 gallons diesel

77 gallons diesel

10361 Your FleetCard Program 4,365.79

Fund Number 10

Checking Account ID 1

Checking Account ID 2 Fund Number 36 PHYSICAL PLANT & EQUIPMENT

roof work done for the remodel
in scienc

13272 Black Hawk Roof Co., Inc. 7,883.34

Interior Doors - Construction
ServicesBuilding Improvement - Science
Reno20070 Haselhoff Construction 111,805.91
Inc.

Fund Number 36

Checking Account ID 2

Checking Account ID 3 Fund Number 21 STUDENT ACTIVITY FUND

Registration- Marching Band

13262 Algona Band Day Field Show 175.00

10/6/22 varsity vb

30159 BASALYGA MONELL, JILL 110.00

10/6/22 varsity vb

30955 Basalyga, Russ 110.00

Deposit - Music Boosters

Registration for FTC Robotics
for IowaIndividual Popcorn packets
oil/poocorn

12882 Cardmember Service 622.25

9/23/22 Varsity Football

Official

14871 Carney, David 125.00

WHS Concession Supplies

30880 Core-Mark Midcontinent, 1,373.06
Inc, dba Farner Bocken
Company

Initial Deposit Credi

14569 Creative Costuming & 2,198.00
Designs

T-shirts

12371 Creative Services 219.03

10/3/22 JV football

13602 Goettsch, Eric 90.00

9/27/22 varsity vb

31225 Hatting, Patricia 110.00

Shipping Athletic Tape and Pre
wrap

09/26/2022 03:59 PM

Vendor Number	Vendor Name	Amount
Invoice Detail Description		
31069	Hauff Mid-America Sports, Inc.	762.16
9/26/22 MS VB		
31235	HENDERSON, ALAN	75.00
Participation in both Treble and Bass Cl		
14688	ICDA	60.00
9/2/22 fball official		
14857	Jenness, Colvin	120.00
9/26/22 ms vb		
9/27/22 ms vb		
14155	Landhuis, Kelsey	150.00
9/23/22 Varsity Fball Official		
14476	Lubbers, Caleb	125.00
CMS Concession Supplies		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	64.57
Registration- Marching Band		
13772	MOC-FV Band Parents	200.00
9/23/22 varsity football		
14872	Niles, Dave	125.00
9/19/22 JV Football Official		
9/22/22 MS FB Official		
14874	Nixon, Derek	170.00
9/23/22 Varsity Football Official		
14873	Pearson, Stephan	125.00
FTC Robotics registration fee		
13310	Pitsco Education, LLC	295.00
10/3/22 ms vb		
10/10/22 ms vb		
31418	Rolfes, Mark	150.00
9/27/22 varsity vb		
12650	Sanow, Brett	110.00
9/22/22 XC Fees for Sioux Center		
14147	Sioux Center Community School District	120.00
9/27/22 ms vb		
10/3/22 JV football		
30666	Slaughter, Brandon	165.00
9/19/22 JV Vball		
31049	Spencer High School	75.00
9/23/22 Varsity football Official		
14870	Todd, Chandler	125.00
10/3/22 JV football		
14810	Toklheim, Dale	90.00

09/26/2022 03:59 PM

Vendor Number Vendor Name Amount

Invoice Detail Description

Final payment for 2022 Yearbook

13776	Walsworth Publishing Company, Inc.	1,329.18
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Fund Number 21

Checking Account ID 3

Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
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Ala Carte Purchases

Ala Carte Purchases

Ala Carte Purchases

Ala Carte Credit

11224	Chesterman Co.	697.50
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Clothing Allowance - Shoes

14647	Conley, Renee	100.00
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Clothing Allowance - Shoes

14625	Corzilius, Margaret	52.42
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Clothing Allowance - Shoes

40077	Dowdy, Carmen	100.00
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Clothing Allowance - Shoes

14648	Driggs, Stacie	59.99
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Clothing Allowance - Shoes

14643	Duebner, Ona	100.00
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Milk - CES

Milk - CMS

Milk - WHS

Milk - WHS

Milk - CES

Milk - CMS

Milk - CES

Milk - CMS

Milk - WHS

Milk - CES

Milk - CMS

Milk - WHS

Milk - CMS

Milk - CMS

Milk - WHS

Milk - CES

Milk - CMS

Milk - WHS

Milk Credit - WHS

Milk - CES

Milk - CMS

Milk - WHS

Milk Credit - WHS

Ala Carte Purchases

Ala Carte Purchases

14860	East Side Jersey Dairy ESJD	3,474.52
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Clothing Allowance - Shoes

40232	Gravenish, Cindy	100.00
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Clothing Allowance - Shoes

09/26/2022 03:59 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Detail	Description	
40288	Halder, Kathi	100.00
Clothing Allowance - Shoes		
12942	Jacobson, Cara	100.00
Clothing Allowance - Shoes		
14411	Leidahl, Carol	100.00
Clothing Allowance - Shoes		
14425	Luce, Betty	100.00
Food Purchases		
Ala Carte Purchases		
Food Purchases		
General Supplies		
Ala Carte Purchases		
Food Purchases		
General Supplies		
Food Purchases		
General Supplies		
General Supplies Credit		
Ala Carte Purchases		
Ala Carte Purchases		
Food Purchases		
Food Purchases		
General Supplies		
General Supplies		
Ala Carte Purchases		
General Supplies		
General Supplies Credit		
Ala Carte Purchases		
General Supplies		
General Supplies		
Ala Carte Purchases		
Food Purchases		
18253	MARTIN BROS. DISTRIBUTING CO., INC.	28,096.13
Food Purchases		
Food Purchases		
Food Purchases		
Food Purchases		
14861	PAN-O-GOLD BAKING CO	800.50
Clothing Allowance - Shoes		
14409	Reinholdt, Bev	100.00
Equipment Repair		
14437	Specialty Underwriters LLC	299.25
Clothing Allowance - Shoes		
14624	Thorsen, Lynn	100.00
Fund Number	61	
Checking Account ID	4	

10/11/2022 03:52 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Prologue App		
11505	Apple, Inc.	249.99
Mop Service		
10183	Aramark Uniform Services AUCA Chicago Lockbox	30.43
CMS Door Service/Repair		
14790	Automatic Door Group	1,579.00
Alphone JOS-1V Hands-Free Color Video In		
10818	B and H Photo Video	449.27
Band Gloves Band Instructional Supplies		
31105	Band Shoppe	254.45
Spraying SB/BB fields		
Spraying SB/BB fields		
14781	BF&S Lawn & Tree Service	845.38
Water Treatment		
Trans Supplies - Softener & Cooler		
Nurse Supplies - WHS		
Nurse Supplies - CMS		
10079	Blaine's Culligan and Sundance Spas	118.65
WHS Ind Art Instruct Supplies		
10021	Bomgaars	31.98
Equipment Repair		
13394	Brad's Tire Service	1,450.00
Parts for Mower		
Parts		
10396	Builder's Sharpening and Service	128.11
Phone & Data Charges		
14427	C-M-L Telephone Cooperative Assoc	2,145.41
Chemical		
14189	Carroll Control Systems, Inc.	279.36
Publication Expense		
Publication Expense		
18221	Cherokee Chronicle Times	250.66
DOT Physical		
11157	Cherokee Regional Medical Center	128.00
Special Education Math Curriculum		
14203	Classroom Complete Press	159.80
Paint		
10239	Diamond Vogel	495.20
TLC Instructional Supplies		
14832	Donovan Group I	2,500.00

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Install new radio in bus 8 and fix 2		
fix bus 26, and 10. Fix antenna on build		
10522	Electronic Specialties, Inc.	1,485.34
CMS Roof Repair		
14092	Elevate Roofing	1,453.00
Outside Labor		
14222	Feld Fire	198.00
Lego League Kits & Regis. for 22-23.		
Lego League Kits & Regis. for 22-23.		
12999	FIRST	744.00
Math Intervention Subscription		
14490	Generation Genius, Inc.	125.00
CMS Curriculum Gimkit subscription		
14472	Gimkit, Inc	650.00
CES Door Repair		
20070	Haselhoff Construction Inc.	279.50
Culinary Supplies		
Culinary Supplies		
Culinary Supplies		
Culinary Supplies		
10274	Hy-Vee Food Stores, Inc	316.28
ISP Curriculum Supplies		
11274	INSECT LORE	48.94
ICAN Renewal Contract + Materials		
14365	Iowa College Access Network	463.50
SAVE Program		
10358	Iowa Lakes Community College	15,345.50
ISCA Conference Registration		
ISCA 2022 Conference in Des Moines		
ISCA Conference in DM		
11499	Iowa School Counselor Association	565.00
DOT Physical		
14882	Kueny Chiropractic, PC	125.00
Foundation - Instructional Supplies		
10145	Lakeshore Learning Materials	879.00
Reading A-Z Renewal		
13782	Learning A-Z, LLC	2,881.40
Gutter Brackets		
Parts		
11735	Marcus Lumber	231.16

10/11/2022 03:52 PM

User ID: ALG

Vendor Number Vendor Name

Amount

Invoice Description

Math Intervention Subscription		
14534	Mathematically Minded	468.00
IDATP Device		
IDATP dues/Driver Collecting		
14056	Medical Enterprises, Inc.	778.00
Flex Plan		
13725	Mid-American Benefits, Inc.	204.00
Books		
Books		
10649	MidAmerica Books	379.20
Building Repair - Outside Labor		
Building Repair - Outside Labor		
Building Repair - Outside Labor		
Parts		
11495	Modern Heating and Cooling, Inc.	2,202.60
Outside Labor Repair		
11226	O'Halloran International	48.40
WHS Office Supplies		
10188	Pilot Rock Signs	405.00
CMS & WHS ELA 2022 Purchase		
14524	Prestwick House	57.80
ELI Fund		
13492	Really Great Reading	67.20
Career Exploration workbooks		
18393	RICK TROW PRODUCTIONS, INC	163.30
CES ELA 2022 Purchase		
14366	Savvas Learning Company LLC	73,267.20
Building Repair - Outside Labor		
13615	SCE, LLC	250.00
CES Annual Renewal - Scholastic		
10227	Scholastic Magazine	2,949.55
SAI Membership		
10087	School Administrators of Iowa	584.00
Foundation Instructional Supplies		
Elem Teacher Supplies		
School Specialty Art Supply Order 2022		
CMS Science Instructional Supplies		
Instructional Supplies - Art		
School Specialty Art Supply Order 2022		
11884	School Specialty, LLC	4,463.45
Professional Development		
14877	SitelogIQ Inc	2,250.00

10/11/2022 03:52 PM

Vendor Number	Vendor Name	Amount
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Invoice Description

Central Office Supplies

14763	Staples	150.01
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ESSA Funds

10849	STENHOUSE PUBLISHERS	1,131.42
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Time & Attendance Software

11578	Time Management Systems	299.06
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WHS Door Repair

11624	Valley Glass Co	45.00
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Upkeep Grounds - Outside Labor

14821	Van Holland Lawn Service, Ltd.	893.00
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Cell phone charges

18319	Verizon Wireless	426.79
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Fund Number 10

Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
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Premium

13585	SU Insurance Company	981.00
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Fund Number 22

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

13725	Mid-American Benefits, Inc.	1,632.00
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Fund Number 71

Checking Account ID 1

Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
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Other Equipment - tractor

10396	Builder's Sharpening and Service	40,300.00
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Building Improvement

Building Improvement

20223	Control System Specialist	896.00
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Architect HS Science Reno

Architect - HS Window/Door Replacement

20224	FEH Design	2,817.44
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Greenhouse Refund

14883	Kruger, Rebecca	500.00
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Fund Number 36

Checking Account ID 2

Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
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WHS Concession Supplies

14863	American Popcorn Co.	722.00
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8th Grade Field Trip Iowa

History

12581	American Theatre	600.00
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Homecoming

11429	Anderson's School Spirit	190.08
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Marching Band Supplies - Boosters

10/11/2022 03:52 PM

Vendor Number	Vendor Name	Amount
Invoice Description		
Marching Band Supplies - Boosters		
Marching Band Supplies - Boosters		
31105	Band Shoppe	1,643.70
WHS Speech Shirts		
12371	Creative Services	2,602.52
WHS Band Fee		
13249	Dan Mangold - NWIBA Treasurer	10.00
XC Timing Equipment rental		
12767	Galva-Holstein Comm School District	100.00
Hudl Fees		
14005	Hudl	3,096.00
honor cheer		
31544	ICCA Membership	170.00
COLT Conference - NW District		
13643	Iowa FFA Association	60.00
State Drill Team Registration		
14678	ISDTA	411.00
VB tourney fee MOC		
30321	MOC/FV High School	170.00
10/11/22 MS FB		
14874	Nixon, Derek	80.00
Color Guard Jackets		
10188	Pilot Rock Signs	220.00
WHS Concession Supplies		
WHS Concession Supplies		
WHS Concession Supplies		
10428	Pizza Hut	434.97
MS Football Official 10/11/2022		
14327	Shea, Mark	80.00
MS Football Official 10/11/2022		
31584	Wessling, Doug	80.00
additional headsets for football		
14755	Westcom Wireless Inc.	2,121.00

Fund Number 21

Checking Account ID 3

Checking Account ID 4

Fund Number 61

SCHOOL NUTRITION FUND

Steamer Repair

40074	Hobart Sales and Service	352.00
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Fund Number 61

Checking Account ID 4

Cherokee Elementary School

October 2022 Brian Christiansen, Principal

Jen Burch, Instructional Coach



DISTRICT GOAL 1

COLLEGE & CAREER
READINESS

CES teachers are looking forward to meeting with parents during Parent/Teacher Conferences on Thursday, October 20th. Many parents have already signed up for their 15 minute conference through the JMC link that was sent out the first week of October. We are excited to share all wonderful things that are happening at school.

Students have been collecting Braves tickets for displaying any of our four behavior expectations:

- *Be Your Best
- *Stay Safe
- *Show Respect
- *Take Responsibility

DISTRICT GOAL 2

21ST CENTURY SKILLS

PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS

At the end of each month, students will have an opportunity to use these tickets to buy an experience. These experiences cost different amounts of tickets. For example, you can buy a "Line Jumper" pass for 1 ticket or you could buy a chance visit a previous teacher for 15 tickets. Other experiences include eating lunch in the classroom with friends, buying 10 extra minutes of recess for the whole class, swapping a seat with your friend, or using the teacher's chair for 1 hour. Currently, there are about 20 experiences students can choose from. In addition, tickets used to pay for an experience will go in a drawing each month. Winners will get lunch with Mr. Christiansen!

October 10-14 is Fire Safety Week at school! Our Cherokee Firefighters visited school to teach us about ways we can stay safe in case of fire. Members of our Cherokee Fire Department provided information to our PK-4 students and also gave them an opportunity to tour their fire trucks.

DISTRICT GOAL 3

COMMUNICATION &
POSITIVE
RELATIONSHIPS

Mr. Christiansen and Mrs. Brunsting attended a training focused around restorative justice practices.

Grade level teams meet each week. Recently, teachers spent time analyzing data retrieved from fall FAST tests. Looking at the data teachers are able to make decisions to guide instruction based on these numbers.

FAST Literacy	FAST Math
CES: 70% Proficient	CES: 71% Proficient
NWAEA: 61% Proficient	NWAEA: 71% Proficient (51% Screened)
Iowa: 64% Proficient	Iowa: 70% Proficient (71% Screened)



Cherokee Middle School

October 2022

Matt Malausky, Principal
Linda Ducommun, Instructional Coach



DISTRICT GOAL 1 COLLEGE & CAREER READINESS

Ruth Johnson is the October Cherokee Chamber of Commerce Student of the Month. She is the daughter of Eric and Emily Johnson. Ruth stays busy with volleyball, band, and choir. Her teachers appreciate her willingness to help others. She works well with all her peers and shows compassion and leadership. She always has a friendly smile on her face and her positive attitude reaches out to the people around her and creates an impact in the classroom.

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

Homecoming went well. Students enjoyed dressing up the various days and showing their school spirit! Our CMS cross country, volleyball and football teams, CMS Student Council, and CMS Band were in the Homecoming parade.

Our cross country, volleyball and football teams will be ending their seasons this week. CMS Band took 1st place at Algona Band Days. They enjoyed themselves and could see the high school perform, too!

Teachers are planning for Parent/Teacher conferences on Oct. 20th to discuss the progress of their child. Kasey & Linda will be updating our data walls for students and parents to see the progress of the grade levels in the most recent MAP tests as well.

DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

Our CMS staff took the Self Assessment survey at the beginning of the school year. AEA staff came out during professional development and shared our results with us to help us move forward with our Social Emotional and Behavioral Health goals. Mark Shea & Amy Benson also lead us in discussions around Future Ready work in our building. Their focus was the importance of the connection between academic, life and career skills. There were some great discussions. The Youth Mental Health First Aid training was completed during our full day PD on September 26. It is very valuable information for our instructional toolboxes.

All of our TLC teacher leaders have been busy. We started with the district TLC retreat and have been working toward the completion of our CMS goals in various ways. We are excited about the addition of the culture/climate teacher leader.





October 2022 WHS Building Report

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



Board Goals Work Based Learning Problem Solving and Team Building Skills Technology Iowa Core Communication	<ul style="list-style-type: none">• Future Ready Day is planned for December 14. We are working community members to offer our students a variety of experiences including a career fair, STEM activities, life skills games and speakers.• Our teachers continue to do a great job of sharing photos of what's going on in their classrooms each week with our communication teacher leader, Jill Phillips. The Donovan Group has been a great addition to assisting with this process.• On October 20 the WHS staff will be hosting a "Building Bridges" meeting that will consist of a working lunch with business leaders from the area and community in order to brainstorm ways that we as a school can assist these businesses while at the same time getting ideas from them on how to better prepare our students with skills they need to be successful in their lines of work. Diane Young is assisting with putting this together. This goes along with the Future Ready work that we are working on at WHS. This meeting will also double as our CTE Advisory Meeting
Staff Positives	<ul style="list-style-type: none">• Each week in PD we are taking 5-10 minutes to focus on what is going well and build culture and climate. Alanna Fuller is the Climate Culture teacher leader at WHS and has been doing a great job so far this school year.• Each month at WHS staff takes turns to decorate and bring food to the lounge. This is a fun way to spread some smiles and have goodies to eat throughout the week.• Staff are leading their Empowerment groups through service projects during the first semester.
Student Positives	<ul style="list-style-type: none">• Fall sports are wrapping up.• Our Marching Braves finished up the marching band season. They put together a great show and had a lot of success during the season..• Speech season is kicking off in the next few weeks. We have many students involved in this extra-curricular activity.• FFA students will be attending the National FFA Convention in Indianapolis at the end of October.
Looking Ahead...	<ul style="list-style-type: none">• October 20 - Building Bridges Meeting with local business leaders• October 20 - 11:00 -7:00 - P/T Conferences• October 21 - No School• October 27 - End of 1st Quarter• November 11 -7:00 - Lip Sync Night in WHS Auditorium

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

Notes for the Board from the Superintendent – October 2022

Cherokee Community School District: *Empowering Learners*

Standards for Effective School Boards

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

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

October Student Highlight

October Rotary Student of the Month is Lauren Schubert! Lauren is the daughter of Julie and Matt Schubert and she was nominated for this recognition by staff members. Lauren is involved in cheerleading, Spanish Club, group speech, concert band, golf, marching band, Spanish Honor Society, yearbook, and National Honor Society. A quote from one of Lauren's teachers "Lauren has a great personality with a positive attitude. She works hard and is very thorough and conscientious." Congratulations to Lauren!

Career Opportunities Update – Board/District Goal #1

- Building Reports - Principals/Instructional Coaches - on the agenda
- Leadership Conference - Admin/ICC - October 18
- Future Ready K-12 (NWAEA Recognition)

Curriculum and Instruction Update – Board/District Goal #2

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

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

Communication Update – Board/District Goal #3

- Building Reports - Principals/Instructional Coaches - on the agenda
- SIAC - School Improvement Advisory Committee - November 21, 2022 at 4:00 PM
- Cooperative Sharing Agreements - on the agenda
- Crisis Manual - Clerical Changes - on the agenda
- Fall Parent Teacher Conferences - Thursday, October 20 from 11:00 AM - 7:00 PM
- October is National Principals Month - THANK YOU!

SRO and Technology Update

- **News from School Resource Officer, Sergeant Brett Gannon**
 - Everything is going smoothly since the last board meeting. I am in the process of implementing a diversion program for students that are caught breaking the law on school grounds, IE: fighting, drinking, vaping and drugs. It will be case by case based. The priority is to get the students to be more educated about their poor choices and also help with issues they can't control. This will alleviate a possible criminal record.
- **News from the Technology Department, Dan Bringle**
 - September has been an exciting month for the IT Dept. We have installed 13 cameras, multiple door access systems, and a security video intercom system in the Armory. Installation of the firewall for the district has been completed.

Board/District Goals

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

Notes for the Board from the Superintendent – October 2022

Cherokee Community School District: *Empowering Learners*

Nursing, Nutrition, and Transportation Update

- **News from Director of Nursing, Rachel Doeden**
 - Overall general illness and Covid have seemed to slow down from the start of the year. There are currently no students or staff out with Covid. We are again working with CRMC Occupational Health nurses to provide a flu shot clinic for staff at the end of the month. Immunization records were submitted this week to public health for our yearly district audit.
- **News from Food Services Director, Cara Jacobson**
 - National school lunch week was celebrated October 10-14th. The theme was Peace, Love and School lunch! We had some of our favorite meals, shared printables with the elementary school, had a dress up day with kids on Wednesday, and we had two desserts to celebrate the week!!! The staff at CCSD spoiled the Food service staff with new aprons with a brave head on them in appreciation of their dedication and service. Things are going well despite seeing some supply issues. We never run out of food, it is just hard to menu items, and then 4-6 week later have those items available. I continue to keep parents updated with menu changes through emails, social media, and our website.
 - With free breakfast for all children, our numbers have remained the same for the school year, we still hope to increase the number as the temperatures get colder. We also have share tables at each school. The reusable items are saved for the after-school program to help with snack time. Thank you!
- **News from Transportation Director, Rachel Mallory**
 - Things are going well. We will have a lull shortly to do some preventative maintenance before basketball and wrestling start. Still have a good balance of drivers and subs.

Strategic Planning – Finance Update

- Financials included in board packet
- Secretary/Treasurer's Report - on the agenda
- Certified Enrollment Numbers - on the agenda
- Board Self-Evaluation - next month

Building, Grounds, and Capital Projects Update

- **News from Mike Fiedler, Maintenance Director, and Jamie Hodgdon, Grounds Director**
 - Due to some problems at the Armory with the bathrooms, we had to replace both toilets, all new plumbing and hookups. Hopefully no more issues. We are working on putting fobs on the entrance to the high school to enter the gym area so will no longer need to be keyed open. All boilers have been serviced and ready to go for winter. Construction is slow and WHS classroom doors should arrive November 1.
 - Jamie has the ballfields winterized and is shutting things down. He has also been doing some seeding on the grounds. New air handler units above the auditorium area should be completed next week. Hired a person to replace Karl at the elementary school, she is working out well. It has been a busy start to the year with plenty to do, Jamie and I love staying busy though.

IASB Update & Other

- IASB Annual Convention - November 16-18, 2022
- Recorded Webinars Available for Board Members – School Board U – contact Lou Ann Gvist at lgvist@ia-sb.org or (515) 247-7064

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

- Board Policy - 414.1-414.9 - on the agenda
- Legislative News/Updates/Priorities from our Partners in Education:

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

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

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees who work twelve months a year will be allowed ten paid holidays if the holidays fall on a regular working day. The ten holidays are: New Year's Eve Day, New Year's Day, Easter Recess Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Thanksgiving Recess Day, Christmas Day, and Christmas Recess Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C.1-2; 4.1(34); 20

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved _____ Reviewed 3/24/14, 12/19/16, 9/16/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees are granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one workday regardless of full-time or part-time status of the employee. New employee leave benefits begin after 30 days of employment. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 130 days for classified employees. In addition to the (130) days carried forward, 15 days are earned for the current school year, resulting in a maximum of one hundred and forty five (145) days in any one year.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board and the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the board secretary to implement these benefits.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
 26 U.S.C. §§ 2601 *et seq.* (2012)
 29 C.F.R. Pt. 825 (2012).
 Iowa Code §§ 20; 85.33, .34, .38(3); 279.40 (2013).
 1980 Op. Att'y Gen. 605.
 1972 Op. Att'y Gen. 177, 353.
 1952 Op. Att'y Gen. 91.

Cross Reference: 403.2 Employee Injury on the Job
 414.3 Classified Employee Family and Medical Leave
 414.8 Classified Employee Unpaid Leave

Approved _____ Reviewed 3/24/14, 12/19/16, 9/16/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1-June 30. Requests for family and medical leave are made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
26 U.S.C. §§ 2601 *et seq.* (2012)
29 C.F.R. Pt. 825 (2012).
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40 (2013).
1980 Op. Att'y Gen. 605.
1972 Op. Att'y Gen. 177, 353.
1952 Op. Att'y Gen. 91.

Cross Reference: 409.3 Licensed Employee Family and Medical Leave
414.2 Classified Employee Personal Illness Leave
414.8 Classified Employee Unpaid Leave

Approved _____ Reviewed 3/24/14, 1/16/17, 9/16/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: _____

I, _____, request family and medical leave for the following reason: (check all that apply)

- ☐ for the birth of my child;
- ☐ for the placement of a child for adoption or foster care;
- ☐ to care for my child who has a serious health condition;
- ☐ to care for my parent who has a serious health condition;
- ☐ to care for my spouse who has a serious health condition; or
- ☐ because I am seriously ill and unable to perform the essential functions of my position.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____ and I request leave as follows:
(check one)

☐ continuous

I anticipate that I will be able to return to work on _____.

☐ intermittent leave for the:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district
- ☐ serious health condition of myself, parent, or child when medically necessary

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

- _____ reduced work schedule for the:
- _____ birth of my child or adoption or foster care placement subject to agreement by the school district
- _____ serious health condition of myself, parent, or child when medically necessary

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed _____

Date _____

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 414.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be posted in staff work areas and Cherokee Schools website.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
 - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement;
 - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
 - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
 - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee requesting leave — two types of leave.

1. Foreseeable family and medical leave
 - a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
 - b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
- 2. Unforeseeable family and medical leave.
 - a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
 - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
 - c. A spouse or family member may give the notice if the employee is unable to personally give notice.
- D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.
 - 1. Four purposes.
 - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
 - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
 - c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
 - d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
 - 2. Medical certification.
 - a. When required:
 - (1) Employees may be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
 - (2) Employees may be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
 - b. Employee's medical certification responsibilities:
 - (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
 - (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
 - (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

E. Entitlement.

- 1. Employees are entitled to twelve weeks unpaid family and medical leave per year.
- 2. Year is defined as:
 - Fiscal year
- 3. If insufficient leave is available, the school district may:
 - a. Deny the leave if entitlement is exhausted
 - b. Award leave available

F. Type of Leave Requested.

- 1. Continuous - employee will not report to work for set number of days or weeks.
- 2. Intermittent - employee requests family and medical leave for separate periods of time.
 - a. Intermittent leave is available for:
 - (1) Birth, adoption or foster care placement of child only with the school district's agreement.
 - (2) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
 - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits.
- 3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
 - a. Reduced work schedule family and medical leave is available for:
 - (1) Birth, adoption or foster care placement and subject to the school district's agreement.
 - (2) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
 - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

G. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

H. Use of paid leave for family and medical leave.

An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Common law marriage-according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Continuing treatment-a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
 - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is CLASSIFIED to practice in accordance with the laws and regulations of that country.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious health condition

- An illness, injury, impairment, or physical or mental condition that involves:
 - Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
 - Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - Any period of incapacity due to pregnancy or for prenatal care.
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Iowa law including common law marriages.

CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of 7 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or grandparent of the employee.

The superintendent may grant at his discretion up to two (2) days in the event of the death of a friend or relative outside the employee's immediate family as defined above. Absence due to funerals for other than the aforementioned relative must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

Legal Reference: Iowa Code §§ 20.9; 279.8

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE POLITICAL LEAVE

The board will provide a leave of absence to classified employees to run for elective public office. The superintendent will grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

Legal Reference: Iowa Code ch. 55 (2013).

Cross Reference: 401.9 Employee Political Activity
414 Classified Employee Vacations and Leaves of Absence

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE JURY DUTY LEAVE

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

Legal Reference: Iowa Code §§ 20.9; 607A (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Legal Reference: Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa 1980).
Iowa Code §§ 20; 29A.28 (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees will make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent 5 days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.7.

Cross Reference: 411 Classified Employees - General
408.1 Classified Employee Professional Development

Approved _____ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised _____

WEAPONS

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: 18 U.S.C. § 921
Iowa Code §§ 279.8; 280.21B; 483A.27 (11), 724
281 I.A.C. 12.3(6)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved _____ Reviewed 5/19/14, 12/16/19 Revised _____

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Weapons under the control of law enforcement officials and staff approved by the administrative team are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: 18 U.S.C. § 921
Iowa Code §§ 279.8; 280.21B; 483A.27 (11), 724
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Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved _____ Reviewed 5/19/14, 12/16/19, 9/19/22, Revised ____
10/17/22

2022-2023 Class enrollment

Grade	Sec. A	Sec. B	Sec. C	Sec. D	Sec. E	Sec. F	Dual/PS	Total In Class	Dual	Tuition In	OE-In	Reg+OE In	Bldg. Total
ECCLC- SpNeeds 3 & 4	4							4					
TK	13							13			1	14	
Kdgn	17	13	17	16				63			15	78	
1st	16	16	18	17				67			11	78	
2nd	21	22	18	19				80			16	96	
3rd	19	16	18	17				70			8	78	
4th	17	20	19	20				76			16	92	436
5th	70							70			14	84	
6th	65	Kevin Orellana not included						65			12	77	
7th	84							84			9	93	
8th	89							89			13	102	
9th	76							76			13	89	356
10th	76							76		1	8	85	
11th	76							76	0.5		13	89.5	
12th	80							80			8	88	
5th Year Senior		Baleman, Ulices, Yearbicks included in senior count						0				0	351.5
								989		1	157	1147	
Tuition In													
O.E. IN	157												
4 Year Old	38												
Reg	989												
Reg Ed Out of Dist													
CPI-in classes													
CPI-out													
O.E. out	46.9												
Ward of the State													
Tuition Out	2												
Line 7	1037.90												

DRAFT

Cathel, Faver

Crouch, O'Neal

Membership Count Report Codes

KA = 4 Year Old Students

KB = Not Assigned

KC = 3 Year Old Students

KD = Transitional Kindergarten Students

EC = Preschool Special Education Students

Cherokee CSD

2021-2022

Membership Count Report

From: 10/13/2021 - Wednesday to: 10/13/2021 - Wednesday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
10/13/2021	F	11	0	4	8	2	0	35	49	33	42	42	39	45	52	42	46	55	53	37	595
	M	17	0	8	6	9	0	46	45	50	46	49	33	44	48	42	35	35	35	38	586
	Totals	28	0	12	14	11	0	81	94	83	88	91	72	89	100	84	81	90	88	75	1181

Cherokee CSD

2022-2023

Membership Count Report

From: 10/13/2022 - Thursday to: 10/13/2022 - Thursday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
10/13/2022	F	19	0	4	7	2	0	38	37	47	31	43	35	39	51	52	46	47	55	49	602
	M	19	0	10	7	3	0	40	41	48	46	48	48	38	43	50	44	37	35	40	597
	Totals	38	0	14	14	5	0	78	78	95	77	91	83	77	94	102	90	84	90	89	1199

CONVENTION—THURSDAY, NOV. 17

GENERAL SESSIONS



Doing What's Best for Students—Walking the Talk

Opening General Session—8 a.m.

Adolph 'Doc' Brown, Master Teacher, Acclaimed Author & Leadership Expert

Adolph Brown's journey from humble beginnings to master teacher, one of the nation's youngest tenured university professors, and motivational speaker was not an easy one. Growing up in poverty, with a single parent mother and four siblings, Brown experienced the transformational power of

public education through the Head Start program.

Brown believes that doing what's best for students means recognizing that when students enter the school building, they bring different backgrounds, experiences, and abilities. What's best for one student may not work for another, and doing what's best is rarely a single, narrow-minded approach or philosophy.

His inspirational message, along with his research and extensive classroom experience, will inspire your governance team to put aside your differences and unify as one with a common focus on doing what's best for **ALL** students.

Special thanks to DLR Group for sponsoring the Opening General Session.



Connecting and Communicating in a New Normal

Second General Session & Luncheon—Noon

Celeste Headlee, Internationally Recognized Journalist, Bestselling Author & Conversationalist

The new normal. It's the latest buzzword aimed at describing the culture we're all adapting to in a post-pandemic world. The way many people work has changed—hybrid, in-person, or virtual—which means the way we communicate and collaborate has also changed.

Rather than falling back on old habits, consider that it might be time to embrace the notion that communication and collaboration has changed forever.

Celeste Headlee, award-winning career journalist, bestselling author and creator of the "10 Ways to Have a Better Conversation" TEDx Talk, will share actionable steps your board team can work through to connect and communicate more effectively in the new normal.

You'll leave feeling more than inspired—you'll feel empowered to embrace your differences, encourage collaboration, and have more productive conversations.

Special thanks to Jester Insurance Services, Inc.* for sponsoring the Second General Session.

CONVENTION—THURSDAY, NOV. 17

GENERAL SESSIONS



Creating a Culture of Courage: The New Leadership Challenge **Closing General Session—3 p.m.**

Cindy Solomon, TED Talk Speaker, Author & CEO of Courageous Leadership Institute

The pandemic threw many challenges and disruptions at us, leading us to find new and innovative ways to engage, communicate and negotiate constantly changing priorities.

Cindy Solomon, Founder and CEO of the Courageous Leadership Institute, believes that everyone, especially school board members, can be courageous leaders. She has helped more than 350,000 individuals leverage their own leadership potential through her institute and is ready to help you and your board become courageous leaders with information, research, and group exercises to use following the presentation.

Her empowering and hilarious insights will give you the courage to compromise and turn your board into a nimble, energized and focused team ready to face the challenges ahead.

EDUCATION SESSIONS & DEEPER DIALOGUES

Convention attendees can choose between 30+ breakout session topics and two session formats—education sessions and deeper dialogues. Led by your peers, local and nationally renowned experts and IASB staff, sessions are focused on issues impacting PK–12, AEA and community college board members and administrators.

Topics include:

- » Developing a positive school culture
- » Social media tips for board members
- » Gen Z teacher recruitment
- » Equity in employment
- » Superintendent evaluation
- » Student mental health strategies
- » Open enrollment changes & financial impacts
- » Innovative student learning techniques & opportunities
- » Promoting districts during challenging times
- » Advocating with area school board members
- » Superintendent search
- » Using data analytics to drive district decisions
- » School finance & HR tools
- » The impact of budget projections as an essential tool
- » Policy updates & review processes
- » Considerations for the recent Construction Manager at Risk (CMARs) legislation
- » Navigating conflicts of law between state & federal
- » Strategic planning
- » Superintendent sharing
- » Board-superintendent relationships
- » Open meetings basics