



# Independence Community School District

1207 1st Street West  
Independence, Iowa 50644

(319) 334-7400 Phone  
(319) 334-7404 Fax

**Russell Reiter**, Superintendent

**Erin Burmeister**, Director of School Improvement

**Lori Flaherty**, Human Resources Director

**Laura J. Morine**, Director of Finance/Board Secretary

**Stephen Noyes**, Director of Technology

November 28, 2022

To: All School Board Members

Gina Trimble – At Large ‘25

Brad Bleichner – DD #1 ‘23

From: Russell Reiter, Superintendent

Kim Hansen – DD #3 ‘23

Charlie McCardle – DD #3 ‘25

Eric B. Smith – DD #2 ‘23

Re: Working agenda for the special meeting on **Tuesday, November 29, 2022** beginning  
at **12:15 p.m.** at the **School Administration Office, 1207 1st Street West, Independence, IA**

1. PLEDGE OF ALLEGIANCE

A. Call to Order

2. APPROVAL OF AGENDA

3. NEW BUSINESS

A. Consider Approval of the Travel Request Form – November 2022: Ian Kleman and JSH Staff Members to Minneapolis, MN

4. ADJOURNMENT

UPCOMING MEETINGS:

Monday, December 19th Regular Meeting 6:00 p.m. - Central Office Boardroom, Independence

Tuesday, January 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, February 20th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, March 20th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Wednesday, April 12th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, May 15th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, June 19th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, July 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, August 21st Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, September 18th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, October 16th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence

Monday, November 20th Regular/Annual and Organizational Meeting 6:00 p.m. - Central Office Board Room, Independence

*“Educating people to be life-long learners and respectful, responsible citizens”*

# Independence Community School District TRAVEL REQUEST FORM

3.A.

Any staff member requesting permission to attend meetings, conventions, or field trips shall file this form with his/her building supervisor at least 10 working days prior to the meeting or trip. If you are requesting overnight travel, the Superintendent must also approve your request. If your travel request is outside a 200 mile radius and outside the state of Iowa, you also need the approval of the Board of Education.

If you are approved, this form will be returned to you with the appropriate signatures. At this time, you can make your requests for any registration fees, hotel/motel accommodations and request a vehicle if it is needed. **DO NOT submit those requests until you are approved.** Please submit requests timely.

Requested By: Erin Burmeister (for teacher team) Date 11/22/22

Check One: Professional Leave ☒ Educational Field Trip ☐

Purpose of Leave/Field Trip: Standards Referenced Grading Conference  
for JSH Staff members

Dates of Meeting/Trip Dec 1<sup>st</sup> - 2<sup>nd</sup>

Departure Date: Nov. 30<sup>th</sup> Date Returning: Dec 2<sup>nd</sup>

Sponsoring Organization \_\_\_\_\_

Meeting Held At Minneapolis Minnesota  
(City) (State)

Will this workshop allow you to apply for and receive graduate credit? Yes ☐ No ☒

If yes, please explain \_\_\_\_\_

Are you being reimbursed by any other group or organization for any expenses or receiving a stipend for attending this meeting?  
Yes ☐ No ☒ If yes, please explain \_\_\_\_\_

Rational for Attendance ☒ Expand knowledge of and expertise in  
Standards Referenced Grading

Others in the District who you know are going to this meeting or convention? Kate Stainbrook, Ian Kleman, Tiffany Shelton, Aaron Atwood-Blaine, Ashley Foreman

Per Board Policy 606.7 (see reverse side), will an administrator need to accompany this field trip? Yes ☐ No ☒

Who are you coordinating your travel expenses/plans with? \_\_\_\_\_

Is this meeting/in-service applicable to any of our special school projects (i.e. Perkins, School-to-Work, Title I, etc. or are you requesting it to be paid by the General Fund? Professional Development money

Activity Fund \_\_\_\_\_ General Fund \_\_\_\_\_ Code(s) : \_\_\_\_\_

## Estimated Cost:

Transportation - (See Administration Office for current cost per mile.) \$ \_\_\_\_\_

Check One: ☒ School Vehicle ☐ Public Transportation ☐ Own Vehicle

Meals \$ 500

Lodging \$ 1,000

Registration Fee \$ 3445

Cost of Sub \$ 500

Other \$ \_\_\_\_\_

TOTAL \$ 5440

E. Burmeister 11/22  
Immediate Supervisor Date  
D. [Signature] 11/22  
Superintendent of Schools Date  
(Overnight or out of state trips ONLY)

Approved by Board of Education Date  
(Outside 200 mile radius & outside Iowa ONLY)

Date Returned to Employee by Central Office \_\_\_\_\_