



# NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING  
MONDAY, DECEMBER 13, 2021, AT 6:30 PM  
LONG ISLAND MIDDLE SCHOOL  
627 WASHINGTON  
LONG ISLAND, KS 67647  
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, December 13, 2021, beginning at 6:30 PM in the Long Island Middle School  
627 Washington  
Long Island, KS 67647.

I. Call to Order	
II. Adoption of Agenda	
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A. Kirsten Baird	
B. Sarah Rudd	
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X. Reports of Board Members	
XI. Adjournment	



# NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, November 8, 2021, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

Shanna Hammond: Absent  
 Christopher Rogers: Present  
 Laquita Smith: Present  
 Hilary Van Patten: Present  
 Rich Wenzl: Present  
 Steven Whitney: Present

I. Call to Order

II. Adoption of Agenda

I move to approve the agenda as presented. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

Shanna Hammond: Absent  
 Christopher Rogers: Yea  
 Laquita Smith: Yea  
 Hilary Van Patten: Yea  
 Rich Wenzl: Yea  
 Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

III. Approval of Minutes

I move to approve the minutes as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent  
 Christopher Rogers: Yea  
 Laquita Smith: Yea  
 Hilary Van Patten: Yea  
 Rich Wenzl: Yea  
 Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

IV. Approval of Bills

I move to pay the bills as presented. This motion, made by Rich Wenzl and seconded by Christopher Rogers, Carried.

Shanna Hammond: Absent  
 Christopher Rogers: Yea  
 Laquita Smith: Yea  
 Hilary Van Patten: Yea  
 Rich Wenzl: Yea  
 Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

V. Hearing of Visitors

A. Savannah Rose - FFA



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Savannah discussed with the board some of the activities they attended at the FFA National Convention in Indianapolis, IN. She thanked the board for their continued support of the FFA program.

B. Alissa Krafft

Mrs. Krafft said that she was here wearing two hats. First, on behalf of the NVEA, she wanted to thank the board for all that they do for the teachers and the school. Second, she wanted to thank the board for allowing her to continue going to the National FFA Convention every other year.

C. Cindy Mordecai

Mrs. Mordecai said that she is really enjoying the new challenge of K - 8 Music teacher. She is nervous with the upcoming Veterans Day program and the District Honor Choir, but is looking forward to it as well.

## VI. Old Business

A. Site Council

Mr. Tharman gave an update on the Oct. 18th Site Council meeting. Items discussed were KESA (Kansas Education Systems Accreditation), Wall of Fame, and student led conferences. The next Site Council meeting is March 22nd, 2022.

B. Uniforms

Mr. Gebhard has been in consultation with Lou's Sporting Goods on possible options for replacement football uniforms. He will continue discussions to get a quote and pictures of what they may look like.

## VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individual to be discussed, retaining Mr. Tharman and returning to open session at 7:35 pm in this board room. This motion, made by Christopher Rogers and seconded by Rich Wenzl, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 7:15, Mr. Gebhard was called to join the executive session. At 7:35 PM, the board returned to open session. No action taken.

B. Certified Staff

I recommend the board approve the hiring of Sallie Hoover for the HS Language Arts position. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

C. Bus Driver



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I recommend the board approve the resignation from Kelli Hueneke as full time route driver and also recommend the hiring of Jim Winchell for that route. This motion, made by Christopher Rogers and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

#### D. Board Election Update

The Norton and Phillips County Clerk offices had been contacted for an update on the election. Rich Wenzl and Shanna Hammond were both reelected to their respective positions. The open position will remain open.

There was discussion on the number of board members needed ..... in order to hold a meeting .... as well as to vote on items. Mr. Tharman will follow up with KASB on the specific questions that were posed.

### VIII. New Business

#### A. Work Release Requests

Mr. Tharman stated he had reviewed the two applications he had received requesting work release this spring semester. Both students have acceptable GPA's and Mr. Tharman recommended the board approve. I recommend the board approve the work release requests as presented for the spring semester. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

#### B. Leave Requests

I recommend the board approve the leave request for Becky Delimont and Sandra Dole as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Absent

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

#### C. BOE / Administration Evaluations

Mr. Tharman shared the BOE / Administration evaluation that has been used in the past. The board agreed that they are able to get valuable information with this tool. Mr. Tharman will ask Kinze to get these distributed to the staff and get the results prepared for the December board meeting.

### IX. Administrative Reports



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LONG ISLAND

## A. Superintendent / 9-12 Principal Report

Reimbursement from Symmetry has been received, thus ending our contract with them. The ESSER 2 application had been refiled with a few changes and additions. We would like to thank Jessica Hindman for all the work she does for the school in recognition of National School Psychologist Week. There has been additional information requested from the state in regard to the Administrative Review Corrective Action - FY 2020. Scholars Bowl has been very active lately, and the team placed 3rd at today's meet. The second day of the Nex-tech Virtual Career Fair is Wednesday and the last day will be next week. KAY Veterans Day program is Thursday, November 11th at 8:30 AM and all are invited. Smoky Hill Education Service Center and NCKSEC (North Central Kansas Special Education Center) meetings are this Friday. StuCo Fish Fry fundraiser is this Saturday at the Almena Community bldg. from 11 AM - 1 PM. Thanksgiving break is Nov. 24 - 26. The annual WKLL Scholarship Testing will be December 2nd. Mr. Tharman also shared the recognition received from KSDE.

## B. K-8 Principal Report

JH basketball games start tomorrow in Natoma. Lots of repairs in Long Island the last month, including water purification system and the boilers. Kansas Corn representative, Shelley Robinson, presented to the grade school and a couple of high school classes last week. K - 4 students went to Prairieland to learn about hazards and safety. Cruz Van Patten received 2nd place in the region poster competition. There were over 320 submissions. Congratulations to him, his family and class.

## X. Reports of Board Members

The board would like to thank the Food Science class for the delicious pumpkin scones and the NVEA for the wonderful treats they had provided for tonight.

## XI. Adjournment

adjourn the meeting. This motion, made by Laquita Smith and seconded by Christopher Rogers, Carried.

Shanna Hammond: Absent  
Christopher Rogers: Yea  
Laquita Smith: Yea  
Hilary Van Patten: Yea  
Rich Wenzl: Yea  
Steven Whitney: Yea  
Yea: 5, Nay: 0, Absent: 1

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 11/09/2021; End Date: 12/08/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/8

<b>Voucher Number</b> Bills for 12/1/21	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23079
<b>Vendor</b> Business Radio Licensing	<b>PO Number</b> 22-1334	<b>Invoice #</b> WNKA372	<b>Account Code</b> 06-2300-890-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for 12/1/21	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23080
<b>Vendor</b> EMC INSURANCE COMPANY	<b>PO Number</b> 22-1326	<b>Invoice #</b> L-18140029	<b>Account Code</b> 06-2300-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for 12/1/21	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23081
<b>Vendor</b> Hop-A-Long IT Services	<b>PO Number</b> 22-1319	<b>Invoice #</b> 898	<b>Account Code</b> 08-1000-300-00-00
Hop-A-Long IT Services	22-1336	909	08-1000-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for 12/1/21	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23082
<b>Vendor</b> Open Spaces Sports	<b>PO Number</b> 22-1333	<b>Invoice #</b> 3409	<b>Account Code</b> 08-2300-500-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for 12/1/21	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23083
<b>Vendor</b> VISA (VISA1)	<b>PO Number</b> 22-1332	<b>Invoice #</b> 11302021	<b>Account Code</b> 06-1000-610-01-11
VISA (VISA1)	22-1332	11302021	06-2300-890-00-00
VISA (VISA1)	22-1332	11302021	06-2720-626-00-05
VISA (VISA1)	22-1332	11302021	08-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23084
<b>Vendor</b> 4B Farm, LLC	<b>PO Number</b> 22-1360	<b>Invoice #</b> 4554	<b>Account Code</b> 24-3100-630-01-00

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23085
<b>Vendor</b> A&S Plumbing	<b>PO Number</b> 22-1354	<b>Invoice #</b> 313764	<b>Account Code</b> 08-2600-430-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23086
<b>Vendor</b> ACT	<b>PO Number</b> 22-1327	<b>Invoice #</b> 32361290	<b>Account Code</b> 06-2300-590-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23087
<b>Vendor</b> AFPLANSERV	<b>PO Number</b> 22-1346	<b>Invoice #</b> 21103163020	<b>Account Code</b> 06-2300-300-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23088
<b>Vendor</b> Almena Lumber & Supply	<b>PO Number</b> 22-1367	<b>Invoice #</b> 120821	<b>Account Code</b> 06-2300-890-00-30
Almena Lumber & Supply	22-1367	120821	06-2600-626-00-01
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-05
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-08
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-13
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-14
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-15
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-19
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-20
Almena Lumber & Supply	22-1367	120821	06-2720-626-00-22
Almena Lumber & Supply	22-1367	120821	06-2720-629-00-03
Almena Lumber & Supply	22-1367	120821	06-2720-730-00-03
Almena Lumber & Supply	22-1367	120821	06-2720-730-00-08
Almena Lumber & Supply	22-1367	120821	06-2720-890-00-03
Almena Lumber & Supply	22-1367	120821	06-2720-890-00-08
Almena Lumber & Supply	22-1367	120821	06-2720-890-00-11
Almena Lumber & Supply	22-1367	120821	06-2720-890-00-19
Almena Lumber & Supply	22-1367	120821	06-2720-890-00-22
Almena Lumber & Supply	22-1367	120821	06-2720-891-00-03
Almena Lumber & Supply	22-1367	120821	06-2720-891-00-08
Almena Lumber & Supply	22-1367	120821	06-2720-891-00-19

<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23089
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Almena Market Inc.	22-1361	120821	06-1000-610-01-09
Almena Market Inc.	22-1361	120821	06-1000-610-01-10
Almena Market Inc.	22-1361	120821	06-2400-610-00-00
Almena Market Inc.	22-1363	12821	06-1000-610-01-09
Almena Market Inc.	22-1363	12821	06-1000-610-01-10
Almena Market Inc.	22-1363	12821	06-2400-610-00-00
Almena Market Inc.	22-1361	120821	08-2600-610-00-01
Almena Market Inc.	22-1363	12821	08-2600-610-00-01
Almena Market Inc.	22-1361	120821	24-3100-630-01-00
Almena Market Inc.	22-1361	120821	24-3100-630-03-00
Almena Market Inc.	22-1363	12821	24-3100-630-01-00
Almena Market Inc.	22-1363	12821	24-3100-630-03-00
Almena Market Inc.	22-1361	120821	34-1000-680-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23090
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Cash-Wa Distributing Co Inc	22-1362	120821	24-3100-630-01-00
Cash-Wa Distributing Co Inc	22-1362	120821	24-3100-680-01-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23091
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Almena	22-1358	120821	08-2600-411-01-00
City Of Almena	22-1358	120821	08-2600-411-02-00
City Of Almena	22-1358	120821	08-2600-412-01-00
City Of Almena	22-1358	120821	08-2600-412-02-00
City Of Almena	22-1358	120821	08-2600-421-01-00
City Of Almena	22-1358	120821	34-2600-411-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23092
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
City Of Long Island	22-1324	120821	08-2600-411-03-00
City Of Long Island	22-1324	120821	08-2600-412-03-00
City Of Long Island	22-1324	120821	08-2600-421-03-00

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23093
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dealers First Financial L.L.C.	22-1344	162427162428	16-1000-700-01-00
Dealers First Financial L.L.C.	22-1344	162427162428	16-1000-700-03-00
Dealers First Financial L.L.C.	22-1369	162851	16-1000-700-01-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23094
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Engel's Sales & Service, Inc	22-1351	120821	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23095
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Envision	22-1342	120821	08-2600-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23096
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Harlan County Health System (HAR)	22-1330	11082021	06-2740-290-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23097
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Hinklel Termite and Pest Control	22-1347	120821	08-2600-425-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23098
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Ideal Linen & Uniform	22-1368	120821	08-2600-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23099
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Jamboree Foods	22-1338	120821	06-1000-610-01-10

<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23100
<b>Vendor</b> Jessica Reeves	<b>PO Number</b> 22-1329	<b>Invoice #</b> 120821	<b>Account Code</b> 06-2720-626-00-05
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23101
<b>Vendor</b> Jostens (JOSTES)	<b>PO Number</b> 22-1323	<b>Invoice #</b> 120821	<b>Account Code</b> 06-2300-890-00-04
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23102
<b>Vendor</b> KANSAS STATE FIRE MARSHALL	<b>PO Number</b> 22-1322	<b>Invoice #</b> 478713	<b>Account Code</b> 08-2600-300-00-02
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23103
<b>Vendor</b> Kowpoke Supply	<b>PO Number</b> 22-1353	<b>Invoice #</b> 120821	<b>Account Code</b> 08-2600-430-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23104
<b>Vendor</b> KSHSAA	<b>PO Number</b> 22-1317	<b>Invoice #</b> 3738	<b>Account Code</b> 06-1000-890-01-01
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23105
<b>Vendor</b> Long Island Feed and Grain, LLC	<b>PO Number</b> 22-1373	<b>Invoice #</b> 120821	<b>Account Code</b> 06-2720-626-00-10
Long Island Feed and Grain, LLC	22-1373	120821	06-2720-626-00-11
Long Island Feed and Grain, LLC	22-1373	120821	06-2720-626-00-12
Long Island Feed and Grain, LLC	22-1373	120821	06-2720-626-00-18
Long Island Feed and Grain, LLC	22-1373	120821	06-2720-626-00-20
<b>Sub Total</b>			
<b>Voucher Number</b> Bills for December Board Meeting	<b>Bank Name</b> Equity Bank	<b>Account Number</b> 375101	<b>Check Number</b> 23106

Vendor	PO Number	Invoice #	Account Code
Lou's Sporting Goods	22-1337	APC744205-TB02	06-1000-890-01-01
Lou's Sporting Goods	22-1370	120821	06-1000-890-03-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23107
Vendor	PO Number	Invoice #	Account Code
Lynn's Refrigeration	22-1345	19025	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23108
Vendor	PO Number	Invoice #	Account Code
Marvin Gebhard	22-1320	120821	06-2720-626-00-06
Marvin Gebhard	22-1321	12821	06-2300-890-00-01
Marvin Gebhard	22-1350	12082021	06-1000-890-00-02
Marvin Gebhard	22-1350	12082021	08-2600-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23109
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	22-1365	51886034	34-1000-610-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23110
Vendor	PO Number	Invoice #	Account Code
Menards	22-1339	27610	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23111
Vendor	PO Number	Invoice #	Account Code
Midwest Energy	22-1364	12821	06-2600-621-01-00
Midwest Energy	22-1364	12821	06-2600-621-02-00
Midwest Energy	22-1364	12821	06-2600-621-03-00
Midwest Energy	22-1364	12821	34-2600-621-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

Bills for December Board Meeting	Equity Bank	375101	23112
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech (Nex-Tech)	22-1355	120821	06-2300-532-00-00
Nex-Tech (Nex-Tech)	22-1355	120821	06-2300-532-00-01
Nex-Tech (Nex-Tech)	22-1355	120821	06-2400-532-00-00
Nex-Tech (Nex-Tech)	22-1355	120821	06-2400-532-00-01
Nex-Tech (Nex-Tech)	22-1355	120821	06-2400-532-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23113
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nex-Tech Wireless, LLC	22-1343	8700118	06-2600-890-00-00
Nex-Tech Wireless, LLC	22-1343	8700118	06-2720-890-00-17
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23114
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Normandin	22-1371	697	08-2600-430-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23115
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwest Diesel	22-1357	23775	06-2720-730-00-22
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23116
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Northwestern Office Supplies	22-1359	120821	16-1000-700-01-00
Northwestern Office Supplies	22-1359	120821	16-1000-700-02-00
Northwestern Office Supplies	22-1359	120821	16-1000-700-03-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23117
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Phillips County Health Department	22-1325	120821	06-2300-500-00-00
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23118
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Pitney Bowes Global Financial Services LLC	22-1340	3314701883	06-2300-590-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23119
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Prairie Land Electric Cooperative, Inc.	22-1356	120821	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	22-1356	120821	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	22-1356	120821	34-2600-622-00-00
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23120
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Revival Lawn Care	22-1328	120821	08-2600-300-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23121
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Senseney Music Inc	22-1341	120821	06-1000-610-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23122
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Tom's Music House	22-1366	120821	06-1000-610-00-02
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23123
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
United States Postal Service	22-1352	120821	06-2300-590-00-01
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Bills for December Board Meeting	Equity Bank	375101	23124
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
University Career Center, ATTN: 2022 Education Interview Day	22-1349	120821	06-2300-890-00-00

<b>Sub Total</b>			
<b>Voucher Number</b> Notary Bond Payments 11/10/21	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 62917
<b>Vendor</b> CNA Surety	<b>PO Number</b> 22-1316	<b>Invoice #</b> 111021	<b>Account Code</b> 06-2300-529-00-00
<b>Sub Total</b>			
<b>Voucher Number</b> Notary Bond Payments 11/10/21	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 62918
<b>Vendor</b> Kansas Secretary of State	<b>PO Number</b> 22-1315	<b>Invoice #</b> 111021	<b>Account Code</b> 06-2300-810-00-01
<b>Sub Total</b>			
<b>Voucher Number</b> Duplicate check to Visa 11/30/21	<b>Bank Name</b> First National Bank & Trust	<b>Account Number</b> 003174	<b>Check Number</b> 62946
<b>Vendor</b> VISA (VISA1)	<b>PO Number</b> 22-1331	<b>Invoice #</b> 113021	<b>Account Code</b> 06-1000-610-00-01
VISA (VISA1)	22-1331	113021	06-1000-610-01-05
VISA (VISA1)	22-1331	113021	06-1000-610-01-11
VISA (VISA1)	22-1331	113021	06-2300-300-00-00
VISA (VISA1)	22-1331	113021	06-2300-610-00-00
VISA (VISA1)	22-1331	113021	06-2300-890-00-00
VISA (VISA1)	22-1331	113021	06-2400-610-00-00
VISA (VISA1)	22-1331	113021	06-2400-890-00-00
VISA (VISA1)	22-1331	113021	06-2720-626-00-05
VISA (VISA1)	22-1331	113021	06-2720-626-00-14
VISA (VISA1)	22-1331	113021	06-2720-626-00-18
VISA (VISA1)	22-1331	113021	06-2740-290-00-00
VISA (VISA1)	22-1331	113021	08-1000-890-01-01
VISA (VISA1)	22-1331	113021	08-2600-430-00-01
VISA (VISA1)	22-1331	113021	16-2400-700-00-00
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
Business Radio Licensing	\$105.00	Accounts Payable
Description	Issue Date	Amount
Renewal for FCC call sign WNKA372.	11/30/2021	\$105.00
		<b>\$105.00</b>
Payee	Amount	Type
EMC INSURANCE COMPANY	\$5,543.41	Accounts Payable
Description	Issue Date	Amount
Invoice number L-18140029.	11/30/2021	\$5,543.41
		<b>\$5,543.41</b>
Payee	Amount	Type
Hop-A-Long IT Services	\$926.39	Accounts Payable
Description	Issue Date	Amount
Invoice number 898.	11/30/2021	\$571.44
soldering equipment	12/01/2021	\$354.95
		<b>\$926.39</b>
Payee	Amount	Type
Open Spaces Sports	\$5,000.00	Accounts Payable
Description	Issue Date	Amount
Invoice number 3409.	11/30/2021	\$5,000.00
		<b>\$5,000.00</b>
Payee	Amount	Type
VISA (VISA1)	\$4,858.86	Accounts Payable
Description	Issue Date	Amount
Statement closing date 11/21/2021.	11/30/2021	\$1,288.27
Statement closing date 11/21/2021.	11/30/2021	\$1,503.38
Statement closing date 11/21/2021.	11/30/2021	\$359.76
Statement closing date 11/21/2021.	11/30/2021	\$1,707.45
		<b>\$4,858.86</b>
Payee	Amount	Type
4B Farm, LLC	\$92.16	Accounts Payable
Description	Issue Date	Amount
Invoice number 4554.	12/08/2021	\$92.16

		<b>\$92.16</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
A&S Plumbing	\$654.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 313764.	12/08/2021	\$654.00
		<b>\$654.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ACT	\$168.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 32361290.	12/08/2021	\$168.00
		<b>\$168.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
AFPLANSERV	\$16.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 21103163020.	12/08/2021	\$16.00
		<b>\$16.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Lumber & Supply	\$2,649.66	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
November charges.	12/08/2021	\$23.52
November charges.	12/08/2021	\$23.00
November charges.	12/08/2021	\$69.32
November charges.	12/08/2021	\$104.03
November charges.	12/08/2021	\$111.38
November charges.	12/08/2021	\$170.77
November charges.	12/08/2021	\$36.58
November charges.	12/08/2021	\$356.02
November charges.	12/08/2021	\$184.66
November charges.	12/08/2021	\$545.35
November charges.	12/08/2021	\$38.45
November charges.	12/08/2021	\$3.50
November charges.	12/08/2021	\$50.00
November charges.	12/08/2021	\$13.88
November charges.	12/08/2021	\$8.00
November charges.	12/08/2021	\$14.49
November charges.	12/08/2021	\$8.00
November charges.	12/08/2021	\$258.71
November charges.	12/08/2021	\$30.00
November charges.	12/08/2021	\$244.00
November charges.	12/08/2021	\$356.00

		<b>\$2,649.66</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Almena Market Inc.	\$2,098.43	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/1/21.	12/08/2021	\$82.89
Statement date 12/1/21.	12/08/2021	\$33.75
Statement date 12/1/21.	12/08/2021	\$22.03
October charges.	12/08/2021	\$21.68
October charges.	12/08/2021	\$46.66
October charges.	12/08/2021	\$25.51
Statement date 12/1/21.	12/08/2021	\$845.84
October charges.	12/08/2021	\$14.87
Statement date 12/1/21.	12/08/2021	\$317.65
Statement date 12/1/21.	12/08/2021	\$150.62
October charges.	12/08/2021	\$445.47
October charges.	12/08/2021	\$75.25
Statement date 12/1/21.	12/08/2021	\$16.21
		<b>\$2,098.43</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Cash-Wa Distributing Co Inc	\$4,308.10	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/10/21.	12/08/2021	\$3,997.12
Statement date 12/10/21.	12/08/2021	\$310.98
		<b>\$4,308.10</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Almena	\$732.93	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
November charges.	12/08/2021	\$163.20
November charges.	12/08/2021	\$52.80
November charges.	12/08/2021	\$140.64
November charges.	12/08/2021	\$70.23
November charges.	12/08/2021	\$200.00
November charges.	12/08/2021	\$106.06
		<b>\$732.93</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
City Of Long Island	\$113.42	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
November charges.	12/08/2021	\$52.00
November charges.	12/08/2021	\$40.00
November charges.	12/08/2021	\$21.42

		<b>\$113.42</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dealers First Financial L.L.C.	\$915.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 162427 and 162428.	12/08/2021	\$130.00
Invoice number 162427 and 162428.	12/08/2021	\$325.00
Invoice number 162851.	12/08/2021	\$460.00
		<b>\$915.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Engel's Sales & Service, Inc	\$8.69	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Tire Tread Tester	12/08/2021	\$8.69
		<b>\$8.69</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Envision	\$627.36	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Order date 11/22/2021.	12/08/2021	\$627.36
		<b>\$627.36</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Harlan County Health System (HAR)	\$218.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Bill number 17.	12/08/2021	\$218.00
		<b>\$218.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Hinklel Termite and Pest Control	\$130.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Service date 10/19/21.	12/08/2021	\$130.00
		<b>\$130.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Ideal Linen & Uniform	\$188.98	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/2/2021.	12/08/2021	\$188.98
		<b>\$188.98</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Jamboree Foods	\$1.98	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/1/2021.	12/08/2021	\$1.98

		<b>\$1.98</b>
<b>Payee</b> Jessica Reeves	<b>Amount</b> \$54.37	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Reimbursement for fuel van #15 on 11/8/21.	12/08/2021	\$54.37
		<b>\$54.37</b>
<b>Payee</b> Jostens (JOSTES)	<b>Amount</b> \$85.21	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 11/2/21.	12/08/2021	\$85.21
		<b>\$85.21</b>
<b>Payee</b> KANSAS STATE FIRE MARSHALL	<b>Amount</b> \$60.00	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 478713.	12/01/2021	\$60.00
		<b>\$60.00</b>
<b>Payee</b> Kowpoke Supply	<b>Amount</b> \$209.29	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for November.	12/08/2021	\$209.29
		<b>\$209.29</b>
<b>Payee</b> KSHSAA	<b>Amount</b> \$115.00	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement number 3738.	12/08/2021	\$115.00
		<b>\$115.00</b>
<b>Payee</b> Long Island Feed and Grain, LLC	<b>Amount</b> \$978.63	<b>Type</b> Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
November charges.	12/08/2021	\$251.31
November charges.	12/08/2021	\$289.13
November charges.	12/08/2021	\$42.94
November charges.	12/08/2021	\$283.97
November charges.	12/08/2021	\$111.28
		<b>\$978.63</b>
<b>Payee</b> Lou's Sporting Goods	<b>Amount</b> \$38.71	<b>Type</b> Accounts Payable

Description	Issue Date	Amount
Invoice number APC744205-TB02.	12/08/2021	\$31.71
Stripe ref shirt for official scorebook person at home B-ball games	12/08/2021	\$7.00
		<b>\$38.71</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Lynn's Refrigeration	\$405.34	Accounts Payable
Description	Issue Date	Amount
Invoice number 19025.	12/08/2021	\$405.34
		<b>\$405.34</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Marvin Gebhard	\$83.74	Accounts Payable
Description	Issue Date	Amount
Fuel reimbursement bus #6 11/09/21.	12/08/2021	\$50.01
Meal reimbursement for FHSU band day.	12/08/2021	\$10.00
Reimbursement for leaf bags and meal reimbursement on 11/30/21	12/08/2021	\$9.80
Reimbursement for leaf bags and meal reimbursement on 11/30/21	12/08/2021	\$13.93
		<b>\$83.74</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Matheson Tri-Gas Inc.	\$167.25	Accounts Payable
Description	Issue Date	Amount
Invoice number 51886034.	12/08/2021	\$167.25
		<b>\$167.25</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Menards	\$102.92	Accounts Payable
Description	Issue Date	Amount
Invoice number 27610.	12/08/2021	\$102.92
		<b>\$102.92</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Midwest Energy	\$3,078.13	Accounts Payable
Description	Issue Date	Amount
Statement date 12/2/21.	12/08/2021	\$713.23
Statement date 12/2/21.	12/08/2021	\$1,010.36
Statement date 12/2/21.	12/08/2021	\$861.83
Statement date 12/2/21.	12/08/2021	\$492.71
		<b>\$3,078.13</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Nex-Tech (Nex-Tech)	\$1,290.68	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/1/21. Charges for Almena and Lona Island	12/08/2021	\$491.34
Statement date 12/1/21. Charges for Almena and Lona Island	12/08/2021	\$60.35
Statement date 12/1/21. Charges for Almena and Lona Island	12/08/2021	\$176.05
Statement date 12/1/21. Charges for Almena and Lona Island	12/08/2021	\$71.59
Statement date 12/1/21. Charges for Almena and Lona Island	12/08/2021	\$491.35
		<b>\$1,290.68</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nex-Tech Wireless, LLC	\$169.31	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 8700118.	12/08/2021	\$46.51
Invoice number 8700118.	12/08/2021	\$122.80
		<b>\$169.31</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Normandin	\$495.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 697.	12/08/2021	\$495.00
		<b>\$495.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwest Diesel	\$282.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 23775.	12/08/2021	\$282.00
		<b>\$282.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Northwestern Office Supplies	\$1,264.71	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 11/30/2021.	12/08/2021	\$492.64
Statement date 11/30/2021.	12/08/2021	\$510.93
Statement date 11/30/2021.	12/08/2021	\$261.14
		<b>\$1,264.71</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Phillips County Health Department	\$59.28	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Charges for vision and hearing tests on 9/27/21 and 9/28/21	12/08/2021	\$59.28
		<b>\$59.28</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Pitney Bowes Global Financial Services LLC	\$174.24	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Invoice number 3314701883.	12/08/2021	\$174.24
		<b>\$174.24</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Prairie Land Electric Cooperative, Inc.	\$3,197.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/03/21.	12/08/2021	\$2,421.63
Statement date 12/03/21.	12/08/2021	\$631.35
Statement date 12/03/21.	12/08/2021	\$144.02
		<b>\$3,197.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Revival Lawn Care	\$380.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
October mowing charges.	12/08/2021	\$380.00
		<b>\$380.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sensene Music Inc	\$43.79	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Billing date 11/22/2021.	12/08/2021	\$43.79
		<b>\$43.79</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Tom's Music House	\$120.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 12/03/2021.	12/08/2021	\$120.00
		<b>\$120.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
United States Postal Service	\$130.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
P.O. Box Service Fee	12/08/2021	\$130.00
		<b>\$130.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
University Career Center, ATTN: 2022 Education Interview Day	\$175.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Statement date 11/10/21.	12/08/2021	\$175.00

		<b>\$175.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
CNA Surety	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Surety bond payment.	11/10/2021	\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Kansas Secretary of State	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Fee for notary.	11/10/2021	\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
VISA (VISA1)	\$4,137.40	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Allocating funds for check number 062665.	11/30/2021	\$158.49
Allocating funds for check number 062665.	11/30/2021	\$2,112.50
Allocating funds for check number 062665.	11/30/2021	\$155.49
Allocating funds for check number 062665.	11/30/2021	\$16.50
Allocating funds for check number 062665.	11/30/2021	\$201.80
Allocating funds for check number 062665.	11/30/2021	\$137.15
Allocating funds for check number 062665.	11/30/2021	\$544.70
Allocating funds for check number 062665.	11/30/2021	\$26.41
Allocating funds for check number 062665.	11/30/2021	\$60.70
Allocating funds for check number 062665.	11/30/2021	\$55.70
Allocating funds for check number 062665.	11/30/2021	\$100.00
Allocating funds for check number 062665.	11/30/2021	\$111.71
Allocating funds for check number 062665.	11/30/2021	\$19.66
Allocating funds for check number 062665.	11/30/2021	\$150.01
Allocating funds for check number 062665.	11/30/2021	\$286.58
		<b>\$4,137.40</b>
		<b>\$46,728.37</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 11/09/2021; End Date: 12/08/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/8/2021 1:14:19 PM

Check Date	Check Number	Payee	Type	Amount
11/10/2021	62917	CNA Surety	Accounts Payable	\$50.00
11/10/2021	62918	Kansas Secretary of State	Accounts Payable	\$25.00
11/30/2021	62946	VISA (VISA1)	Accounts Payable	\$4,137.40
12/01/2021	23079	Business Radio Licensing	Accounts Payable	\$105.00
12/01/2021	23080	EMC INSURANCE COMPANY	Accounts Payable	\$5,543.41
12/01/2021	23081	Hop-A-Long IT Services	Accounts Payable	\$926.39
12/01/2021	23082	Open Spaces Sports	Accounts Payable	\$5,000.00
12/01/2021	23083	VISA (VISA1)	Accounts Payable	\$4,858.86
12/08/2021	23084	4B Farm, LLC	Accounts Payable	\$92.16
12/08/2021	23085	A&S Plumbing	Accounts Payable	\$654.00
12/08/2021	23086	ACT	Accounts Payable	\$168.00
12/08/2021	23087	AFPLANSERV	Accounts Payable	\$16.00
12/08/2021	23088	Almena Lumber & Supply	Accounts Payable	\$2,649.66
12/08/2021	23089	Almena Market Inc.	Accounts Payable	\$2,098.43
12/08/2021	23090	Cash-Wa Distributing Co Inc	Accounts Payable	\$4,308.10
12/08/2021	23091	City Of Almena	Accounts Payable	\$732.93
12/08/2021	23092	City Of Long Island	Accounts Payable	\$113.42
12/08/2021	23093	Dealers First Financial L.L.C.	Accounts Payable	\$915.00
12/08/2021	23094	Engel's Sales & Service, Inc	Accounts Payable	\$8.69
12/08/2021	23095	Envision	Accounts Payable	\$627.36
12/08/2021	23096	Harlan County Health System (HAR)	Accounts Payable	\$218.00
12/08/2021	23097	Hinklel Termite and Pest Control	Accounts Payable	\$130.00
12/08/2021	23098	Ideal Linen & Uniform	Accounts Payable	\$188.98
12/08/2021	23099	Jamboree Foods	Accounts Payable	\$1.98
12/08/2021	23100	Jessica Reeves	Accounts Payable	\$54.37
12/08/2021	23101	Jostens (JOSTES)	Accounts Payable	\$85.21
12/08/2021	23102	KANSAS STATE FIRE MARSHALL	Accounts Payable	\$60.00
12/08/2021	23103	Kowpoke Supply	Accounts Payable	\$209.29
12/08/2021	23104	KSHSAA	Accounts Payable	\$115.00
12/08/2021	23105	Long Island Feed and Grain, LLC	Accounts Payable	\$978.63
12/08/2021	23106	Lou's Sporting Goods	Accounts Payable	\$38.71
12/08/2021	23107	Lynn's Refrigeration	Accounts Payable	\$405.34
12/08/2021	23108	Marvin Gebhard	Accounts Payable	\$83.74
12/08/2021	23109	Matheson Tri-Gas Inc.	Accounts Payable	\$167.25
12/08/2021	23110	Menards	Accounts Payable	\$102.92
12/08/2021	23111	Midwest Energy	Accounts Payable	\$3,078.13
12/08/2021	23112	Nex-Tech (Nex-Tech)	Accounts Payable	\$1,290.68

12/08/2021	23113	Nex-Tech Wireless, LLC	Accounts Payable	\$169.31
12/08/2021	23114	Normandin	Accounts Payable	\$495.00
12/08/2021	23115	Northwest Diesel	Accounts Payable	\$282.00
12/08/2021	23116	Northwestern Office Supplies	Accounts Payable	\$1,264.71
12/08/2021	23117	Phillips County Health Department	Accounts Payable	\$59.28
12/08/2021	23118	Pitney Bowes Global Financial Services LLC	Accounts Payable	\$174.24
12/08/2021	23119	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$3,197.00
12/08/2021	23120	Revival Lawn Care	Accounts Payable	\$380.00
12/08/2021	23121	Senseney Music Inc	Accounts Payable	\$43.79
12/08/2021	23122	Tom's Music House	Accounts Payable	\$120.00
12/08/2021	23123	United States Postal Service	Accounts Payable	\$130.00
12/08/2021	23124	University Career Center, ATTN: 2022 Education Interview Day	Accounts Payable	\$175.00
<b>Sub Total</b>				<b>\$46,728.37</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 11/09/2021; End Date: 12/08/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/8/2021 1:14:19 PM

Check Date	Check Number	Payee	Description	Type	Amount
12/08/2021	23084	4B Farm, LLC	Inv: 4554	Accounts Payable	\$92.16
12/08/2021	23085	A&S Plumbing	Inv: 313764	Accounts Payable	\$654.00
12/08/2021	23086	ACT	Inv: 32361290	Accounts Payable	\$168.00
12/08/2021	23087	AFPLANSERV	Inv: 21103163020	Accounts Payable	\$16.00
12/08/2021	23088	Almena Lumber & Supply	Inv: 120821	Accounts Payable	\$2,649.66
12/08/2021	23089	Almena Market Inc.	Inv: 120821	Accounts Payable	\$1,468.99
12/08/2021	23089	Almena Market Inc.	Inv: 12821	Accounts Payable	\$629.44
12/01/2021	23079	Business Radio Licensing	Inv: WNKA372	Accounts Payable	\$105.00
12/08/2021	23090	Cash-Wa Distributing Co Inc	Inv: 120821	Accounts Payable	\$4,308.10
12/08/2021	23091	City Of Almena	Inv: 120821	Accounts Payable	\$732.93
12/08/2021	23092	City Of Long Island	Inv: 120821	Accounts Payable	\$113.42
11/10/2021	62917	CNA Surety	Inv: 111021	Accounts Payable	\$50.00
12/08/2021	23093	Dealers First Financial L.L.C.	Inv: 162427162428	Accounts Payable	\$455.00
12/08/2021	23093	Dealers First Financial L.L.C.	Inv: 162851	Accounts Payable	\$460.00
12/01/2021	23080	EMC INSURANCE COMPANY	Inv: L-18140029	Accounts Payable	\$5,543.41
12/08/2021	23094	Engel's Sales & Service, Inc	Inv: 120821	Accounts Payable	\$8.69
12/08/2021	23095	Envision	Inv: 120821	Accounts Payable	\$627.36
12/08/2021	23096	Harlan County Health System (HAR)	Inv: 11082021	Accounts Payable	\$218.00
12/08/2021	23097	Hinklel Termite and Pest Control	Inv: 120821	Accounts Payable	\$130.00
12/01/2021	23081	Hop-A-Long IT Services	Inv: 898	Accounts Payable	\$571.44
12/01/2021	23081	Hop-A-Long IT Services	Inv: 909	Accounts Payable	\$354.95
12/08/2021	23098	Ideal Linen & Uniform	Inv: 120821	Accounts Payable	\$188.98
12/08/2021	23099	Jamboree Foods	Inv: 120821	Accounts Payable	\$1.98
12/08/2021	23100	Jessica Reeves	Inv: 120821	Accounts Payable	\$54.37
12/08/2021	23101	Jostens (JOSTES)	Inv: 120821	Accounts Payable	\$85.21
11/10/2021	62918	Kansas Secretary of State	Inv: 111021	Accounts Payable	\$25.00
12/08/2021	23102	KANSAS STATE FIRE MARSHALL	Inv: 478713	Accounts Payable	\$60.00
12/08/2021	23103	Kowpoke Supply	Inv: 120821	Accounts Payable	\$209.29
12/08/2021	23104	KSHSAA	Inv: 3738	Accounts Payable	\$115.00
12/08/2021	23105	Long Island Feed and Grain, LLC	Inv: 120821	Accounts Payable	\$978.63
12/08/2021	23106	Lou's Sporting Goods	Inv: 120821	Accounts Payable	\$7.00
12/08/2021	23106	Lou's Sporting Goods	Inv: APC744205-TB02	Accounts Payable	\$31.71
12/08/2021	23107	Lynn's Refrigeration	Inv: 19025	Accounts Payable	\$405.34
12/08/2021	23108	Marvin Gebhard	Inv: 12082021	Accounts Payable	\$23.73
12/08/2021	23108	Marvin Gebhard	Inv: 120821	Accounts Payable	\$50.01
12/08/2021	23108	Marvin Gebhard	Inv: 12821	Accounts Payable	\$10.00
12/08/2021	23109	Matheson Tri-Gas Inc.	Inv: 51886034	Accounts Payable	\$167.25
12/08/2021	23110	Menards	Inv: 27610	Accounts Payable	\$102.92

12/08/2021	23111	Midwest Energy	Inv: 12821	Accounts Payable	\$3,078.13
12/08/2021	23112	Nex-Tech (Nex-Tech)	Inv: 120821	Accounts Payable	\$1,290.68
12/08/2021	23113	Nex-Tech Wireless, LLC	Inv: 8700118	Accounts Payable	\$169.31
12/08/2021	23114	Normandin	Inv: 697	Accounts Payable	\$495.00
12/08/2021	23115	Northwest Diesel	Inv: 23775	Accounts Payable	\$282.00
12/08/2021	23116	Northwestern Office Supplies	Inv: 120821	Accounts Payable	\$1,264.71
12/01/2021	23082	Open Spaces Sports	Inv: 3409	Accounts Payable	\$5,000.00
12/08/2021	23117	Phillips County Health Department	Inv: 120821	Accounts Payable	\$59.28
12/08/2021	23118	Pitney Bowes Global Financial Services LLC	Inv: 3314701883	Accounts Payable	\$174.24
12/08/2021	23119	Prairie Land Electric Cooperative, Inc.	Inv: 120821	Accounts Payable	\$3,197.00
12/08/2021	23120	Revival Lawn Care	Inv: 120821	Accounts Payable	\$380.00
12/08/2021	23121	Senseney Music Inc	Inv: 120821	Accounts Payable	\$43.79
12/08/2021	23122	Tom's Music House	Inv: 120821	Accounts Payable	\$120.00
12/08/2021	23123	United States Postal Service	Inv: 120821	Accounts Payable	\$130.00
12/08/2021	23124	University Career Center, ATTN: 2022 Education Interview Day	Inv: 120821	Accounts Payable	\$175.00
11/30/2021	62946	VISA (VISA1)	Inv: 113021	Accounts Payable	\$4,137.40
12/01/2021	23083	VISA (VISA1)	Inv: 11302021	Accounts Payable	\$4,858.86
<b>Sub Total</b>					<b>\$46,728.37</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2020 to 11/30/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>NVHS</b>	<b>Northern Valley High School</b>							
<b>A</b>	<b>ATHLETICS</b>							
	1010		HIGH SCHOOL ATHLETICS	-1,227.77	16,615.67	13,003.54	6.12	2,390.48
	<b>A Totals:</b>			<b>-1,227.77</b>	<b>16,615.67</b>	<b>13,003.54</b>	<b>6.12</b>	<b>2,390.48</b>
<b>B</b>	<b>CLUBS &amp; ORGANIZATIONS</b>							
	2010		STUDENT COUNCIL	6,566.87	4,647.79	3,221.67	349.44	8,342.43
	2020		KAY	754.49	2,777.00	1,755.77	0.00	1,775.72
	2050		HUSKY MUSIC CLUB	1,774.33	0.00	0.00	0.00	1,774.33
	2060		FFA	9,190.29	47,717.28	27,683.76	0.00	29,223.81
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	5,213.95	7,431.00	8,420.36	236.88	4,461.47
	2090		FORENSICS	718.36	272.00	0.00	0.00	990.36
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		FCCLA	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	289.82	3,990.00	2,568.23	0.00	1,711.59
	3050		Interactive Media	922.18	200.00	0.00	0.00	1,122.18
	FA		FACS	0.00	0.00	0.00	0.00	0.00
	<b>B Totals:</b>			<b>26,413.92</b>	<b>67,035.07</b>	<b>43,649.79</b>	<b>586.32</b>	<b>50,385.52</b>
<b>C</b>	<b>GRADUATING CLASSES</b>							
	3114		CLASS OF 2014	2,838.60	0.00	0.00	0.00	2,838.60
	3115		CLASS OF 2015	1,341.17	0.00	0.00	0.00	1,341.17
	3116		CLASS OF 2016	27.50	0.00	0.00	0.00	27.50
	3117		CLASS OF 2017	725.25	0.00	0.00	-725.25	0.00
	3118		CLASS OF 2018	349.44	0.00	0.00	-349.44	0.00
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3120		CLASS OF 2020	453.67	0.00	349.90	-453.67	-349.90
	3121		CLASS OF 2021	3,251.86	35.00	1,519.27	-23.00	1,744.59
	3122		CLASS OF 2022-SENIORS	5,419.17	6,289.68	11,527.78	-220.00	-38.93
	3123		CLASS OF 2023-JUNIORS	1,878.25	5,709.05	3,541.76	725.25	4,770.79
	3124		CLASS OF 2024-SOPHOMORES	3,458.35	35.00	24.87	0.00	3,468.48
	<b>C Totals:</b>			<b>21,747.17</b>	<b>12,068.73</b>	<b>16,963.58</b>	<b>-1,046.11</b>	<b>15,806.21</b>
<b>D</b>	<b>DISTRICT MONIES</b>							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	<b>D Totals:</b>			<b>1,125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,125.00</b>
<b>E</b>	<b>YEARBOOK</b>							
	7000		YEARBOOK	16,043.71	6,376.00	5,632.50	443.67	17,230.88
	<b>E Totals:</b>			<b>16,043.71</b>	<b>6,376.00</b>	<b>5,632.50</b>	<b>443.67</b>	<b>17,230.88</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2020 to 11/30/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>F</b>								
	<b>MISC</b>							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	3,276.76	563.30	1,835.53	0.00	2,004.53
	7102		Unknown revenue from 2016-2017	0.00	0.00	0.00	0.00	0.00
	8011		Interest Paid To Account	359.22	99.99	0.00	0.00	459.21
			<b>F Totals:</b>	3,677.45	663.29	1,835.53	0.00	2,505.21
<b>G</b>								
	<b>SALES TAX</b>							
	8010		SALES TAX	-25.16	0.00	60.54	0.00	-85.70
			<b>G Totals:</b>	-25.16	0.00	60.54	0.00	-85.70
			<b>NVHS Activity Totals:</b>	67,754.32	102,758.76	81,145.48	-10.00	89,357.60
<hr/>								
		Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance	
				102,758.76	81,145.48			
		67,754.32		102,758.76	81,145.48	-10.00	89,357.60	
<hr/>								
			<b>Report Activity Totals:</b>	67,754.32	102,758.76	81,145.48	-10.00	89,357.60

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 05 (11/01/2021 - 11/30/2021) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances
06	GENERAL FUND	\$406.34	\$1,093,549.81	(\$999,610.60)	\$8,799.82	\$103,145.37	(\$885.38)
07	FEDERAL FUNDS	(\$2,893.20)	\$0.00	(\$8,394.15)	\$0.00	(\$11,287.35)	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$59,763.00	\$28,619.38	(\$108,059.89)	\$7,278.89	(\$12,398.62)	(\$27.90)
11	FOUR YEAR OLD AT RISK FUND	\$10,300.86	\$0.00	(\$13,866.38)	\$0.00	(\$3,565.52)	\$0.00
13	K-12 AT RISK FUND	\$9,150.75	\$0.00	(\$38,635.00)	\$0.00	(\$29,484.25)	\$0.00
16	CAPITAL OUTLAY	\$150,266.83	\$8,878.60	(\$54,628.00)	\$0.00	\$104,517.43	\$0.00
18	DRIVER TRAINING	\$2,418.70	\$0.00	(\$303.10)	\$0.00	\$2,115.60	\$0.00
24	FOOD SERVICE	\$29,812.44	\$10,807.56	(\$54,847.35)	\$0.00	(\$14,227.35)	(\$3,189.87)
26	PROFESSIONAL DEVELOPMENT FUND	\$9,974.95	\$0.00	(\$1,401.69)	\$0.00	\$8,573.26	\$0.00
30	SPECIAL EDUCATION	\$13,876.24	\$39,240.60	(\$92,101.23)	\$0.00	(\$38,984.39)	\$0.00
34	VOCATIONAL EDUCATION	\$11,483.24	\$804.00	(\$20,796.79)	\$0.00	(\$8,509.55)	\$0.00
35	GIFTS/GRANTS	\$39,797.05	\$0.00	(\$20,717.39)	\$0.00	\$19,079.66	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	(\$158.93)	(\$47,071.91)	(\$46,942.14)	\$0.00	(\$94,172.98)	\$0.00
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	\$0.00
55	TEXTBOOK RENTAL	\$19,022.10	\$4,445.09	(\$153.00)	\$0.00	\$23,314.19	\$0.00
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14	\$0.00
<b>Sub Total</b>		<b>\$581,089.53</b>	<b>\$1,139,273.13</b>	<b>(\$1,460,456.71)</b>	<b>\$16,078.71</b>	<b>\$275,984.66</b>	<b>(\$4,103.15)</b>

# USD 212

## Cash Summary Report

Liabilities	Available
(\$8,799.82)	\$93,460.17
\$0.00	(\$11,287.35)
(\$7,278.89)	(\$19,705.41)
\$0.00	(\$3,565.52)
\$0.00	(\$29,484.25)
\$0.00	\$104,517.43
\$0.00	\$2,115.60
\$0.00	(\$17,417.22)
\$0.00	\$8,573.26
\$0.00	(\$38,984.39)
\$0.00	(\$8,509.55)
\$0.00	\$19,079.66
\$0.00	(\$94,172.98)
\$0.00	\$225,000.00
\$0.00	\$23,314.19
\$0.00	\$911.02
\$0.00	\$1,958.14
<b>(\$16,078.71)</b>	<b>\$255,802.80</b>

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 05 (11/01/2021 - 11/30/2021) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes

<b>Fund</b>	<b>Description</b>	<b>Liabilities (Beginning)</b>	<b>Liabilities (Ending)</b>	<b>Cash Journal Entries</b>	<b>Other Total</b>
06	GENERAL FUND	\$0.00	\$8,799.82	\$0.00	\$8,799.82
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$7,278.89	\$0.00	\$7,278.89
11	FOUR YEAR OLD AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00
13	K-12 AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00
16	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00
30	SPECIAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
34	VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>		<b>\$0.00</b>	<b>\$16,078.71</b>	<b>\$0.00</b>	<b>\$16,078.71</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 12/09/2021; End Date: 12/13/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/13/2021 5:48:39 PM

Voucher Number	Bank Name	Account Number	Check Number	Payee
December board meeting extra bil	Equity Bank	375101	23125	Advocate Of Phillips Co., The
Vendor	PO Number	Invoice #	Account Code	Description
Advocate Of Phillips Co., The	22-1379	121321	06-2300-590-00-02	Advertisement for ad ran on 11/11/21.
<b>Sub Total</b>				
Voucher Number	Bank Name	Account Number	Check Number	Payee
December board meeting extra bil	Equity Bank	375101	23126	EMC INSURANCE COMPANY
Vendor	PO Number	Invoice #	Account Code	Description
EMC INSURANCE COMPANY	22-1375	L-18420036	06-2300-500-00-00	Invoice L-18420036.
<b>Sub Total</b>				
Voucher Number	Bank Name	Account Number	Check Number	Payee
December board meeting extra bil	Equity Bank	375101	23127	Flower Patch, The
Vendor	PO Number	Invoice #	Account Code	Description
Flower Patch, The	22-1377	012988	06-2300-890-00-00	Invoice number 012988.
<b>Sub Total</b>				
Voucher Number	Bank Name	Account Number	Check Number	Payee
December board meeting extra bil	Equity Bank	375101	23128	Northwest Kansas Educational Service Center
Vendor	PO Number	Invoice #	Account Code	Description
Northwest Kansas Educational Service Center	22-1378	021571	26-2200-501-00-00	Invoice number 021571.
<b>Sub Total</b>				
Voucher Number	Bank Name	Account Number	Check Number	Payee
December board meeting extra bil	Equity Bank	375101	23129	Norton Telegram
Vendor	PO Number	Invoice #	Account Code	Description
Norton Telegram	22-1380	121321	06-2300-590-00-02	Statement date 11/30/2021.
<b>Sub Total</b>				
<b>Grand Total</b>				

<b>Amount</b>	<b>Type</b>
\$45.00	Accounts Payable
<b>Issue Date</b>	<b>Amount</b>
12/13/2021	\$45.00
	<b>\$45.00</b>
<b>Amount</b>	<b>Type</b>
\$5,543.44	Accounts Payable
<b>Issue Date</b>	<b>Amount</b>
12/13/2021	\$5,543.44
	<b>\$5,543.44</b>
<b>Amount</b>	<b>Type</b>
\$46.21	Accounts Payable
<b>Issue Date</b>	<b>Amount</b>
12/13/2021	\$46.21
	<b>\$46.21</b>
<b>Amount</b>	<b>Type</b>
\$28.00	Accounts Payable
<b>Issue Date</b>	<b>Amount</b>
12/13/2021	\$28.00
	<b>\$28.00</b>
<b>Amount</b>	<b>Type</b>
\$58.50	Accounts Payable
<b>Issue Date</b>	<b>Amount</b>
12/13/2021	\$58.50
	<b>\$58.50</b>
	<b>\$5,721.15</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 12/09/2021; End Date: 12/13/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/13/2021 5:48:40 PM

Check Date	Check Number	Payee	Type	Amount
12/13/2021	23125	Advocate Of Phillips Co., The	Accounts Payable	\$45.00
12/13/2021	23126	EMC INSURANCE COMPANY	Accounts Payable	\$5,543.44
12/13/2021	23127	Flower Patch, The	Accounts Payable	\$46.21
12/13/2021	23128	Northwest Kansas Educational Service Center	Accounts Payable	\$28.00
12/13/2021	23129	Norton Telegram	Accounts Payable	\$58.50
<b>Sub Total</b>				<b>\$5,721.15</b>

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 12/09/2021; End Date: 12/13/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 12/13/2021 5:48:40 PM

Check Date	Check Number	Payee	Description	Type	Amount
12/13/2021	23125	Advocate Of Phillips Co., The	Inv: 121321	Accounts Payable	\$45.00
12/13/2021	23126	EMC INSURANCE COMPANY	Inv: L-18420036	Accounts Payable	\$5,543.44
12/13/2021	23127	Flower Patch, The	Inv: 012988	Accounts Payable	\$46.21
12/13/2021	23128	Northwest Kansas Educational Service Center	Inv: 021571	Accounts Payable	\$28.00
12/13/2021	23129	Norton Telegram	Inv: 121321	Accounts Payable	\$58.50
<b>Sub Total</b>					<b>\$5,721.15</b>

Early Release to Work Special Request

Student Name Aurora Haussermann

Address 600 Washington St

Date of Request 11/22/21

Name of Business where you will be employed

Andbe Home

Type of employment position CNA

Business phone number 785 877 2601

Employer Name Andbe Home INC (Megan Mapes)

Employer's signature Megan Mapes

Reason for request:

Working at the andbe home teaches me responsibility, time management, and social skills. I would also like to do this because I plan to go to college for nursing and want to learn as much as possible before college.

Principal comments:

BOE Approval \_\_\_\_\_ BOE Disapproval \_\_\_\_\_

Comments:

## Early Work Release Permission Form

I Tomara Haussermann request that my child  
Alexora Haussermann be released from school early to participate in the  
Early Work Release program. I understand that once my child leaves school grounds  
they are to go directly to work. I also understand that once my child leaves, the school  
is not liable for their actions.

Tomara Haussermann  
Signature

11/04/2021  
Date

## Early Release to Work Special Request

Student Name Kristen King

Address Po Box 245 Alameda

Date of Request 11-23-21

Name of Business where you will be employed

Andbe Home

Type of employment position CNA

Business phone number 785 877-2601

Employer Name Andbe Home INC (megan mapes)

Employer's signature Megan Mapes

Reason for request: • Educational purposes

• teaches responsibility

• Social Skills

• Time management

Principal comments:

BOE Approval \_\_\_\_\_ BOE Disapproval \_\_\_\_\_

Comments:

Early Work Release Permission Form

I Jennifer Cyr request that my child  
Kristen King be released from school early to participate in the  
Early Work Release program. I understand that once my child leaves school grounds  
they are to go directly to work. I also understand that once my child leaves, the school  
is not liable for their actions.

Jennifer Cyr  
Signature

11/8/21  
Date

Early Release to Work Special Request

Student Name Roslea Blecha

Address 205 Whiting Avenue, Long Island, KS

Date of Request 11/3/2021

Name of Business where you will be employed

Home Oil

Type of employment position Gas Station Attendant

Business phone number 785-669-2421

Employer Name Tracy Stutzman

Employer's signature Tracy Stutzman

Reason for request:

I am requesting work release because working Home Oil teaches me a lot. I learn a lot about responsibility. Working at Home Oil helps me learn about computer skills and also teaches me social skills.

Principal comments:

BOE Approval \_\_\_\_\_ BOE Disapproval \_\_\_\_\_

Comments:

Early Work Release Permission Form

I Lisa Brown request that my child  
Raelea Blocha be released from school early to participate in the  
Early Work Release program. I understand that once my child leaves school grounds  
they are to go directly to work. I also understand that once my child leaves, the school  
is not liable for their actions.

Lisa B. Brown  
Signature

11-3-21  
Date

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# Evaluation of Board/Administrat

---

#1

## A. Board Evaluation

1	The board responds well to suggestions	5
2	The board appreciates the work done by school personnel	5
3	The board is doing a good job	4
4	The board attends school related functions on a regular basis.	5
5	The board does their job in a professional manner.	5
6	The board does a good job of trying to keep good teachers.	5
7	The board looks out for the best interest of everyone involved in its decision-making.	4
8	The board demonstrates an adequate level of research on topics technical in nature or outside their area of expertise (Research before decision)	5
9	The board acts responsibly in dealing with parental concerns/Complaints involving teachers/coaches	5

## B. Administration

### Superintendent: Ken Tharman

1	Administration treats employees with respect.	5
2	Administration listens and acts on employee concerns.	5
3	Administration supports school activities.	5
4	Administration supports school policy.	5
5	Administration understands the problems faced by employees.	5

### Pre K-8 Principal: Marvin Gebhard

1	Administration treats employees with respect.	5
2	Administration listens and acts on employee concerns.	5
3	Administration supports school activities.	5
4	Administration supports school policy.	5
5	Administration understands the problems faced by employees.	5

### 9-12 Principal: Ken Tharman

1	Administration treats employees with respect.	5
2	Administration listens and acts on employee concerns.	5
3	Administration supports school activities.	5
4	Administration supports school policy.	5
5	Administration understands the problems faced by employees.	5

### Technology Director: Ryan Hopkins

1	Technology Director treats employees with respect.	5
2	Technology Director listens and acts on employee concerns.	5
3	Technology Director supports school activities.	3
4	Technology Director supports school policy.	3
5	Technology Director understands the problems faced by employees	3

### Activities Director: Jessie Thalheim

1	Activities Director treats employees with respect.	5
2	Activities Director listens and acts on employee concerns.	5
3	Activities Director supports school activities.	5
4	Activities Director supports school policy.	5
5	Activities Director understands the problems faced by employees	5

**C. Policy and Attitude**

1	The policy and activity manuals of USD #212 accurately reflect the values and priorities of our community.	5
2	The board and administration are capable of dealing with difficult problems and decisions.	5
3a	USD #212 places proper emphasis on: Sports	5
3b	Band & Vocal	5
3c	Clubs & Organizations	5
3d	Academics	5
3e	Vocational training	5
4	USD #212 is a progressive, viable school system	5

---

# ion/Policy

---

#2	#3	#4	#5	#6	#7	#8	#9	10#
5	5	3	5	5	5	3	5	4
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	4
NA	3	3	5	5	5	4	5	4
5	5	4	5	5	5	4	5	4
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4 & 3	5	4
4	5	4	5	5	5	4 & 3	5	4
4	5	4	5	5	5	4 & 3	5	4
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	4
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	3	5	5	4	5	5
5	5	4	5	5	5	4	5	5
5	5	4	5	5	5	4	5	5
4	5	4	3	5	5	4	5	5
5	5		5	NA	5	4	5	5
5	5		5	NA	5	4	5	5
5	5		5	NA	5	4	5	4
5	5		5	NA	5	4	5	5
5	5		5	NA	5	4	5	5
3	5	4	5	5	5	4	5	5
2	5	4	5	3	5	4	5	5
NA	3	4	5	5	5	4		4
NA	5	4	5	5	5	4	5	4
NA	3	4	5	4	5	4	5	4

NA	5	4	5	5	5	4	5	5
NA	5	4	5	5	5	4	5	5
NA	5	4	5	5	5	4	5	5
NA	5	4	5	5	5	4	5	5
NA	5	4	5	5	5	4	5	5

5	5	4	5	5	5	4	5	4
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5	5	4	5	5	5	4	5	5
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5	5	4	5	5	5	4	4	4
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	5	4	5	5	5	4	5	4
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	5	4	5	5	5	4	5	4
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	5	4	5	5	5	4	5	4
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	5	4	5	5	5	4	5	4
--	---	---	---	---	---	---	---	---

5	5	4	5	5	5	4	5	4
---	---	---	---	---	---	---	---	---

11#	12#	13#	14#	15#	16#	17#	18#	19#
3	5	5 NA		4	1	5	5	5
4	5	5 NA		4	1	5	5	5
4	5	5	3	4	2	5	5	5
4	4	5 NA		3 NA		5	5	5
5	4	5	3	4	2	5	5	5
4	4	5	3	2	1	5	5	5
4	4	5	3	4	1	5	5	5
3	3	5	3	4	1	5	5	5
3	4	5 NA		4	2	5	5	5
5	5	5	2	3	1	5	5	5
4	5	5	2	2	1	5	4	5
4	5	5	5	4	3	5	5	5
5	3	5	3	4	2	5	5	5
4	4	5	3	3	1	5	4	5
4	4	3	2 NA		5	5	5	5
3	4	2	4 NA		5	5	4	5
4	5	5	5 NA		5	5	5	5
4	4	5	3 NA		5	5	5	5
3	4	2	4 NA		5	5	5	5
5	5	5 NA		3	2	5	5	5
4	5	5 Na		2	2	5	4	5
4	5	5 NA		4	2	5	5	5
5	3	5 NA		4	2	5	5	5
4	4	5 NA		3	1	5	4	5
5	5	5 NA		4	4	5	3	5
4	4	5 NA		4	4	5	2	5
3	4	5 NA		4	4	5	3	5
3	4	5 NA		4	4	5	3	5
4	4	5 NA		4	4	5	2	5

5	5	5 NA		5	4	5	5	5
4	5	5 NA		5	4	5	5	5
4	5	5 NA		5	4	5	5	5
4	5	5 NA		5	4	5	5	5
4	5	5 NA		5	4	5	5	5

4	5	5	5	4	3	5	5	5
4	4	5	3	4	3	5	5	5
4	5	5 NA		2	3	5	5	5
4	4	5 NA		3	3	5	4	5
4	4	5 NA		3	3	5	4	5
4	3	5 NA		1	3	5	5	5
4	4	5 NA		3	3	5	5	5
3	4	5	4	2	3	5	5	5

20#	21#	22#	23#	24#	25#
5 NA		5	5	5	4
3	5	5	5	5	4
4	5	5	5	5	4
4	5	5	5 NA		2
4	5	5	5	5	3
3	4	5	5	5	2
4	5	5	5	5	3
4	4	5	5	5	2
4	4	5	5	5	3
2	5	5	5	5	4
2	5	5	5	5	3
4	5	5	5	5	5
5	5	5	5	5	5
4	4	5	5	5	5
4	5	5	5	5	2
3	5	5	5	5	2
5	5	5	5	5	5
5	5	5	5	5	3
4	5	5	5	5	4
2	5	5	5	5	
2	5	5	5	5	
4	5	5	5	5	
5	5	5	5	5	
4	4	5	5	5	
4	5	5	5 NA		3
3	5	5	5 NA		3
3	5	5	5 NA		2
5	5	5	5 NA		3
3	5	5	5 NA		3

5	5	5	5 NA	3
5	5	5	5 NA	3
5	5	5	5 NA	3
5	5	5	5 NA	3
5	5	5	5 NA	3

4	5	5	5	5	4
4	4	5	5	5	4
4	3	5	5	5	
3	2	5	5 NA		
4	2	5	5 NA		
4	4	5	5	5	
4	3	5	5 NA		
4	4	5	5	5	

**NOTE:** Please fill out this report showing the date, time and reason you will be gone. If you will need a substitute, show the time you will need to have covered. Have the sheet signed by the administrator approving the absence. In the event of an unforeseen absence, **YOU** are required to fill out the sheet upon your return, sign the form and give it to your building secretary. **Paid Time Off will not be allowed on those days immediately proceeding or following breaks without prior board approval. One absentee form per week.** Questions, please contact Lidia.

### USD #212 ABSENTEE FORM

NAME: Noah Hansen

DATE/DATES OF ABSENCE: 12-29-21

TOTAL NUMBER OF DAYS: 1/2

Enter a number on this line from those shown in red in the list below.

ADMINISTRATIVE APPROVAL: \_\_\_\_\_

Gone From: 12 a.m./p.m. Until: 4 a.m./p.m. **less 30 minute lunch**  
 If you are gone during your normal 30 minute lunch period, you do not need to count that time in leave used.

**If you are gone a full day YOU ARE GONE A FULL DAY; you cannot count 30 minutes off for lunch!!!**

.5 hr	0.0625	2.5 hr	0.3125	4.5 hr	0.5625	6.5 hr	0.8125
1 hr	0.125	3 hr	0.375	5 hr	0.625	7 hr	0.875
1.5 hr	0.1875	3.5 hr	0.4375	5.5 hr	0.6875	7.5 hr	0.9375
2 hr	0.25	4 hr	0.50	6 hr	0.75	8 hr	1.00

I will need a **Substitute** to cover from: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.  
**This should be the time you have contact with your students.**

**Reason for Absence (check one)**

Paid Time Off (PTO):  ~~PTO~~ Drama Performance (I am performing in Kearney)

Without Pay: \_\_\_\_\_

Bereavement: \_\_\_\_\_ Relationship: \_\_\_\_\_

Professional: \_\_\_\_\_ Event: \_\_\_\_\_

In-service: \_\_\_\_\_ Event: \_\_\_\_\_  
 (requires an Appendix C form)

Vacation: \_\_\_\_\_ *(12 month Classified Employees only)*

Substitute: \_\_\_\_\_

Sub contracted for: 1/2 day 3/4 day all day by: \_\_\_\_\_  
 (For Sub Teachers only - Secretaries circle one) Secretary signature

Lesson Plans/Material Available for Substitute: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Substitute's work was: Excellent: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: Noah Hansen Date: 12-13-21



## DECEMBER 2021 KASB POLICY UPDATES

To: Member Unified School Districts and other Member Organizations  
From: Donna L. Whiteman, KASB General Counsel, Assistant Executive Director of Policy Development  
Re: December 2021 Board Policy Updates

The KASB **December 2021** policy updates are now available.

Happy Holidays! The holiday season is a time to reflect on all the good things and progress public schools have made over the past year. As Nelson Mandela said, "Education is the most powerful weapon you can use to change the world," and Kansas school boards and employees have worked diligently this past year to provide all students with a quality public education.

KASB has posted this packet on the KASB's website under the Member Portal, Member Resources tab. The accompanying documents are the second set of 2021 policy updates to our KASB recommended policies. If you did not receive the June 2021 Policy Updates, they are also posted on our website under the KASB Member Portal.

The following policy recommendations have been edited and revised by the KASB Legal/Policy Services staff. Along with this letter, you will find a table explaining in detail the changes in the policies and a copy of the policies showing the edits using Track Changes in Word. A clean copy of the policy with all edits incorporated may also be downloaded.

The contents of this policy package should be reviewed by the superintendent, the clerk, and the board. If your policy requires staff and student input, you may share these changes with administrators, staff, and student representatives.

If these policy recommendations meet district needs, they are ready to add to the policy book **after board approval**.

Once adopted, policies have the force and effect of law. Suggested policies should not be placed in the policy book without an opportunity for board discussion and a **board motion to approve** any new additions or changes to your policy manual.

Please **add the local adoption date** at the bottom of each policy that is approved by the board.

Minutes from the meeting should reflect when the policies were adopted. To save time in case of an audit, file a copy of the minutes with the critical policies that the board is required by law to adopt.

Please make sure an historical policy file is maintained in the district containing older versions of the policies for future reference. Please note that these may be scanned and retained electronically.

If you have questions, comments, or need further clarification about these policy recommendations; or if you have additional questions about any of your board policies, please call 1-800-432-2471 and ask for Donna L. Whiteman or Leslie Garner, email us at [dwhiteman@kasb.org](mailto:dwhiteman@kasb.org) or [lgarner@kasb.org](mailto:lgarner@kasb.org), or contact another member of the KASB Legal/Policy Services staff.

Best wishes,  
Donna L. Whiteman, KASB General Counsel  
Assistant Executive Director of Policy Development

P.S. Reminder - KASB's **current** B Section, Board Operation's Policies are all **existing** policies and are to help newly elected school board members.

## DECEMBER 2021 UPDATED KASB POLICIES AND FORMS

POLICY OR FORM CODE OR DESCRIPTION	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	RECOMMENDED ACTION
DJE (Purchasing) → Revised	This policy amendment adds "School employees are not allowed to purchase personal items from vendors using district accounts."	Review and adopt.
GAAD (Child Abuse) → Revised	This policy amendment adds the Department of Children and Families Crisis Helpline and Mobile Response program launched on Oct. 1, 2021, to provide support and problem solving to any student 20 years or younger in a behavioral health crisis including any student in foster care or formerly in foster care.	Review and adopt.
IF (Textbooks, Instructional Materials & Media Centers Form) → Revised	The questions in this form have been updated. Current Board policy, IF, requires anyone having a complaint about textbooks, the media center, or other instructional materials to complete this form and meet with the principal and superintendent before requesting the board to consider the complaint. The policy procedure remains the same and only some language in the form's questions have been updated.	Review.
IIA (Performance-Based Credits) → Revised	This policy amendment provides that the board may allow graduation credit to be awarded to students for integrated academic or career and technical based education coursework. Also, the current policy language was edited to clarify the "test-out" procedures.	Review and adopt.
JBCB (Foster Care Students) → Revised	This policy amendment adds the Department of Children and Families Crisis Helpline and Mobile Response program. This new helpline provides support and problem solving to assist any student 20 years or younger with a behavioral health crisis including any student in foster care or formerly in foster care. This is the same	Review and adopt.

	language that has been included in policy GAAD, Child Abuse, above.	
JCDB (Dress Code) → Revised	This policy amendment adds the language in K.S.A. 60-5321 which requires that no state agency or municipality, including school districts, “shall prohibit an individual from wearing traditional tribal regalia or objects of cultural significance at a public event.” A “public event” is defined to include but is not limited to, “an award ceremony, a graduation ceremony or a meeting of a governing body.”	Review and adopt.
KGA (Use of District Personal Property and Equipment) → Revised	The phrase “personal property” is added to clarify that any property, other than real estate, used for personal purposes must be pre-approved. The term “outside organizations” is narrowed to “tax-exempt” organizations to ensure there is no commercial taxable use of school district property or equipment. The pre-approval requirement is expanded to require the board of education to address a request from the superintendent.	Review and adopt.
TOTAL =	Existing Policy Revisions 6 Existing Form Revision 1 TOC G TOC I TOC J	

**DJE Purchasing**

**DJE**

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically. School employees are not allowed to purchase personal items from vendors using district accounts.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved:

KASB Recommendation - 4/07; 12/21

**GAAD Child Abuse (See JCAC and JGEC)**

**GAAD**

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

**DCF or Law Enforcement Access to Students on School Premises**

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

**Cooperation Between School and Agencies**

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement

officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

Approved:

KASB Recommendation - 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12;

6/20;12/21

**IF TEXTBOOKS, INSTRUCTIONAL MATERIALS & MEDIA CENTERS**

(Retype and file with clerk.)

USD \_\_\_\_\_  
REQUEST FOR REVIEW OF A TEXTBOOK,  
INSTRUCTIONAL MATERIAL,  
OR  
MEDIA CENTER MATERIAL

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ self; or if a group:

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

The material I object to is a: film \_\_\_ recording \_\_\_ magazine \_\_\_ pamphlet \_\_\_ textbook \_\_\_  
other \_\_\_\_\_.

Book or other material \_\_\_\_\_

Author (if known) \_\_\_\_\_

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

1. Are you familiar with the district policy, procedure and philosophy regarding selection of textbooks, instructional materials, and media center materials? \_\_\_ Y \_\_\_ N

2. Did you read or view all the material provided in the entire work? \_\_\_ Y \_\_\_ N If no, how did you select the parts for reading or viewing?

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

3. Please identify the objectionable material. (Please be specific; cite pages or items.)

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

4. What is the basis for your objection to the specific sections or parts identified?

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

**IF TEXTBOOKS, INSTRUCTIONAL MATERIALS & MEDIA CENTERS**

5. What do you believe is the major theme of this material? \_\_\_\_\_

\_\_\_\_\_

6. What would you recommend the school do with this material?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In its place, what material of equal educational quality would you recommend?

\_\_\_\_\_

8. Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Signature of complainant

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

KASB Recommendation – 12/21

## **IIA Performance-Based Credits**

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to "test out" of a class must be submitted prior to the beginning of each semester/year. A student may not request to "test out" of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students' parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to "test out" of any particular

class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

**IIA Performance-Based Credits**

**IIA-2**

Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 12/21

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved:

KASB Recommendation – 12/16,12/21

**Note: The reader is encouraged to review regulations and forms for related information.**

**JCDB Dress Code**

**JCDB**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Approved:

KASB Recommendation-7/96; 4/07; 12/15; 12/21

**KGA Use of District Personal Property and Equipment**

**KGA**

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/ \_\_\_\_\_) and will be refunded when the equipment is returned in working order.

**Lost, Stolen, or Damaged Property or Equipment**

No request for use of school personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

**Personal Use**

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or \_\_\_\_\_}. No district personal property or equipment shall be used by the superintendent for

personal reasons at school or away from its designated location without the prior approval of the board of education.

Approved:

KASB Recommendation – 3/00; 4/07; 6/12; 12/21

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  - Selected Screenings
- JGD** ..... Student Psychological Services (See JR, et seq.)
- JGEC** ..... Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)
  - Response to Harassment Complaints

Definitions  
 Supportive Measures  
 The Formal Complaint  
 Formal Complaint Notice Requirements  
 Formal Complaint Investigation Procedures  
 Formal Complaint Investigation Report  
 Decision Maker's Determination  
 Appeals  
 Informal Resolution Process

**JGECA** ..... Racial and Disability Harassment: Students (See GAACA, GAAD, GAF, JDDC and KN)

**JGFB**..... Supervision of Students (See GAO, GBR and JH)

**JGFF** ..... Student Transportation Regulation

**JGFG** ..... Student Accidents and Health Emergencies  
 Emergency Care  
 Records

**JGFGB** ..... Supervision of Medications (See JGFGBA)

**JGFGBA**..... Student Self-Administration of Medications (See JGFGB)  
 Student Eligibility  
 Authorization Required  
 Employee Immunity  
 Waiver of Liability  
 Additional Requirements

**JGFGBB**..... Accommodating Students with Diabetes

**JGG**..... Transportation (See ED and EDDA)

**JGGA**..... Use of Video Cameras (See CN and JR et seq.)

**JGH**..... School Food Service Programs  
 Free or Reduced Price Meals  
 Contracts with Other Agencies

**JGHB**..... Vending Machines and Other Automated Play Machines (See DK and JGCA)

**JH**..... Student Activities (See DK, JGFB, JM and KG)  
 Eligibility for Activities  
 Adding or Eliminating Activities

- Activity Fund Management
- JHC**..... Student Organizations
  - Student Clubs
  - Non-School Sponsored Student Clubs
  - Student Government
- JHCA**..... Student Publications (See KI)
  - School-Sponsored Student Publications
  - Non-School Sponsored Student Publications
  - Advertisements
- JHCAA**..... Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)
- JI**..... Community Activities
- JJ**..... Employment of Students (See IDAA)
  - In-School Employment
  - Outside Employment
  - Vocational or Other Work Experience
- JK**..... Solicitations (See KI)
- JL**..... Gifts (See DK, GAJ and KH)
  - Student Gifts to Staff Members
  - Faculty Gifts to Students
  - Student Organization Gifts to the School
- JM**..... Contests for Students (See JH)
- JN**..... Awards
- JQ**..... Exceptional Students (See IDCE and JBE)
  - Concurrent Enrollment
- JQA**..... Temporarily Disabled Students (See IDACB and JGFGBA)
- JQE**..... Alternative Arrangements for Nontraditional Students
- JQI**..... Adult Students
- JQKA**..... Foreign Exchange Students (See JBC)
- JQL**..... Hearing Procedures for Exceptional Students
- JQLA**..... Class-size/Caseload Limits for Exceptional Students
- JR**..... Student Records
  - (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)
- JRA**..... Types of Records
  - (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records

Administrative records

Supplementary records

Tentative records

**JRB** ..... Release of Student Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Directory Information

Forwarding Pupil Records

**JRC** ..... Disposition of Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

**JRD** ..... Hearing Request  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

**JS**..... Student Fees and Charges

Credit Card Payments

Fee Schedules

Debt Collection

Forwarding Pupil Records



# U.S.D. #212 - ACCREDITATION GOALS

AS OF JUNE 21, 2021



## RELATIONSHIPS

Create a more positive and open internal & external environment through character education development and communications.

### **WHAT WE HAVE DONE**

- \* Word of the Month Character Education Program
- \* Created School Facebook Pages
- \* Provided Informational Textcasters
- \* Collected Student, Staff, Community Climate Surveys
- \* Utilized Community Facilities
- \* Hosted Student Led Conferences & Family Nights

### **PROGRESS**

- \* Collect annual climate survey with the goal to maintain a 4.0 average on surveys involving voicing concerns & asking for help by 2022.
- \* Collect HS office referral data and JH student discipline through the student behavior point system with the goal to decrease the number of office referrals and student conduct points from 2018.

### **RESULTS**

- \* Community = 3.88 / Staff = 3.51 / 4th-12th = 3.81 / K-3rd = 4.82
- \* HS Office Referrals (2017-18 = 48 visits with 11 students / 2018-19 = 19 visits with 5 students / 2019-20 = 17 visits with 7 students / 2020-21 = 2 visits with 2 students)
- \* JH Student Discipline Points (2017-18 = 42 points / 2018-19 = 29 points / 2019-21 = 6 points / 2020-21 = 5 points)

## RELEVANCE

Continue to provide purposeful lessons that guide students from career awareness to career preparation to career advancement.

### **WHAT WE HAVE DONE**

- \* Documented Career Related Lesson Plans
- \* Incorporated Class time for Individual Plans of Study
- \* Provided Online College Courses
- \* Hosted Student Led Conferences & Family Nights
- \* Planned Out Post Secondary Visits to Educational Institutions
- \* Mapped Out Career Development Curriculum

### **PROGRESS**

- \* Complete the KSDE Individual Plans of Study Rubric with the goal to be at transitioning by 2022.
- \* Collect online college course completion rate data.

### **RESULTS**

- \* 2017-18 = No Evidence / 2018-19 = Implementing / 2019-20 = Implementing / 2020-21 = Implementing
- \* 2017-18 = 9 students & 57 credits, 2018-19 = 21 students & 243 credits, 2019-20 = 6 students & 33 credits, 2020-21 = 11 students & 90 credits



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Kansas Leads the World in the Success of Each Student.



## OVT Visit

**Members:** Darla Smith – [dsmith@smokyhill.org](mailto:dsmith@smokyhill.org); Jennifer Kesler - [jkesler@usd271.com](mailto:jkesler@usd271.com); Laura Jansonius - [ljansonius@logan326.net](mailto:ljansonius@logan326.net)

**Date:** Tuesday, February 22<sup>nd</sup>

9:00am – Welcome / Donuts / Coffee (HS Conference Room)

- DLT (Mrs. Krafft, Mrs. Gebhard, Mrs. Lowry, Mr. Gebhard & Mr. Tharman)

9:15am – Elementary School Discussion

- District Goals / State Board Outcomes
  - o Mrs. Gebhard, Mrs. Knuth, Hannah Sproul, Hilary Van Patten, Colt Rogers & Cambrie Sproul

9:45am – Junior High School Discussion

- District Goals / State Board Outcomes
  - o Mrs. Lowry, Mrs. Thalheim, Gavin Thalheim & Audrey Bina

10:15am – High School Discussion

- District Goals / State Board Outcomes
  - o Mrs. Krafft, Mrs. McKinney, Shanna Hammond, Brad Cox, Shaylee Vsetecka & Kai Cox

10:45am – Break

11:00am – Questions / Answers

- DLT & OVT

11:30am – KESA Report

- OVT (Lunch Included)

# USD #212 - District Goal Lessons

Please complete and return to Mr.

Tharman by 12/22/21

**Teacher:**

**Date:**

**Subject:**

**Objective:** Provide an activity or lesson that make students aware of a specific career.

**Summary:**

**Outcome/Results:**

## Example

**Teacher:** Ms. Durbstein

**Date:** 3/11/2020

**Subject:** 12th Grade  
Government

**Objective:** Provide an activity or lesson that make students aware of a specific career.

**Summary:** During a lesson about the Judicial Branch a discussion developed about what it took to become a supreme court justice.

**Outcome/Results:** The class discussed which careers would provide advancement to reach that position and what type of education consist of. We went on to discuss the skills and interests needed pursuit a career in law.

---

**Teacher:**

**Date:**

**Subject:**

**Objective:** Provide an activity or lesson that reinforces that character education program.

**Summary:**

**Outcome/Results:**

## Example

**Teacher:** Mrs. Einstein

**Date:** 3/12/2020

**Subject:** 7th Grade Math

**Objective:** Provide an activity or lesson that reinforces that character education program.

**Summary:** During math class students were broken up into groups of 3. They were given a problem where each student was responsible for providing correct information in order for the entire group to succeed.

**Outcome/Results:** Students learned that reliability was essential in group work and this was discussed at length after the lesson.

## KESA Committee Membership

### **Kindergarten Readiness**

Marvin Gebhard

Sandra Dole

Angie Knuth

Tami DuBois

### **Social-Emotional**

Jill Gebhard

Tammy Vincent

Katie Grote

Cindy Mordecai

Kirsten Baird

### **Individual Plans of Study**

Emily Lowry

Kelli Hueneke

Amy Chandler

Amy McKinney

Jessie Thalheim

### **Post-Secondary Success**

Alissa Krafft

Terry Logemann

Jim Cole

Sally Hoover

Sarah Rudd

### **Graduation Rate**

Ken Tharman

Mitch Pugh

Jessica Reeves

2021-22 School Year

## IPS and KESA Resources 12/03/21

**Recording** [https://smokyhill-my.sharepoint.com/:v:/g/personal/pkraus\\_smokyhill\\_org/EW6V8FfXsSVDsL3xjwUmHnIBYxaqxWSoWy26jAFxRtVPhw?e=kPweqS](https://smokyhill-my.sharepoint.com/:v:/g/personal/pkraus_smokyhill_org/EW6V8FfXsSVDsL3xjwUmHnIBYxaqxWSoWy26jAFxRtVPhw?e=kPweqS)

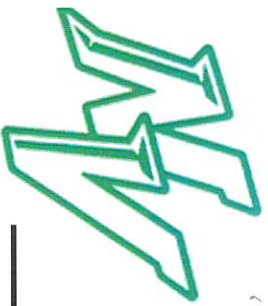
**Power Point** <https://drive.google.com/file/d/1f4rrGYr8A5weDLae0iGoZfUooetbre2j/view?usp=sharing>

### Resources

- IPS Fact Sheet  
[https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan\\_of\\_Study/IPS%20Fact%20Sheet%20July%202020.pdf?ver=2020-09-30-141131-187](https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan_of_Study/IPS%20Fact%20Sheet%20July%202020.pdf?ver=2020-09-30-141131-187)
- IPS Digital Reference Guide  
[https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan\\_of\\_Study/Individual%20Plan%20of%20Study%20Digital%20Reference%20Guide%20072321.pdf?ver=2021-07-23-114459-107](https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan_of_Study/Individual%20Plan%20of%20Study%20Digital%20Reference%20Guide%20072321.pdf?ver=2021-07-23-114459-107)
- **IPS Star Rubric**  
<https://www.ksde.org/Portals/0/Communications/Rubrics/IPS%20KC%20Star%20Recognition%20Rubric.pdf?ver=2021-03-01-123912-287>
- IPS Artifacts for Star Rubric  
<https://www.ksde.org/Portals/0/Communications/Rubrics/IPS%20Artifacts.pdf?ver=2021-04-01-091026-957>
- **IPS Star Rubric Worksheet**  
<https://docs.google.com/spreadsheets/d/1bwdR82BniCudd4FYHFI-Wkss3m1gaOpV/copy>
- **Project Action Plan template** <https://docs.google.com/document/d/1uTeQ7mktZono2qyHG1-9MZgZiafEhDPd/copy>
- KESA Foundational Structures Reflection Rubrics  
<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/KESA/Resources/Foundational-Structures/ItemId/6274>  
**Postsecondary and Career Preparation**  
<https://www.ksde.org/Portals/0/TLA/Accreditation/KESA%20Resources/FSR-Rubric%20-%20Postsecondary%20and%20Career%20Preparation%20083121.pdf?ver=2021-09-01-135152-713>
- KESA Board Outcomes Yearly Update Questions by Year <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/KESA/Resources/Board-Outcome>  
**IPS System Yearly Update Questions by Year**  
<https://www.ksde.org/Portals/0/TLA/Accreditation/KESA%20Resources/Foundational%20Structures/IP%20System%20Yearly%20Update%20Questions%20by%20Year.pdf?ver=2021-05-26-171215-683>

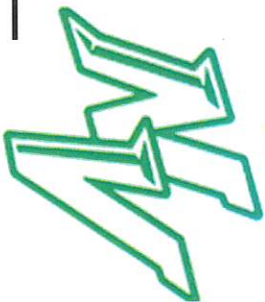
- Xello Resources for Kansas Educators
  - [https://help.xello.world/en-us/Content/Local/KS\\_Ed-Resources.htm?Highlight=Xello%20for%20Kansas%20Educators](https://help.xello.world/en-us/Content/Local/KS_Ed-Resources.htm?Highlight=Xello%20for%20Kansas%20Educators)
  - Kansas IPS Scope and Sequence
    - <https://xello.mcoutput.com/121669/Kansas%20Individual%20Plan%20of%20Study%20Scope%20and%20Sequence.pdf>
    - Kansas Individual Plan of Study and Xello
      - <https://xello.mcoutput.com/116997/Kansas%20Individual%20Plan%20of%20Study%20and%20Xello.pdf>
    - Using Xello to Support the Kansas Can Star Recognition Program-Lesson Sequence
      - <https://s3.amazonaws.com/helpscout.net/docs/assets/56fea365c697911da520eb54/attachments/60ca62f38556b07a28846c9b/Xello-for-Kansas-IPS-Star-Rubric.pdf>
- Examples
  - Renwick USD 267 IPS Student Record
    - <https://docs.google.com/spreadsheets/d/16GfrOKUILAH3mD2vjBwX36xg-fCzGjc9L-L6allHGbY/copy>
  - DeSoto USD 232
    - [https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan\\_Of\\_Study/IPS%20-%20De%20Soto%20USD%20232.pdf?ver=2020-07-08-134703-787](https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/Plan_Of_Study/IPS%20-%20De%20Soto%20USD%20232.pdf?ver=2020-07-08-134703-787)
  - Herington USD 487
    - Curriculum
      - [https://drive.google.com/file/d/14MbiKUFt6yanVB4uoDP1NC\\_aY\\_meGRwk/view?usp=sharing](https://drive.google.com/file/d/14MbiKUFt6yanVB4uoDP1NC_aY_meGRwk/view?usp=sharing)
    - Framework
      - <https://drive.google.com/file/d/1rA4ClnwFGhtAfVI0TlgL7SpzpiwgpfbN/view?usp=sharing>
    - Scope & Sequence
      - <https://drive.google.com/file/d/1NuhBwh9erkH4DZ8ZHDHgojkJaGjbrI03/view?usp=sharing>
  - Deerfield USD 216 Program of Study brochure [https://drive.google.com/file/d/1iOKYZq-GX\\_Z0ffAhtXxN1OiZ8mL0u4XP/view?usp=sharing](https://drive.google.com/file/d/1iOKYZq-GX_Z0ffAhtXxN1OiZ8mL0u4XP/view?usp=sharing)





# U.S.D. #212 - ACCREDITATION GOALS

August 9, 2019



## RELATIONSHIPS

Create a more positive and open internal and external environment through character education development and communications.

### PLAN OF ACTION

- Character Education Program
  - Word of the Month
  - Document Lesson Plans
- Facebook Pages/Husky Alerts
  - Classroom Highlights
  - Informational/Announcements
- Surveys
  - Community, Faculty, Staff
- Use of Community Building
  - Spring Conferences (Family Nights)
- Professional Learning Opportunities
  - Trauma Informed, IPS, Character Ed

## RELEVANCE

Continue to provide purposeful lessons that guide students from career awareness to career preparation to career advancement.

### PLAN OF ACTION

- Document Career Related Lesson Plans
- Individual Plans of Study
  - Pre K-6th (Life skills)
  - 7-8th (Self-exploration)
  - HS (Career Exploration)
- Online College Courses
- Spring Conferences (Family Nights)

Kansans CAN

Kansas Leads the World in the Success of Each Student.



UPDATED 11-24-2021

# Preschool-Aged At-Risk Program 2021–2022



*Kansas leads the world in the success of each student.*



## KANSAS STATE BOARD OF EDUCATION

### MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

### VISION

Kansas leads the world in the success of each student.

### MOTTO

Kansans Can

### SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

### OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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Topeka, Kansas 66612-1212  
(785) 296-3203  
[www.ksde.org](http://www.ksde.org)

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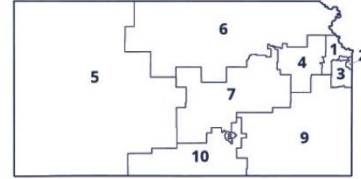


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JAN. 2021

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# General Information and Requirements

The Kansas State Department of Education (KSDE) invites school districts to submit approval forms to provide preschool services to children at risk of entering kindergarten socially, emotionally or academically unprepared for success.

In districts operating approved programs, 3- and 4-year-old students who meet an at-risk criterion for the Preschool-Aged At-Risk program and who are enrolled and attending on Count Day will automatically count as a ½ student (0.5 FTE) in calculating a district's enrollment and accompanying weightings.

## Q: How will we know if our district is operating an approved program?

A: KSDE will review all approval forms and notify approved programs via email following approval by the Kansas State Board of Education.

K.S.A 72-5132 defines a "Preschool-aged at-risk student" as "an at-risk student who has attained the age of three years, is under the age of eligibility for attendance at kindergarten, and has been selected by the state board in accordance with guidelines governing the selection of students for participation in head start programs." Each preschool-aged at-risk student enrolled in a school district and receiving services under an approved at-risk student assistance plan maintained by the school district is counted as ½ student (0.5 FTE).

A 4-year-old is a child who is four years of age on or before August 31, 2021. A 3-year-old is a child who is three years of age on or before August 31, 2021. ~~KSDE does not anticipate that As of November 2021,~~ sufficient funding will be available to serve 3-year-old students during the 2021-2022 school year. ~~These students must have been enrolled and attending on Count Day, September 20, 2021, and attend programs that meet all of the Preschool-Aged At-Risk requirements outlined in this document.~~ Students who are age-eligible for kindergarten (5 years old on or before August 31 of the current school year) do not generate preschool-aged at-risk funding.

## Q: Can a child with an Individualized Education Plan (IEP) generate Preschool-Aged At-Risk funding?

A: No. K.S.A 72-5132 defines "Preschool-aged exceptional children" as "exceptional children, except gifted children, who have attained the age of three years but are under the age of eligibility for attendance at kindergarten. The terms "exceptional children" and "gifted children" have the same meaning as those terms are defined in K.S.A. 72-3404, and amendments thereto."

Each student enrolled and attending special education and related services for preschool-aged

exceptional children provided for by the school district is counted as ½ student (0.5 FTE) in calculating a district’s enrollment and additional weightings. In other words, 3- and 4-year-old students with IEPs generate the same amount of funding as preschool-aged at-risk students.

## At-Risk Criteria

Children must meet one or more of the at-risk criteria listed in the table below and be enrolled on Count Day to be eligible to generate funding. To be eligible for funding, a child must be properly reported on the ENRL report in the KIDS Collection System. Documentation for the criterion met for each child will need to be available for auditors.

At-Risk Criteria for Preschool-Aged At-Risk Program	Clarification
1. Poverty (Preschool-Aged At-Risk)	Qualifies for free meals under the National School Lunch Program / <a href="#">KSDE Household Economic Survey</a> on September 20, 2021.
2. Single parent families	Custodial parent is unmarried on the first day of school.
3. Kansas Department for Children and Families (DCF) referral	The reason for referral must describe the need for the child to attend the Pre-K program and be documented and signed by the DCF agent.
4. Teen parents	At least one parent was a teenager when the child was born.
5. Either parent is lacking a high school diploma or GED	At least one parent is lacking a high school diploma or a GED on the first day of school.
6. Limited English Proficiency	The student must qualify for bilingual weighting and ESOL services must be provided. Forms must be in child's file. Process and criteria are found at <a href="http://www.ksde.org">http://www.ksde.org</a> under Early Childhood: <a href="https://www.ksde.org/Portals/0/Title/ESOL/ESOLProgramGuidance.pdf">https://www.ksde.org/Portals/0/Title/ESOL/ESOLProgramGuidance.pdf</a> . NOTE: ESOL services must be provided by qualified teachers.
7. Lower than expected developmental progress in at least one of the following areas: cognitive development; physical development; communication/literacy; social-emotional/behavior; adaptive behavior/self-help skills	Based on appropriate and valid assessment results, the developmental progress of the child has been determined by a trained professional to be lower than typically expected for his/her chronological age, yet above what would be considered eligible for special education services (based on the procedural manual and guidance materials of specific assessment instruments). Scores that fall at or below the 40 <sup>th</sup> percentile indicate 'at-risk'.
8. Child qualifying for migrant status	Copy of Certificate of Eligibility must be on file.
9. Child experiencing homelessness	Residence of Homeless Student while Homeless must be completed in the KIDS Collection System and the student must be included on the district's official homeless list.

**Q:** There have been changes in how schools collect information to determine eligibility for free or reduced lunches. How do we determine a families' income for the purposes of determining whether they qualify as at-risk under the poverty criterion for the Preschool-Aged At-Risk program or Kansas Preschool Pilot grant? Will the Household Economic Survey meet auditing requirements for determining eligibility for these programs?

**A:** Superintendents have been discussing this issue in relation to At-Risk funding. There is Guidance for At-Risk Funding posted at <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Whats-New>. KSDE has been sharing information with superintendents, and we encourage early childhood teams to connect with the district's leadership. Refer to the "At-Risk Student Weighting" section in the Enrollment Handbook posted at <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing#AuditGuides>. The Community Eligibility Provision (CEP) Schools - Household Economic Survey form and the Free and Reduced Price Meals - Household Application Packet are both posted at <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing> under "Forms and Documents (to support claims)". Programs can also use the Child and Adult Care Food Program Eligibility Form.

## Preschool-Aged At-Risk Funds

K.S.A. 72-5154 establishes the **preschool-aged at-risk education fund**. The expenses of a school district directly attributable to providing preschool-aged at-risk assistance or programs shall be paid from the preschool-aged at-risk education fund.

Preschool-Aged At-Risk funds can solely be used to fund preschool programs. All preschool-aged at-risk students must be in classrooms that meet all preschool-aged at-risk program requirements. Individual preschool classrooms may be comprised of students who generate preschool-aged at-risk funding and students who do not generate preschool-aged at-risk funding.

## Submission, Review and Approval of Programs

The Kansas State Board of Education shall approve Programs for Preschool-Aged At-Risk funding. **Approval Forms must be submitted to the Kansas State Department of Education (KSDE) no later than 5:00 pm on April 2, 2021.**

Approval forms must be completed in the [Qualtrics Survey](#). Information that will be requested can be found at the end of this document. Programs will also indicate in this platform that they agree to follow the assurances also found at the end of this document. There will be no need to upload or send any additional documents other than completing the 2021-2022 Preschool-Aged At-Risk Approval Form in the [Qualtrics Survey](#).

Applicants are encouraged to submit early to avoid technical issues. If technical issues are experienced, please contact Beccy Strohm at 785-296-6602 or [earlylearning@ksde.org](mailto:earlylearning@ksde.org). For program questions, please contact Natalie McClane at 785-296-5081 or [nmcclane@ksde.org](mailto:nmcclane@ksde.org).

**Q: Can private preschools apply for Preschool-Aged At-Risk funding?**

A: School districts are eligible to apply for the Preschool-Aged At-Risk (State Pre-K 4 Year Old At-Risk) program. K.S.A. 72-3215 authorizes the board of education of any school district to contract with private, nonprofit corporations or associations or with any public or private agency or institution, whether located within or outside the state, for the establishment, operation and maintenance of such preschool programs.

**Q: Do we submit a Preschool-Aged At-Risk approval form for each building, or do we submit one approval form for the entire district?**

A: Districts submit one Preschool-Aged At-Risk approval form that encompasses all buildings in the district.

# Additional Information and Resources Regarding Program Requirements

KSDE recommends districts utilize the **Kansas Prekindergarten Guide** for high-quality prekindergarten practices. The guide supports the implementation of developmentally appropriate and academically rigorous programs. It is available at:  
<https://www.ksde.org/Portals/0/Early%20Childhood/PreK/Kansas%20Prekindergarten%20Guide.pdf>

## Inclusion of All Children

The Individuals with Disabilities Education Act (IDEA) requires that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The preponderance of research indicates that both children with disabilities, as well as typically developing children, achieve greater outcomes when learning in an inclusive setting. Policy Statement on Inclusion of Children with Disabilities in Early Childhood Programs (2015): <https://www2.ed.gov/policy/speced/guid/earlylearning/joint-statement-full-text.pdf>.

Districts should provide the most inclusive classrooms possible. Children receiving Early Childhood Special Education Services (ECSE), who are Dual Language Learners (DLL) and English Learners (EL), who are from migrant worker families, and whose families are experiencing homelessness should be included in Preschool-Aged At-Risk classrooms.

## Curriculum Models

Programs must implement an evidence-based preschool curriculum that includes literacy, math, and social-emotional components. These curricula must be approved by KSDE and align to the Kansas Early Learning Standards. When selecting curricula, programs should consider:

- the plan for monitoring ongoing progress, including additional assessments
- any supplemental curriculum/materials used to address literacy, math and social-emotional development

- the training plan (should include teachers, assistants, paraprofessionals, and related services staff). It is highly recommended that the director/program administrator also receive training.

Early Childhood Special Education programs have a curriculum-based assessment (CBA). If your district contracts with a service center, please obtain this information from your provider.

Programs are required to implement an ~~evidence-based~~ **approved** assessment to measure children's developmental growth upon entry and exit of the program. At the end of the school year, programs will be asked to share which ~~evidence-based~~ **approved** assessment was used to measure progress in the areas of literacy, mathematics, and social emotional development. For each area, programs will report:

- Based on the assessment data, how many Preschool-Aged At-Risk children in your district showed improvement from the beginning of the school year to the end?
- How many Preschool-Aged At-Risk children were assessed in this area from entry to exit from the program?

Additional information regarding curriculum may be found at:

- The What Works Clearinghouse: <https://ies.ed.gov/ncee/wwc/>
- Best Evidence from Johns Hopkins University at [http://www.bestevidence.org/early/early\\_child\\_ed/early\\_child\\_ed.htm](http://www.bestevidence.org/early/early_child_ed/early_child_ed.htm)
- The KSDE Technical Assistance System Network: <http://www.ksdetasn.org>
- Head Start Early Childhood Learning & Knowledge Center: <https://eclkc.ohs.acf.hhs.gov/curriculum>

## Developmental Screenings

Programs are required to ensure that each child receives a developmental screening using an evidence-based screening tool. The program must share results with the child's family. Programs may determine whether children receive screenings prior to the start of the school year or once school begins. Students who enroll after the beginning of the school year must receive screening within 90 days of enrollment.

KSDE recommends but does not require that the program select the ASQ:3 and ASQ:SE-2 developmental and social-emotional screenings for preschool-aged students. Most programs that utilize the ASQ are not required to enter the results of the screenings into ASQ Online for the 2021-2022 school year.

**Q: Do we have to use the ASQ for our developmental screening? Do we enter the**

### results in our online system?

A: Programs are not required to use the ASQ as your developmental screening tool. Programs are required to use an evidence-based tool and are required to share the results with parents.

## Structure

Districts must provide a minimum of 465 instructional hours for each child during the school year. 465 hours is a bare minimum. Programs are encouraged to build in additional days to ensure they meet or exceed these minimum hours, in the event that school is closed due to inclement weather or for any other circumstances.

Meal and snack times are an important opportunity for learning for preschool students and can be counted as instructional time in preschool classrooms. Meal and snack times cannot be counted as instructional time in K-12 settings.

Visit <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing> for additional resources to calculate total instructional hours provided, including the School Term Audit Guide.

### Q: Do parent family activities and home visits count toward instructional hours?

A: Please refer to the School Term Audit Guide posted at <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing>, which notes that Parent-Teacher Conferences are allowable to count toward instructional hours. Dedicated days or half-days when teachers are visiting with families at home would count toward instructional hours; individual home visits conducted in the normal course of the school year would not.

The adult-to-child ratio must be no more than 1:10 at all times, with a classroom size not to exceed 20 students. This applies to ALL children in the classroom, regardless of funding.

Districts may request a waiver for unique circumstances that lead to class sizes exceeding 20 students. These circumstances may include promoting inclusive programming, prioritizing services for children and families experiencing acute challenges, supporting a mixed-delivery model of delivering preschool services in community-based settings, unexpected fluctuations in enrollment, challenges related to hiring qualified staff, or challenges related to facilities capacity. The following conditions must be met:

- Classroom size cannot exceed 25 students in one classroom.
- The adult-to-child ratio must be 1:10 or better at all times.

Waivers must be approved by the Kansas State Department of Education before they are considered applicable. Waivers expire annually on June 30<sup>th</sup>. To request a waiver, please email the following information to Natalie McClane at [nmcclane@ksde.org](mailto:nmcclane@ksde.org):

- School contact information
- Primary contact information
- Provide justification for the proposed waiver by indicating:
  - Why is the applicant unable to meet the maximum classroom size requirement?
  - How many children will be served in the classroom?
  - How many adults will be in the classroom?
  - How many years has the program had more than 20 students per classroom?
  - How does the applicant plan to prioritize meeting the maximum classroom size requirement in the future? What is the timeline?

## Attendance

Districts must keep daily attendance records for each student.

Regular school attendance is an important factor in children’s social and cognitive development. According to research, engaging families reduces chronic absenteeism. Students with low attendance in both pre-K and kindergarten often continue to have low attendance, are more likely to be retained by third grade and, on average, have lower academic outcomes than peers with better attendance. Chronic absenteeism sets the stage for an inability to successfully do grade-level work in later grades (Attendance Works, 2013). Districts should be proactive in educating families, staff and the community on the benefits of regularly attending school, and the disadvantages associated with absenteeism.

For resources and general information on attendance, please visit the following websites:

- <https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Graduation-and-Dropouts/ItemId/4539>
- <http://www.attendanceworks.org>
- [www.schoolengagement.org](http://www.schoolengagement.org)

# Teacher Requirements

## Teacher Qualifications

Except as otherwise provided in K.A.R. 91-31-34, each education system accredited by the Kansas State Board of Education should fill a general education preschool teaching position with a teacher with one of the following endorsements on their teaching license:

General Education PreK Assignment	Special Education PreK Assignment
<ul style="list-style-type: none"> <li>• Early Childhood Unified, Birth to Grade 3 (ECU)</li> <li>• Early Childhood Unified, Birth to Kindergarten (ECU)</li> <li>• Early Childhood Education (EC)</li> <li>• Elementary Education, K-6 or K-9</li> </ul>	<ul style="list-style-type: none"> <li>• Early Childhood Unified, Birth to Grade 3 (ECU)</li> <li>• Early Childhood Unified, Birth to Kindergarten (ECU)</li> <li>• Early Childhood Handicapped (ECH)</li> </ul>

## Assistant Teacher/Teacher Aide Qualifications

All Assistant Teachers must complete an orientation session addressing confidentiality and the services to be provided in this program. It is strongly recommended that school districts employ paraprofessionals or aides who have at least a Child Development Associate (CDA) certificate or an Associate of Arts (A.A.) in early childhood education or a related field. The Assistant Teacher/Teacher Aide is considered the secondary teacher in the classroom.

Other Accepted Qualifications for Assistant Teacher/Teacher Aide:

- Have a high school diploma or a GED and completed 48 credit hours at an institution of higher education; OR
- Associate's degree (or higher); OR
- Pass a State-approved assessment that determines an ability to assist in instructing reading, writing, and mathematics; or reading, writing, and mathematics readiness.

For additional resources regarding teacher licensure, visit <https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation>.

For additional resources regarding paraprofessionals, including approved state assessments, visit <https://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Title-Services/Federal-Programs/Title-I-Part-A/Paraprofessional>.

## Community Collaboration

Programs must communicate and collaborate with community partners. Programs are encouraged to engage with existing early childhood groups in their community such as their Local Interagency Coordinating Council (LICC). See <https://www.kansasicc.org/local-icc.html>. Contact Jordan Christian for more information on LICCs at (785) 296-3953 or [jchristian@ksde.org](mailto:jchristian@ksde.org).

Programs must utilize the LICC or an Advisory Committee that meets at least quarterly. The committee must include at least one currently enrolled parent, and may include Part C Infant and Toddler Services Early Intervention, Part B 619, other early learning programs, or local home visiting programs.

Communication with the ICC or Advisory Council should include:

- The amount of children enrolled and on the wait list, and number of openings available
- Staffing changes and/or vacancies
- Results of community collaboration and upcoming opportunities to collaborate
- Upcoming professional learning opportunities

## Family Engagement

Family engagement is a critical component of high-quality early care and education. Engaging families in their children's growth and learning can support the healthy social, emotional, cognitive and physical development of young children. These affirmative relationships also support positive lifelong outcomes.

The Kansas Family Engagement and Partnership Standards for Early Childhood provide guidance for families, practitioners, community members, and educators to examine current practices and plan future strategies to engage families. The Standards are available at <https://www.ksde.org/Portals/0/Early%20Childhood/Kindergarten/2019%20Kansas%20Family%20Engagement%20and%20Partnership%20Standards%20for%20Early%20Childhood.pdf>.

Programs must intentionally keep families informed of their child's development and provide opportunities to partner with district/organization staff. Programs may encourage family members to attend existing councils in the building or develop a Parent Advisory Council if one does not exist.

## Professional Learning

Districts must develop a professional learning plan that includes a minimum of 15 hours of in-service training in the area of early learning or related topics, including child abuse and neglect training, for all direct service staff, including teachers, paraprofessionals, and aides.

- These opportunities should align with the philosophy of the selected curriculum model and with the Kansas Early Learning Standards (KELS). Continuous professional learning associated with the selected curriculum model must include assistant teachers.
- Learning opportunities should include models and strategies such as Universal Design for Learning (UDL) or Multi-Tier System of Supports (MTSS) to facilitate an inclusive classroom.
- Professional learning should include training on social-emotional topics such as Positive Behavior Intervention and Supports as well as trauma-informed care.
- Child abuse and neglect training is required annually. An available resource for this training can be found online at <https://kccto.org/>.
- First aid and CPR training are recommended.
- Visit the [Kansas Teaching and Leading Project](#) website for recorded videos and live professional learning opportunities. The Kansas Association of Education Services Agencies, in collaboration with the Kansas State Department of Education, created this website to provide relevant, timely and impactful professional development support to education professionals in order to build their capacity for effectively developing and implementing key components of the [Navigating Change](#) guidance for Kansas school districts.

## Funding

In districts operating approved programs, 3- and 4-year-old students who meet an at-risk criterion for Preschool-Aged At-Risk students and who are enrolled and attending on Count Day, September 20, 2021, will automatically count as a ½ student (0.5 FTE) in calculating a district’s enrollment and accompanying weightings. ~~While districts will be asked to report their 3-year-old students who meet at-risk criteria in on their ENRL report, KSDE does not anticipate that~~ As of November 2021, it was determined that sufficient funding will be available to serve 3-year-old students during the 2021-2022 school year. These students must have been enrolled and attending on Count Day, September 20, 2021, and attend programs that meet all of the Preschool-Aged At-Risk requirements outlined in this document.

Programs are encouraged to utilize a variety of funding sources and serve all children in an inclusive setting. Potential funding sources could include, but are not limited to:

- At-Risk Education Funding may be used to serve qualified preschool students
- School District General Fund
- Preschool-Aged At-Risk Fund
- Early Childhood Block Grant (Kansas Children’s Cabinet and Trust Fund)
- Categorical Aid/Special Education Funding
- Head Start (federal Administration for Children and Families)
- Child Care Development Block Grant (Child Care Subsidy) (Kansas Department for Children and Families)
- Child and Adult Care Food Program
- Kansas Preschool Pilot
- McKinney-Vento
- Title I
- Title II
- Parent fees/tuition
- Kansas Parents as Teachers
- Local Grants/Funding (private funders)

## Meals and Snacks

Programs must provide at least one meal or snack per classroom session to all children attending the program. Schools can earn reimbursement for providing nutritious meals and snacks by participating in the Child and Adult Care Food Program. Learn more at [https://www.kn-eat.org/SNP/SNP\\_Docs/SNP\\_Resources\\_Program\\_Promotion/CACFP-Preschool.pdf](https://www.kn-eat.org/SNP/SNP_Docs/SNP_Resources_Program_Promotion/CACFP-Preschool.pdf).

Additional information regarding funding sources for meals and snacks is available through the Child Nutrition and Wellness Team (785-296-2276). Visit the Child Nutrition and Wellness website at [https://www.kn-eat.org/CACFP/CACFP\\_Menus/CACFP\\_Home.htm](https://www.kn-eat.org/CACFP/CACFP_Menus/CACFP_Home.htm).

## Transition to Kindergarten

The transition into kindergarten is a critical milestone for children, families, and staff. A smooth transition helps kindergarten staff meet the individual needs of children. "When these transitions are successful, children and families are more likely to experience better long-term school success."<sup>1</sup> Successful collaboration should engage the wide variety of the stakeholders in a community who support young children and their families. A defined, sustainable kindergarten transition plan benefits the entire community.

KSDE recommends that all communities in Kansas should engage in an intentional, active planning process regarding transitions to kindergarten. Community-led collaboration should occur in an inclusive manner that engages a wide representation of early childhood stakeholders, including families, early childhood care and education providers, schools, businesses, and other partners in the community mixed-delivery system. This planning process should result in a formal agreement that defines the goals, roles, responsibilities, and specific activities of the kindergarten transition process. The following toolkit may be used as a starting point for communities to adopt or adapt as needed to fit their local goals: [Transition to Kindergarten MOU Toolkit](#)

<sup>1</sup> <https://eclkc.ohs.acf.hhs.gov/transitions/article/transition-kindergarten>

# Program Approval Form

All programs must receive program approval to be funded for Preschool-Aged At-Risk Funding. Program Approval Forms, including agreement to the 2021-2022 Preschool-Aged At-Risk Program Assurances, must be completed in the Qualtrics Survey. [Click here to complete the Program Approval Form.](#)

The following information will be requested in the [Qualtrics Survey](#).

## District information

USD number: \_\_\_\_\_ Name of District: \_\_\_\_\_

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

City/town \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of Primary Program Contact: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Name of Superintendent: \_\_\_\_\_

Superintendent Email: \_\_\_\_\_

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

## Community

- What research did your district rely on in determining that a need for preschool-aged at-risk services or assistance exists in your community?
- Does your program participate in a Local Interagency Coordinating Council or Advisory Committee?
- The Every Student Succeeds Act (ESSA) requires each school district receiving Title I funds to develop agreements and carry out coordination with Head Start and, if feasible, with other early childhood programs. Do you have agreements with any early childhood programs that feed into your district for Kindergarten?

## Classroom

- Are all children, including at-risk children, children with disabilities, dual language learners/English learners, children from migrant families, and children experiencing homelessness served within the regular education classroom? (or LRE % from previous year)
- Name(s) of the Literacy Curriculum the program will be using
- Name(s) of the Mathematics Curriculum the program will be using
- Name(s) of the Social Emotional Curriculum the program will be using
- Name of the screening tool(s) the program will be using
- Name of the assessment(s) the program will be using
- The number of days per week students will attend the program
- The number of hours per day students will attend the program
- The total hours of instruction the district will provide each student
- Where are the program's classrooms located?
- Do your Preschool-Aged At-Risk teachers and support staff currently hold the credentials required for their positions?

## Students

- How many 4-year-old Preschool-Aged At-Risk students did you serve in the 2020-2021 school year and how many do you expect to serve in the 2021-2022 school year?
- How many 3-year-old students that met Preschool-Aged At-Risk at-risk criteria did you serve in the 2020-2021 school year and how many do you expect to serve in the 2021-2022 school year?

## Funding

- What other sources are funding preschool services in your program? Check all that apply:
  - At-Risk Education Funding to serve qualified preschool students
  - School District General Fund
  - Early Childhood Block Grant (Kansas Children's Cabinet and Trust Fund)
  - Categorical Aid/Special Education Funding
  - Head Start (federal Administration for Children and Families)
  - Child Care Development Block Grant (Child Care Subsidy) (Kansas Department for Children and Families)
  - Child and Adult Care Food Program
  - Kansas Preschool Pilot
  - McKinney-Vento
  - Title I
  - Title II
  - Parent fees/tuition
  - Kansas Parents as Teachers
  - Local Grants/Funding (private funders)
  - Other (list)
  
- What training topics, information, or other support would be helpful from KSDE in the upcoming year?

**\*The total amount available and mechanism for distribution for 2021-2022 Preschool-Aged At-Risk funding is dependent upon the final budget approved during the 2021 Legislative Session.**

The "Submit Approval Form" is considered your electronic signature. Your signature is certifying the data as accurate and you agree to the Preschool Aged At-Risk Assurances when submitted to KSDE.

# 2021-2022 Preschool-Aged At-Risk Program Assurances

For the duration of the 2021-2022 school year, the district shall:

1. Provide a nondiscriminatory program.
2. Use fiscal control and accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to such applicants under this program.
3. Submit reports to KSDE to enable the agency to perform its duties, including program information, child attendance, classroom practices, and child assessment results.
4. Maintain records, including child eligibility verification, to substantiate program and funding compliance, and afford access to such records as needed by KSDE.
5. Provide and coordinate services and resources through community collaboration that includes IDEA Part B Section 619 providers and local early learning programs and builds on, but does not duplicate, services for families with age-eligible children.
6. Provide a safe and developmentally appropriate environment for all children.
7. Implement program standards, including maintaining an adult-to-child ratio of 1:10 or better at all times and a maximum class size of 20, as described in the application.
8. Implement an evidence-based curriculum aligned with the Kansas Early Learning Standards.
9. Implement an ~~evidence-based~~ approved assessment to measure children's developmental growth upon entry and exit of the program.
10. Implement the Preschool-Aged At-Risk for a minimum of 465 instructional hours during the school year in all classrooms. Ensure all children have access to the same number of programming hours.
11. Provide at least one meal or snack per classroom session to each child in attendance.
12. Make available services such as transportation, health services, appropriate nutritional meals, and screenings for hearing and vision as required by federal, state, and/or local law.

13. Ensure that each child receives a developmental screening using an evidence-based screening tool. The program must share results with the child's family.
14. Utilize the Local Interagency Coordinating Council (LICC) or an Advisory Committee that meets at least quarterly. The committee must include at least one currently enrolled parent, and may include Part C Infant and Toddler Services Early Intervention, Part B 619, other early learning programs, or local home visiting programs.
15. Communicate with the LICC or Advisory Committee about the number of children enrolled and on the wait list, and the number of openings available, staffing changes and/or vacancies, results of community collaboration and upcoming opportunities to collaborate, and upcoming professional learning opportunities.
16. Ensure that all staff are qualified and hold the licensure as their position dictates.
17. Provide 15 hours of in-service training to all direct service staff, teachers, paraprofessionals and aides in the area of early learning, including Child Abuse and Neglect training.
18. Provide developmentally appropriate opportunities for meaningful family engagement (i.e. family nights, parent/teacher conferences, field trips, parent volunteers).
19. Obtain a Kansas Individual Data on Students Identification number (KIDS SSID) for each child participating in the Preschool-Aged At-Risk and participate in all required KSDE Data Collections, including entry in the KIDS Collection System. KIDS SSID's may be obtained through the ASGT Record to the KIDS Collection System.
20. Enter data in the Foundations for School Success (FSS) authenticated application.
  - a. End-of-Year Report will be completed in Foundations for Student Success between May 1 and May 31, 2022.

For more information, contact:

Natalie McClane  
Education Program Consultant  
Early Childhood  
(785) 296-5081  
[nmcclane@ksde.org](mailto:nmcclane@ksde.org)



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