



NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING
MONDAY, JUNE 12, 2023, 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, June 12, 2023, beginning at 6:30 PM in the Long Island Middle School
627 Washington
Long Island, KS 67647.

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NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE
512 WEST BRYANT PO BOX 217
ALMENA KS 67622



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PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Wednesday, May 10, 2023, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also present: Ken Tharman - Superintendent/ HS Principal, Marvin Gebhard - GS/MS Principal, Ryan Hopkins - IT director, Amber Brown - Board Clerk, and Owen Hopkins - student.

I. Call to Order

II. Adoption of Agenda

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

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

Yea: 5, Nay: 0, Absent: 1

III. Approval of Minutes

I recommend the board approve the minutes as presented. This motion, made by Laquita Smith and seconded by Christopher Rogers, Carried.

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

Yea: 5, Nay: 0, Absent: 1

IV. Approval of Bills

I recommend the board approve the bills as presented. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

Shanna Yea



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Hammond:

Christopher
Rogers: Yea

Laquita Smith: Yea

Hilary Van
Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

V. Hearing of Visitors

A. Ryan Hopkins

Mr. Hopkins shared a PowerPoint presentation with the board outlining current expenses and equipment, along with a proposed move away from local servers to a cloud-based system for ease of access and improved email filtering. The board thanked Mr. Hopkins for the requested information. Ryan and Owen departed the meeting at 6:50 PM.

B. Cindy Mordecai

Mrs. Mordecai was unable to attend due to weather concerns but asked Mr. Tharman to share with the board her love of her classroom, the school, and the support of the school board.

VI. Old Business

A. Summer Custodial Help & Projects

Mr. Tharman shared bids with the board for carpet, epoxy floor covering, annual gym maintenance, and entry door projects. Mr. Tharman will bring suggested projects back that will stay within budget at the June meeting. The applicant for summer help was presented as well. I recommend the board approve the hiring of Gabriel Rudd as summer custodial helper. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

B. Transportation

Mr. Gebhard shared an updated transportation list with the board. He pointed out that the end-of-use dates for the two smaller buses are rapidly approaching (Nov. 2023 and Nov. 2024). Mr. Gebhard also highlighted the need for other vehicles.

C. GS Boiler

The bid process had been opened up and run for replacement on one of the GS boilers. The deadline to submit bids for the project was May 5th. Mr. Tharman presented the bid he had received. I recommend



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approving the bid from Normandin Heating and Air Conditioning to replace the GS boiler that is out. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

D. KSDE Audit

Mr. Tharman went over the results of the KSDE audit. We will not have to republish the budget this year.

E. Legislative Update

Mr. Tharman read through a KSDE report that talked briefly about those bills that have passed (HB2238, HB2080, HB2322, HB2292, SB66, and SB123), those that are on the governor's desk (HB2285, and House sub for SB113), and those that were vetoed (HB2236 and HB2304).

F. Gym Banners

There had been discussion surrounding the state track runner-up banner in the HS gym with the 3rd place finish on it. Mr. Tharman investigated to find out information for the board. Mr. Tharman asked the Activity Director to reach out to our League AD's for information on their banners. Mr. Tharman gathered the 1987 state 1A track results to see if there was a tie. In addition, he read through the board minutes from 1986 - 1989 to see if there was a reference to the banner. After compiling this information, it was concluded there was no specific explanation for why a 3rd place finish was on a runner-up banner. Mr. Tharman shared the following information that was collected: We will hold to the standard and represent the kids anytime they get a State Champion or State Runner-Up Achievement. If the school drops the standard, then we will not focus on the work it takes to get the job done. The 1987 track team's 3rd place finish is quite an accomplishment and we do not degrade that at all, but keeping the Green Banners for placing 1st or 2nd place at state will help the kids work even harder to get there. Lastly, a recognition of individual/relay first-place state champions was put on a digital display in the HS cafeteria three years ago. With this addition and the information gathered, Mr. Tharman recommended the 3rd place finish be removed from the banner in the HS gym to eliminate confusion. I recommend that we take the 3rd place state track finish off the HS gym banner. The board also recognizes the 1987 track team's accomplishments and is proud to continue recognizing them with the picture and digital display of the first-place relay / individual finishers. This motion, made by Steven Whitney and seconded by Christopher Rogers, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Absent



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Patten:

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

G. 2023 - 24 School Calendar Amendment

The adopted 2023 -24 school calendar needs to be amended due to a change in the Homecoming game. Homecoming is set for September 15th, not October 6th as originally published. I recommend the board approve the amended calendar with the change. This motion, made by Laquita Smith and seconded by Christopher Rogers, Carried.

Shanna

Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters and to protect the privacy interests of the individuals to be discussed; retaining Mr. Tharman and returning to open session in this room at 8:08 pm. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 8:08 pm the meeting returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters and to protect the privacy interests for the individuals to be discussed;



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retaining Mr. Tharman and returning to open session in this room at 8:14 pm. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 8:14 pm the meeting returned to open session. No action was taken.

B. 2023 - 24 Certified Staff

I recommend the board approve the list of certified employees for the 2023 - 24 school year. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

C. 2023 - 24 Classified Staff

recommend the board approve the list of classified employees for the 2023 - 24 school year. This motion, made by Christopher Rogers and seconded by Laquita Smith, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent



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Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

D. 2023 - 24 Supplemental Staff

recommend the board approve the list of supplemental positions for the 2023 - 24 school year. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

E. Teachers' PDC Transcripts

I recommend the board approve the professional development transcripts as presented by the PDC committee. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

F. Negotiations

I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 8:28 pm. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Yea



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Rogers:

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 8:28 pm meeting returned to open session. I recommend the board go into executive session to discuss negotiations to protect the public interest in negotiating a fair and equitable contract; retaining Mr. Tharman and returning to open session in this room at 8:39 pm. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 8:39 pm meeting returned to open session. No action was taken.

VIII. New Business

A. June Board Meeting

We need to set our final BOE meeting of this fiscal year for transfers to close-out the year Or You could have Amber and I do the transfers without holding another meeting. I recommend the board allow Amber Brown and Ken Tharman to make the end-of-the-year transfers without holding a special meeting in June. This motion, made by Rich Wenzl and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Absent

Rich Wenzl: Yea

Steven Whitney: Yea



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Whitney:

Yea: 5, Nay: 0, Absent: 1

B. Handbooks

The board decided they would examine the Faculty and Activity handbooks and make any recommended changes at the at June board meeting.

C. Out of District Request

I recommend the board approve the out-of-district request as presented. This motion, made by Christopher Rogers and seconded by Steven Whitney, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Yea

Laquita

Smith: Yea

Hilary Van

Patten: Absent

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman shared that the ESSER 3 funding application had been approved / HS concert had gone well / HS Awards Banquet- May 11th / HS graduation - May 14 / End of the semester - May 17 / Teacher In-service - May 18th.

B. K-8 Principal Report

Mr. Gebhard reported that field trips had been taken / a big thank you to all of the grandparents and helpers for being there on Grandparents day / concerts went well / fun day - May 16 / still have some track meets / had a clean-up day and will do another one next week / 8th-grade graduation - May 15th / awards banquet - May 16th. Mr. Gebhard asked for an executive session. 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. Gebhard and Mr. Tharman and returning to open session in this room at 8:56 pm. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Yea

Laquita

Smith: Yea

Hilary Van

Patten: Absent

Rich

Wenzl: Yea

Steven

Whitney: Yea



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Whitney:

Yea: 5, Nay: 0, Absent: 1

At 8:56 pm the meeting returned to open session. 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. Gebhard and Mr. Tharman and returning to open session in this room at 9:02 pm. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 9:02 pm the meeting returned to open session. 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. Gebhard and Mr. Tharman and returning to open session in this room at 9:08 pm. This motion, made by Laquita Smith and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher
Rogers: Yea

Laquita
Smith: Yea

Hilary Van
Patten: Absent

Rich
Wenzl: Yea

Steven
Whitney: Yea

Yea: 5, Nay: 0, Absent: 1

At 9:08 pm the meeting returned to open session. No action was taken.

X. Reports of Board Members

XI. Adjournment

I recommend the meeting be adjourned. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna
Hammond: Yea

Christopher
Rogers: Yea



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Laquita Smith:	Yea
Hilary Van Patten:	Absent
Rich Wenzl:	Yea
Steven Whitney:	Yea

Yea: 5, Nay: 0, Absent: 1

USD 212

Cash Summary Report

Accounting Cycle: FY 22-23; Beginning Period: Period 12 (06/01/2023 - 06/30/2023) ; Ending Period: Period 12 (06/01/2023 - 06/30/2023) ; Show Prior Year Expense/Encumbrance: Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 6/8/2023 1:40:27 PM

Year						
Current						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$229,854.78	\$1,279.16	(\$106,503.52)	\$98,565.62	\$223,196.04
07	FEDERAL FUNDS	(\$42,066.60)	\$0.00	(\$4,724.07)	\$4,724.07	(\$42,066.60)
08	SUPPLEMENTAL GENERAL FUND	\$154,644.67	\$0.00	(\$15,729.34)	\$14,863.33	\$153,778.66
11	FOUR YEAR OLD AT RISK FUND	(\$14,031.74)	\$0.00	(\$4,507.89)	\$4,507.89	(\$14,031.74)
13	K-12 AT RISK FUND	(\$92,897.93)	\$0.00	(\$11,506.00)	\$11,506.00	(\$92,897.93)
16	CAPITAL OUTLAY	\$142,153.21	\$0.00	(\$200.00)	\$0.00	\$141,953.21
18	DRIVER TRAINING	\$5,341.77	\$210.00	\$0.00	\$0.00	\$5,551.77
24	FOOD SERVICE	(\$15,066.86)	\$1,130.38	(\$9,331.71)	\$9,331.71	(\$13,936.48)
26	PROFESSIONAL DEVELOPMENT FUND	(\$2,826.90)	\$0.00	(\$363.70)	\$148.70	(\$3,041.90)
30	SPECIAL EDUCATION	(\$90,946.03)	\$0.00	(\$42,783.78)	\$2,285.60	(\$131,444.21)
34	VOCATIONAL EDUCATION	(\$41,335.41)	\$1,195.08	(\$4,472.94)	\$4,231.91	(\$40,381.36)
35	GIFTS/GRANTS	\$52,564.61	\$0.00	\$0.00	\$0.00	\$52,564.61
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00
55	TEXTBOOK RENTAL	\$38,518.14	\$1,175.00	\$0.00	\$0.00	\$39,693.14
81	LIBRARY GRANT	\$911.02	\$0.00	\$0.00	\$0.00	\$911.02
85	KS COORDINATED SCHOOL HEALTH	\$1,958.14	\$0.00	\$0.00	\$0.00	\$1,958.14
Sub Total		\$551,774.87	\$4,989.62	(\$200,122.95)	\$150,164.83	\$506,806.37
Year						
Prior						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$551,774.87	\$4,989.62	(\$200,122.95)	\$150,164.83	\$506,806.37

Yes; Prior Year Ending Balance for Beginning Balance: No; Include

Encumbrances	Liabilities	Available
\$0.00	(\$20,344.97)	\$202,851.07
\$0.00	(\$4,724.07)	(\$46,790.67)
\$0.00	\$128,313.31	\$282,091.97
\$0.00	(\$4,507.89)	(\$18,539.63)
\$0.00	(\$11,506.00)	(\$104,403.93)
\$0.00	\$14,119.98	\$156,073.19
\$0.00	\$0.00	\$5,551.77
\$0.00	\$13,155.99	(\$780.49)
\$0.00	\$1,351.64	(\$1,690.26)
\$0.00	(\$2,285.60)	(\$133,729.81)
\$1,743.62	(\$1,645.97)	(\$40,283.71)
\$0.00	\$0.00	\$52,564.61
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$225,000.00
(\$3,861.00)	\$0.00	\$35,832.14
\$0.00	\$0.00	\$911.02
\$0.00	\$0.00	\$1,958.14
(\$2,117.38)	\$111,926.42	\$616,615.41
Encumbrances	Liabilities	Available
(\$287.16)	\$0.00	(\$287.16)
(\$27.90)	\$0.00	(\$27.90)
(\$315.06)	\$0.00	(\$315.06)
(\$2,432.44)	\$111,926.42	\$616,300.35

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2020 to 07/07/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
NVHS	Northern Valley High School							
A	ATHLETICS							
	1010		HIGH SCHOOL ATHLETICS	-1,082.91	12,815.26	8,730.30	6.12	3,008.17
	A Totals:			-1,082.91	12,815.26	8,730.30	6.12	3,008.17
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	6,370.32	2,953.25	2,760.89	349.44	6,912.12
	2020		KAY	758.21	2,662.00	1,750.96	0.00	1,669.25
	2050		HUSKY MUSIC CLUB	1,774.33	0.00	0.00	0.00	1,774.33
	2060		FFA	8,220.56	32,262.64	21,950.94	0.00	18,532.26
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	1,390.86	15,359.00	8,516.56	236.88	8,470.18
	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	3,578.00	1,504.96	0.00	2,362.86
	3050		Interactive Media	522.18	600.00	0.00	0.00	1,122.18
	FA		FACS	0.00	0.00	0.00	0.00	0.00
	B Totals:			21,028.27	57,686.89	36,484.31	586.32	42,817.17
C	GRADUATING CLASSES							
	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	0.00	-453.67	0.00
	3121		CLASS OF 2021	3,257.28	35.00	1,521.98	-23.00	1,747.30
	3122		CLASS OF 2022	1,864.44	13,168.05	10,903.35	-220.00	3,909.14
	3123		CLASS OF 2023-SENIORS	1,878.25	41.00	18.72	725.25	2,625.78
	3124		CLASS OF 2024-JUNIORS	0.00	3,496.00	62.52	0.00	3,433.48
	3126		CLASS OF 2026-FRESHMEN	0.00	0.00	0.00	0.00	0.00
	3127		Class Of 2027	0.00	0.00	0.00	0.00	0.00
	C Totals:			14,739.51	16,740.05	12,506.57	-1,046.11	17,926.88
D	DISTRICT MONIES							
	4020		HIGH SCHOOL PETTY CASH	1,125.00	0.00	0.00	0.00	1,125.00
	D Totals:			1,125.00	0.00	0.00	0.00	1,125.00
E	YEARBOOK							
	7000		YEARBOOK	14,668.37	6,806.00	5,827.61	268.67	15,915.43
	E Totals:			14,668.37	6,806.00	5,827.61	268.67	15,915.43

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2020 to 07/07/2021.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F								
	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	4,166.30	213.30	2,013.08	0.00	2,366.52
	7102		Unknown revenue from 2016-2017	0.00	0.00	0.00	0.00	0.00
	8011		Interest Paid To Account	351.98	67.00	0.00	0.00	418.98
			F Totals:	4,559.75	280.30	2,013.08	0.00	2,826.97
G								
	SALES TAX							
	8010		SALES TAX	-25.16	0.00	60.56	0.00	-85.72
			G Totals:	-25.16	0.00	60.56	0.00	-85.72
			NVHS Activity Totals:	55,012.83	94,328.50	65,622.43	-185.00	83,533.90
<hr/>								
		Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance	
				94,328.50	65,622.43			
		NVHS Bank Balances:		55,012.83	94,328.50	65,622.43	-185.00	83,533.90
<hr/>								
			Report Activity Totals:	55,012.83	94,328.50	65,622.43	-185.00	83,533.90

USD 212

Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Voucher Number	Bank Name	Account Number	Check Number
Hill City Track Meet	First National Bank & Trust	003174	64339
Vendor	PO Number	Invoice #	Account Code
Hill City High School	23-2479	Hill City Track Meet	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
KASB	First National Bank & Trust	003174	64340
Vendor	PO Number	Invoice #	Account Code
Kansas Assn Of School Boards	23-2480	KASB	06-2300-300-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
NCKSEC	First National Bank & Trust	003174	64341
Vendor	PO Number	Invoice #	Account Code
NCKSEC	23-2484	NCKSEC	30-1000-564-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Reimbursements	First National Bank & Trust	003174	64342
Vendor	PO Number	Invoice #	Account Code
Amber Brown	23-2485	Reimbursement	06-1000-890-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Reimbursements	First National Bank & Trust	003174	64343
Vendor	PO Number	Invoice #	Account Code
Jessie Thalheim	23-2486	Reimbursement	06-2720-626-00-05
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Sports 4/18-4/25	First National Bank & Trust	003174	64344
Vendor	PO Number	Invoice #	Account Code
Alma High School	23-2494	Sports 4/18-4/25	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

Sports 4/18-4/25	First National Bank & Trust	003174	64345
Vendor	PO Number	Invoice #	Account Code
Norton Community High School (NCHS)	23-2493	Sports 4/18-4/25	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Sports 4/18-4/25	First National Bank & Trust	003174	64346
Vendor	PO Number	Invoice #	Account Code
Osborne High School	23-2491	Sports 4/18-4/25	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Sports 4/18-4/25	First National Bank & Trust	003174	64347
Vendor	PO Number	Invoice #	Account Code
Wheatland High School	23-2492	Sports 4/18-4/25	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
JH Music Festival	First National Bank & Trust	003174	64348
Vendor	PO Number	Invoice #	Account Code
Belinda Thalheim	23-2505	JH Music Festival	06-1000-890-03-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64349
Vendor	PO Number	Invoice #	Account Code
City Of Long Island	23-2500	4/25/2023	08-2600-411-03-00
City Of Long Island	23-2500	4/25/2023	08-2600-412-03-00
City Of Long Island	23-2500	4/25/2023	08-2600-421-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64350
Vendor	PO Number	Invoice #	Account Code
Compton Plumbing	23-2495	4/25/2023	08-2600-430-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64351
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	23-2497	4/25/2023	16-1000-700-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

April Bills 2	First National Bank & Trust	003174	64352
Vendor	PO Number	Invoice #	Account Code
Harlan County Journal	23-2498	4/25/2023	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64353
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	23-2496	4/25/2023	08-1000-300-00-00
Hop-A-Long IT Services	23-2507	4252023	16-1000-700-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64354
Vendor	PO Number	Invoice #	Account Code
Nex-Tech Wireless, LLC	23-2502	4/25/2023	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
April Bills 2	First National Bank & Trust	003174	64355
Vendor	PO Number	Invoice #	Account Code
Windmill Farms LLC dba: Revival Lawn Care	23-2487	4/25/2023	08-2600-400-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
High School Track 4/28-5/2	First National Bank & Trust	003174	64356
Vendor	PO Number	Invoice #	Account Code
Logan High School	23-2513	High School Track 4/28-5/2	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
High School Track 4/28-5/2	First National Bank & Trust	003174	64357
Vendor	PO Number	Invoice #	Account Code
Quinter High School	23-2512	High School Track 4/28-5/2	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64365
Vendor	PO Number	Invoice #	Account Code
PLAINVILLE HIGH SCHOOL	23-2517	High School Athletics 5/4-5/5	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64366

Vendor	PO Number	Invoice #	Account Code
Rock Hills High School	23-2519	High School Athletics 5/4-5/5	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
High School Athletics 5/4-5/5	First National Bank & Trust	003174	64367
Vendor	PO Number	Invoice #	Account Code
Southern Valley Schools	23-2518	High School Athletics 5/4-5/5	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Ed Schurman	First National Bank & Trust	003174	64368
Vendor	PO Number	Invoice #	Account Code
Ed Schurman	23-2515	Ed Schurman	26-2200-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Varsity Golf 5/9/2023	First National Bank & Trust	003174	64387
Vendor	PO Number	Invoice #	Account Code
Phillipsburg High School	23-2532	5/2/2023	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bus Purchase	First National Bank & Trust	003174	64388
Vendor	PO Number	Invoice #	Account Code
Great Plains Resource, LLP	23-2533	5/2/2023	16-2700-700-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
State Forensics	First National Bank & Trust	003174	64389
Vendor	PO Number	Invoice #	Account Code
Hutchinson High School Debate	23-2534	State Forensics	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
VIN Inspection for new Bus	First National Bank & Trust	003174	64390
Vendor	PO Number	Invoice #	Account Code
Norton County Sheriff	23-2535	VIN Inspection for new Bus	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Title Transfer	First National Bank & Trust	003174	64391
Vendor	PO Number	Invoice #	Account Code
Norton County Treasurer	23-2536	Title Transfer	06-2720-890-00-17

Sub Total			
Voucher Number May Bills	Bank Name First National Bank & Trust	Account Number 003174	Check Number 64392
Vendor Advocate Of Phillips Co., The	PO Number 23-2528	Invoice # 27	Account Code 06-2300-590-00-02
Sub Total			
Voucher Number May Bills	Bank Name First National Bank & Trust	Account Number 003174	Check Number 64393
Vendor AFPLANSERV	PO Number 23-2503	Invoice # 1	Account Code 06-2300-300-00-00
Sub Total			
Voucher Number May Bills	Bank Name First National Bank & Trust	Account Number 003174	Check Number 64394
Vendor Almena Lumber & Supply	PO Number 23-2545	Invoice # 39	Account Code 06-2300-890-00-30
Almena Lumber & Supply	23-2545	39	06-2600-626-00-02
Almena Lumber & Supply	23-2545	39	06-2720-626-00-04
Almena Lumber & Supply	23-2545	39	06-2720-626-00-05
Almena Lumber & Supply	23-2545	39	06-2720-626-00-06
Almena Lumber & Supply	23-2545	39	06-2720-626-00-10
Almena Lumber & Supply	23-2545	39	06-2720-626-00-12
Almena Lumber & Supply	23-2545	39	06-2720-626-00-14
Almena Lumber & Supply	23-2545	39	06-2720-626-00-15
Almena Lumber & Supply	23-2545	39	06-2720-626-00-18
Almena Lumber & Supply	23-2545	39	06-2720-626-00-19
Almena Lumber & Supply	23-2545	39	06-2720-626-00-20
Almena Lumber & Supply	23-2545	39	06-2720-626-00-22
Sub Total			
Voucher Number May Bills	Bank Name First National Bank & Trust	Account Number 003174	Check Number 64395
Vendor Amber Brown	PO Number 23-2554	Invoice # 47	Account Code 06-2300-890-00-00
Sub Total			
Voucher Number May Bills	Bank Name First National Bank & Trust	Account Number 003174	Check Number 64396
Vendor Carquest	PO Number 23-2506	Invoice # 12	Account Code 34-1000-610-00-01
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64397
Vendor	PO Number	Invoice #	Account Code
City Of Almena	23-2523	21	08-2600-411-01-00
City Of Almena	23-2523	21	08-2600-411-02-00
City Of Almena	23-2523	21	08-2600-412-01-00
City Of Almena	23-2523	21	08-2600-412-02-00
City Of Almena	23-2523	21	08-2600-421-01-00
City Of Almena	23-2523	21	34-2600-411-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64398
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	23-2546	40	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64399
Vendor	PO Number	Invoice #	Account Code
cwpubonline	23-2504	11	06-1000-610-01-05
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64400
Vendor	PO Number	Invoice #	Account Code
Dealers First Financial L.L.C.	23-2552	44	16-1000-700-01-00
Dealers First Financial L.L.C.	23-2552	45	16-1000-700-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64401
Vendor	PO Number	Invoice #	Account Code
Domain Listings	23-2509	14	08-2200-300-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64402
Vendor	PO Number	Invoice #	Account Code
Downtown Car Wash	23-2489	7	06-2720-890-00-04
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64403

Vendor	PO Number	Invoice #	Account Code
E.G.A. Service Center	23-2530	30	06-2720-730-00-14
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64404
Vendor	PO Number	Invoice #	Account Code
Harris School Solutions	23-2510	15	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64405
Vendor	PO Number	Invoice #	Account Code
Hinklel Termite and Pest Control	23-2524	22	08-2600-425-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64406
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	23-2537	32	06-2300-700-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64407
Vendor	PO Number	Invoice #	Account Code
Island Insurance	23-2520	19	06-2300-529-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64408
Vendor	PO Number	Invoice #	Account Code
Jacobs Sales	23-2548	41	06-2600-626-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64409
Vendor	PO Number	Invoice #	Account Code
Jamboree Foods	23-2490	8	06-2400-890-00-00
Jamboree Foods	23-2490	8	24-3100-630-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64410
Vendor	PO Number	Invoice #	Account Code

Kowpoke Supply	23-2525	23	08-2600-430-00-01
Kowpoke Supply	23-2525	23	08-2600-430-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64411
Vendor	PO Number	Invoice #	Account Code
KSHSAA	23-2538	33	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64412
Vendor	PO Number	Invoice #	Account Code
Logan Laser and Printing	23-2516	18	06-2300-890-00-04
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64413
Vendor	PO Number	Invoice #	Account Code
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-03
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-08
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-10
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-14
Long Island Feed and Grain, LLC	23-2544	39	06-2720-626-00-18
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64414
Vendor	PO Number	Invoice #	Account Code
Lookout Books	23-2542	36	06-2200-640-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64415
Vendor	PO Number	Invoice #	Account Code
Loren Groening Piano Service	23-2501	2	06-1000-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64416
Vendor	PO Number	Invoice #	Account Code
Lou's Sporting Goods	23-2527	25	06-1000-890-03-01
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64417
Vendor	PO Number	Invoice #	Account Code
Marvin Gebhard	23-2481	May Bills	06-1000-890-00-02
Marvin Gebhard	23-2482	5/9	06-1000-890-00-02
Marvin Gebhard	23-2483	5	06-2300-890-00-30
Marvin Gebhard	23-2547	3	06-2300-890-00-30
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64418
Vendor	PO Number	Invoice #	Account Code
Matheson Tri-Gas Inc.	23-2508	13	34-1000-610-00-01
Matheson Tri-Gas Inc.	23-2553	46	34-1000-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64419
Vendor	PO Number	Invoice #	Account Code
Nex-Tech (Nex-Tech)	23-2526	23	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64420
Vendor	PO Number	Invoice #	Account Code
Northwest Kansas Educational Service Center	23-2499	4	06-1000-610-01-11
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64421
Vendor	PO Number	Invoice #	Account Code
Northwest Kansas Library System	23-2543	38	06-2200-640-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64422
Vendor	PO Number	Invoice #	Account Code
Northwestern Office Supplies	23-2522	20	06-1000-610-01-11
Northwestern Office Supplies	23-2522	20	06-1000-610-02-09
Northwestern Office Supplies	23-2522	20	06-1000-610-03-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64423

Vendor	PO Number	Invoice #	Account Code
Norton County Solid Waste	23-2541	35	08-2600-421-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64424
Vendor	PO Number	Invoice #	Account Code
Norton Telegram	23-2551	43	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64425
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	23-2539	34	08-2600-411-03-00
Ostmeyer Inc dba Culligan Soft Water Service	23-2550	43	08-2600-411-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64426
Vendor	PO Number	Invoice #	Account Code
Phillips County EMS	23-2540	35	06-2300-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64427
Vendor	PO Number	Invoice #	Account Code
Phillips County Review	23-2549	42	06-2300-590-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64428
Vendor	PO Number	Invoice #	Account Code
Renaissance	23-2529	29	06-1000-590-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64429
Vendor	PO Number	Invoice #	Account Code
Sawyer's Ace Hardware	23-2514	17	06-1000-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64430
Vendor	PO Number	Invoice #	Account Code

Smith Irrigation & Equipment	23-2511	16	08-2600-430-00-01
Smith Irrigation & Equipment	23-2511	16	08-2600-430-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64431
Vendor	PO Number	Invoice #	Account Code
Smoky Hill - USD 629	23-2488	6	06-2300-300-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills	First National Bank & Trust	003174	64432
Vendor	PO Number	Invoice #	Account Code
VISA (VISA1)	23-2531	31	06-1000-610-00-01
VISA (VISA1)	23-2531	31	06-1000-610-00-02
VISA (VISA1)	23-2531	31	06-1000-610-01-06
VISA (VISA1)	23-2531	31	06-1000-610-01-09
VISA (VISA1)	23-2531	31	06-1000-610-01-10
VISA (VISA1)	23-2531	31	06-1000-890-00-00
VISA (VISA1)	23-2531	31	06-1000-890-01-01
VISA (VISA1)	23-2531	31	06-1000-890-01-09
VISA (VISA1)	23-2531	31	06-2200-640-01-00
VISA (VISA1)	23-2531	31	06-2300-590-00-01
VISA (VISA1)	23-2531	31	06-2300-890-00-00
VISA (VISA1)	23-2531	31	06-2400-890-00-00
VISA (VISA1)	23-2531	31	06-2720-626-00-05
VISA (VISA1)	23-2531	31	06-2720-626-00-15
VISA (VISA1)	23-2531	31	26-2200-502-00-00
Sub Total			
Grand Total			

Payee	Amount	Type
Hill City High School	\$140.00	Accounts Payable
Description	Issue Date	Amount
High School Track Meet	04/11/2023	\$140.00
		\$140.00
Payee	Amount	Type
Kansas Assn Of School Boards	\$6,774.90	Accounts Payable
Description	Issue Date	Amount
Membership renewal	04/11/2023	\$6,774.90
		\$6,774.90
Payee	Amount	Type
NCKSEC	\$28,602.00	Accounts Payable
Description	Issue Date	Amount
Specail Education Coop Split	04/13/2023	\$28,602.00
		\$28,602.00
Payee	Amount	Type
Amber Brown	\$69.03	Accounts Payable
Description	Issue Date	Amount
Mileage Claim	04/17/2023	\$69.03
		\$69.03
Payee	Amount	Type
Jessie Thalheim	\$74.46	Accounts Payable
Description	Issue Date	Amount
Gas Reimbursement	04/17/2023	\$74.46
		\$74.46
Payee	Amount	Type
Alma High School	\$25.00	Accounts Payable
Description	Issue Date	Amount
Golf	04/17/2023	\$25.00
		\$25.00
Payee	Amount	Type

Norton Community High School (NCHS)	\$65.00	Accounts Payable
Description	Issue Date	Amount
Golf	04/17/2023	\$65.00
		\$65.00
Payee	Amount	Type
Osborne High School	\$120.00	Accounts Payable
Description	Issue Date	Amount
Track Meet	04/17/2023	\$120.00
		\$120.00
Payee	Amount	Type
Wheatland High School	\$45.00	Accounts Payable
Description	Issue Date	Amount
golf	04/17/2023	\$45.00
		\$45.00
Payee	Amount	Type
Belinda Thalheim	\$143.00	Accounts Payable
Description	Issue Date	Amount
Middle School Music Festival	04/25/2023	\$143.00
		\$143.00
Payee	Amount	Type
City Of Long Island	\$115.19	Accounts Payable
Description	Issue Date	Amount
0062	04/25/2023	\$54.00
0062	04/25/2023	\$40.19
0062	04/25/2023	\$21.00
		\$115.19
Payee	Amount	Type
Compton Plumbing	\$80.00	Accounts Payable
Description	Issue Date	Amount
778763	04/25/2023	\$80.00
		\$80.00
Payee	Amount	Type
Dealers First Financial L.L.C.	\$130.00	Accounts Payable
Description	Issue Date	Amount
178045	04/25/2023	\$130.00
		\$130.00
Payee	Amount	Type

Harlan County Journal	\$26.55	Accounts Payable
Description	Issue Date	Amount
57553	04/25/2023	\$26.55
		\$26.55
Payee	Amount	Type
Hop-A-Long IT Services	\$4,169.45	Accounts Payable
Description	Issue Date	Amount
1551	04/25/2023	\$686.48
1567	04/25/2023	\$3,482.97
		\$4,169.45
Payee	Amount	Type
Nex-Tech Wireless, LLC	\$102.40	Accounts Payable
Description	Issue Date	Amount
9695100	04/25/2023	\$102.40
		\$102.40
Payee	Amount	Type
Windmill Farms LLC dba: Revival Lawn Care	\$6,164.00	Accounts Payable
Description	Issue Date	Amount
949 and 950	04/25/2023	\$6,164.00
		\$6,164.00
Payee	Amount	Type
Logan High School	\$125.00	Accounts Payable
Description	Issue Date	Amount
High School Track	04/26/2023	\$125.00
		\$125.00
Payee	Amount	Type
Quinter High School	\$150.00	Accounts Payable
Description	Issue Date	Amount
High School Track	04/26/2023	\$150.00
		\$150.00
Payee	Amount	Type
PLAINVILLE HIGH SCHOOL	\$40.00	Accounts Payable
Description	Issue Date	Amount
JV Golf	04/27/2023	\$40.00
		\$40.00
Payee	Amount	Type
Rock Hills High School	\$120.00	Accounts Payable

Description	Issue Date	Amount
High School Track Meet	04/27/2023	\$120.00
		\$120.00
Payee	Amount	Type
Southern Valley Schools	\$50.00	Accounts Payable
Description	Issue Date	Amount
Varsity Golf	04/27/2023	\$50.00
		\$50.00
Payee	Amount	Type
Ed Schurman	\$1,218.20	Accounts Payable
Description	Issue Date	Amount
Tuition	04/27/2023	\$1,218.20
		\$1,218.20
Payee	Amount	Type
Phillipsburg High School	\$50.00	Accounts Payable
Description	Issue Date	Amount
Varsity Golf	05/02/2023	\$50.00
		\$50.00
Payee	Amount	Type
Great Plains Resource, LLP	\$14,250.00	Accounts Payable
Description	Issue Date	Amount
5/2/2023	05/02/2023	\$14,250.00
		\$14,250.00
Payee	Amount	Type
Hutchinson High School Debate	\$24.00	Accounts Payable
Description	Issue Date	Amount
Lunch Payment For State Forensics	05/03/2023	\$24.00
		\$24.00
Payee	Amount	Type
Norton County Sheriff	\$20.00	Accounts Payable
Description	Issue Date	Amount
VIN Inspection for new Bus	05/03/2023	\$20.00
		\$20.00
Payee	Amount	Type
Norton County Treasurer	\$28.75	Accounts Payable
Description	Issue Date	Amount
Title Transfer	05/03/2023	\$28.75

		\$28.75
Payee	Amount	Type
Advocate Of Phillips Co., The	\$81.40	Accounts Payable
Description	Issue Date	Amount
4/27/2023	05/09/2023	\$81.40
		\$81.40
Payee	Amount	Type
AFPLANSERV	\$14.00	Accounts Payable
Description	Issue Date	Amount
23033163020	05/09/2023	\$14.00
		\$14.00
Payee	Amount	Type
Almena Lumber & Supply	\$3,904.87	Accounts Payable
Description	Issue Date	Amount
4302023	05/09/2023	\$91.31
4302023	05/09/2023	\$75.87
4302023	05/09/2023	\$151.52
4302023	05/09/2023	\$143.89
4302023	05/09/2023	\$17.94
4302023	05/09/2023	\$43.79
4302023	05/09/2023	\$73.84
4302023	05/09/2023	\$380.00
4302023	05/09/2023	\$104.25
4302023	05/09/2023	\$1,368.50
4302023	05/09/2023	\$343.55
4302023	05/09/2023	\$354.83
4302023	05/09/2023	\$755.58
		\$3,904.87
Payee	Amount	Type
Amber Brown	\$93.85	Accounts Payable
Description	Issue Date	Amount
Board meetings and Cathy's Retirement	05/09/2023	\$93.85
		\$93.85
Payee	Amount	Type
Carquest	\$105.11	Accounts Payable
Description	Issue Date	Amount
Suburban 3	05/09/2023	\$105.11
		\$105.11

Payee	Amount	Type
City Of Almena	\$1,042.63	Accounts Payable
Description	Issue Date	Amount
4/27/2023	05/09/2023	\$95.20
4/27/2023	05/09/2023	\$224.40
4/27/2023	05/09/2023	\$70.28
4/27/2023	05/09/2023	\$141.41
4/27/2023	05/09/2023	\$400.00
4/27/2023	05/09/2023	\$111.34
		\$1,042.63

Payee	Amount	Type
ComplianceOne	\$30.80	Accounts Payable
Description	Issue Date	Amount
304295	05/09/2023	\$30.80
		\$30.80

Payee	Amount	Type
cwpubonline	\$119.00	Accounts Payable
Description	Issue Date	Amount
39853	05/09/2023	\$119.00
		\$119.00

Payee	Amount	Type
Dealers First Financial L.L.C.	\$920.00	Accounts Payable
Description	Issue Date	Amount
178484	05/09/2023	\$460.00
178484	05/09/2023	\$460.00
		\$920.00

Payee	Amount	Type
Domain Listings	\$288.00	Accounts Payable
Description	Issue Date	Amount
242-1848	05/09/2023	\$288.00
		\$288.00

Payee	Amount	Type
Downtown Car Wash	\$6.47	Accounts Payable
Description	Issue Date	Amount
1735	05/09/2023	\$6.47
		\$6.47

Payee	Amount	Type
E.G.A. Service Center	\$915.95	Accounts Payable

Description	Issue Date	Amount
103730	05/09/2023	\$915.95
		\$915.95
Payee	Amount	Type
Harris School Solutions	\$958.80	Accounts Payable
Description	Issue Date	Amount
Datxt0001401 and Haptxt0001112	05/09/2023	\$958.80
		\$958.80
Payee	Amount	Type
Hinklel Termite and Pest Control	\$106.09	Accounts Payable
Description	Issue Date	Amount
15545	05/09/2023	\$106.09
		\$106.09
Payee	Amount	Type
Hop-A-Long IT Services	\$5,726.18	Accounts Payable
Description	Issue Date	Amount
1577	05/09/2023	\$5,726.18
		\$5,726.18
Payee	Amount	Type
Island Insurance	\$170.00	Accounts Payable
Description	Issue Date	Amount
Bond For Kacie Yocum	05/09/2023	\$170.00
		\$170.00
Payee	Amount	Type
Jacobs Sales	\$192.00	Accounts Payable
Description	Issue Date	Amount
Lawn mower	05/09/2023	\$192.00
		\$192.00
Payee	Amount	Type
Jamboree Foods	\$33.74	Accounts Payable
Description	Issue Date	Amount
4142023	05/09/2023	\$20.18
4142023	05/09/2023	\$13.56
		\$33.74
Payee	Amount	Type
Kowpoke Supply	\$550.01	Accounts Payable
Description	Issue Date	Amount

5/1/2023	05/09/2023	\$121.22
5/1/2023	05/09/2023	\$428.79
		\$550.01
Payee	Amount	Type
KSHSAA	\$36.00	Accounts Payable
Description	Issue Date	Amount
23-6905	05/09/2023	\$36.00
		\$36.00
Payee	Amount	Type
Logan Laser and Printing	\$40.00	Accounts Payable
Description	Issue Date	Amount
4/24/2023	05/09/2023	\$40.00
		\$40.00
Payee	Amount	Type
Long Island Feed and Grain, LLC	\$898.37	Accounts Payable
Description	Issue Date	Amount
38243	05/09/2023	\$64.09
38243	05/09/2023	\$173.43
38243	05/09/2023	\$337.50
38243	05/09/2023	\$173.72
38243	05/09/2023	\$149.63
		\$898.37
Payee	Amount	Type
Lookout Books	\$344.85	Accounts Payable
Description	Issue Date	Amount
ARU0353750	05/09/2023	\$344.85
		\$344.85
Payee	Amount	Type
Loren Groening Piano Service	\$360.00	Accounts Payable
Description	Issue Date	Amount
035238 and 035239	05/09/2023	\$360.00
		\$360.00
Payee	Amount	Type
Lou's Sporting Goods	\$156.30	Accounts Payable
Description	Issue Date	Amount
APC745275-AX0	05/09/2023	\$156.30
		\$156.30

Payee	Amount	Type
Marvin Gebhard	\$118.86	Accounts Payable
Description	Issue Date	Amount
KSHSAA Mtg.	05/09/2023	\$20.00
WKLL Music Concert	05/09/2023	\$20.00
Fuel Reimbursement Car 30	05/09/2023	\$30.97
Fuel reimbursement	05/09/2023	\$47.89
		\$118.86
Payee	Amount	Type
Matheson Tri-Gas Inc.	\$226.86	Accounts Payable
Description	Issue Date	Amount
0028697695-00	05/09/2023	\$23.31
270007	05/09/2023	\$203.55
		\$226.86
Payee	Amount	Type
Nex-Tech (Nex-Tech)	\$89.00	Accounts Payable
Description	Issue Date	Amount
5/1/2023	05/09/2023	\$89.00
		\$89.00
Payee	Amount	Type
Northwest Kansas Educational Service Center	\$78.00	Accounts Payable
Description	Issue Date	Amount
022597 and 022605	05/09/2023	\$78.00
		\$78.00
Payee	Amount	Type
Northwest Kansas Library System	\$32.46	Accounts Payable
Description	Issue Date	Amount
2441	05/09/2023	\$32.46
		\$32.46
Payee	Amount	Type
Northwestern Office Supplies	\$1,485.49	Accounts Payable
Description	Issue Date	Amount
4/28/2023	05/09/2023	\$573.87
4/28/2023	05/09/2023	\$603.51
4/28/2023	05/09/2023	\$308.11
		\$1,485.49
Payee	Amount	Type
Norton County Solid Waste	\$23.20	Accounts Payable

Description	Issue Date	Amount
63079	05/09/2023	\$23.20
		\$23.20
Payee	Amount	Type
Norton Telegram	\$388.95	Accounts Payable
Description	Issue Date	Amount
3/15-4/26	05/09/2023	\$388.95
		\$388.95
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$90.25	Accounts Payable
Description	Issue Date	Amount
4/30/2023	05/09/2023	\$48.75
Long Island School	05/09/2023	\$41.50
		\$90.25
Payee	Amount	Type
Phillips County EMS	\$191.16	Accounts Payable
Description	Issue Date	Amount
4/21/2023	05/09/2023	\$191.16
		\$191.16
Payee	Amount	Type
Phillips County Review	\$208.66	Accounts Payable
Description	Issue Date	Amount
Janitor wanted ads	05/09/2023	\$208.66
		\$208.66
Payee	Amount	Type
Renaissance	\$10.28	Accounts Payable
Description	Issue Date	Amount
5283739	05/09/2023	\$10.28
		\$10.28
Payee	Amount	Type
Sawyer's Ace Hardware	\$93.60	Accounts Payable
Description	Issue Date	Amount
76640	05/09/2023	\$93.60
		\$93.60
Payee	Amount	Type
Smith Irrigation & Equipment	\$1,963.01	Accounts Payable
Description	Issue Date	Amount

129 And 130	05/09/2023	\$1,046.77
129 And 130	05/09/2023	\$916.24
		\$1,963.01
Payee	Amount	Type
Smoky Hill - USD 629	\$2,176.40	Accounts Payable
Description	Issue Date	Amount
23-01058	05/09/2023	\$2,176.40
		\$2,176.40
Payee	Amount	Type
VISA (VISA1)	\$3,882.63	Accounts Payable
Description	Issue Date	Amount
4/21/2023	05/09/2023	\$152.18
4/21/2023	05/09/2023	\$64.98
4/21/2023	05/09/2023	\$903.85
4/21/2023	05/09/2023	\$357.94
4/21/2023	05/09/2023	\$117.59
4/21/2023	05/09/2023	\$29.02
4/21/2023	05/09/2023	\$934.38
4/21/2023	05/09/2023	\$47.64
4/21/2023	05/09/2023	\$9.69
4/21/2023	05/09/2023	\$9.96
4/21/2023	05/09/2023	\$405.28
4/21/2023	05/09/2023	\$520.46
4/21/2023	05/09/2023	\$159.47
4/21/2023	05/09/2023	\$154.30
4/21/2023	05/09/2023	\$15.89
		\$3,882.63
		\$91,075.16

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Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Check Date	Check Number	Payee	Type	Amount
	64392	Advocate Of Phillips Co., The	Accounts Payable	\$81.40
	64393	AFPLANSERV	Accounts Payable	\$14.00
	64394	Almena Lumber & Supply	Accounts Payable	\$3,904.87
	64395	Amber Brown	Accounts Payable	\$93.85
	64396	Carquest	Accounts Payable	\$105.11
	64397	City Of Almena	Accounts Payable	\$1,042.63
	64398	ComplianceOne	Accounts Payable	\$30.80
	64399	cwpubonline	Accounts Payable	\$119.00
	64400	Dealers First Financial L.L.C.	Accounts Payable	\$920.00
	64401	Domain Listings	Accounts Payable	\$288.00
	64402	Downtown Car Wash	Accounts Payable	\$6.47
	64403	E.G.A. Service Center	Accounts Payable	\$915.95
	64404	Harris School Solutions	Accounts Payable	\$958.80
	64405	Hinkle Termite and Pest Control	Accounts Payable	\$106.09
	64406	Hop-A-Long IT Services	Accounts Payable	\$5,726.18
	64407	Island Insurance	Accounts Payable	\$170.00
	64408	Jacobs Sales	Accounts Payable	\$192.00
	64409	Jamboree Foods	Accounts Payable	\$33.74
	64410	Kowpoke Supply	Accounts Payable	\$550.01
	64411	KSHSAA	Accounts Payable	\$36.00
	64412	Logan Laser and Printing	Accounts Payable	\$40.00
	64413	Long Island Feed and Grain, LLC	Accounts Payable	\$898.37
	64414	Lookout Books	Accounts Payable	\$344.85
	64415	Loren Groening Piano Service	Accounts Payable	\$360.00
	64416	Lou's Sporting Goods	Accounts Payable	\$156.30
	64417	Marvin Gebhard	Accounts Payable	\$118.86
	64418	Matheson Tri-Gas Inc.	Accounts Payable	\$226.86
	64419	Nex-Tech (Nex-Tech)	Accounts Payable	\$89.00
	64420	Northwest Kansas Educational Service Center	Accounts Payable	\$78.00
	64421	Northwest Kansas Library System	Accounts Payable	\$32.46
	64422	Northwestern Office Supplies	Accounts Payable	\$1,485.49
	64423	Norton County Solid Waste	Accounts Payable	\$23.20
	64424	Norton Telegram	Accounts Payable	\$388.95
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$90.25
	64426	Phillips County EMS	Accounts Payable	\$191.16
	64427	Phillips County Review	Accounts Payable	\$208.66
	64428	Renaissance	Accounts Payable	\$10.28

	64429	Sawyer's Ace Hardware	Accounts Payable	\$93.60
	64430	Smith Irrigation & Equipment	Accounts Payable	\$1,963.01
	64431	Smoky Hill - USD 629	Accounts Payable	\$2,176.40
	64432	VISA (VISA1)	Accounts Payable	\$3,882.63
04/11/2023	64339	Hill City High School	Accounts Payable	\$140.00
04/11/2023	64340	Kansas Assn Of School Boards	Accounts Payable	\$6,774.90
04/13/2023	64341	NCKSEC	Accounts Payable	\$28,602.00
04/17/2023	64342	Amber Brown	Accounts Payable	\$69.03
04/17/2023	64343	Jessie Thalheim	Accounts Payable	\$74.46
04/17/2023	64344	Alma High School	Accounts Payable	\$25.00
04/17/2023	64345	Norton Community High School (NCHS)	Accounts Payable	\$65.00
04/17/2023	64346	Osborne High School	Accounts Payable	\$120.00
04/17/2023	64347	Wheatland High School	Accounts Payable	\$45.00
04/25/2023	64348	Belinda Thalheim	Accounts Payable	\$143.00
04/25/2023	64349	City Of Long Island	Accounts Payable	\$115.19
04/25/2023	64350	Compton Plumbing	Accounts Payable	\$80.00
04/25/2023	64351	Dealers First Financial L.L.C.	Accounts Payable	\$130.00
04/25/2023	64352	Harlan County Journal	Accounts Payable	\$26.55
04/25/2023	64353	Hop-A-Long IT Services	Accounts Payable	\$4,169.45
04/25/2023	64354	Nex-Tech Wireless, LLC	Accounts Payable	\$102.40
04/25/2023	64355	Windmill Farms LLC dba: Revival Lawn Care	Accounts Payable	\$6,164.00
04/26/2023	64356	Logan High School	Accounts Payable	\$125.00
04/26/2023	64357	Quinter High School	Accounts Payable	\$150.00
04/27/2023	64365	PLAINVILLE HIGH SCHOOL	Accounts Payable	\$40.00
04/27/2023	64366	Rock Hills High School	Accounts Payable	\$120.00
04/27/2023	64367	Southern Valley Schools	Accounts Payable	\$50.00
04/27/2023	64368	Ed Schurman	Accounts Payable	\$1,218.20
05/02/2023	64387	Phillipsburg High School	Accounts Payable	\$50.00
05/02/2023	64388	Great Plains Resource, LLP	Accounts Payable	\$14,250.00
05/03/2023	64389	Hutchinson High School Debate	Accounts Payable	\$24.00
05/03/2023	64390	Norton County Sheriff	Accounts Payable	\$20.00
05/03/2023	64391	Norton County Treasurer	Accounts Payable	\$28.75
Sub Total				\$91,075.16

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Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 04/11/2023; End Date: 05/10/2023; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 5/9/2023 2:26:32 PM

Check Date	Check Number	Payee	Description	Type
	64392	Advocate Of Phillips Co., The	Inv: 27	Accounts Payable
	64393	AFPLANSERV	Inv: 1	Accounts Payable
04/17/2023	64344	Alma High School	Inv: Sports 4/18-4/25	Accounts Payable
	64394	Almena Lumber & Supply	Inv: 39	Accounts Payable
	64395	Amber Brown	Inv: 47	Accounts Payable
04/17/2023	64342	Amber Brown	Inv: Reimbursement	Accounts Payable
04/25/2023	64348	Belinda Thalheim	Inv: JH Music Festival	Accounts Payable
	64396	Carquest	Inv: 12	Accounts Payable
	64397	City Of Almena	Inv: 21	Accounts Payable
04/25/2023	64349	City Of Long Island	Inv: 4/25/2023	Accounts Payable
	64398	ComplianceOne	Inv: 40	Accounts Payable
04/25/2023	64350	Compton Plumbing	Inv: 4/25/2023	Accounts Payable
	64399	cwpubonline	Inv: 11	Accounts Payable
	64400	Dealers First Financial L.L.C.	Inv: 44	Accounts Payable
	64400	Dealers First Financial L.L.C.	Inv: 45	Accounts Payable
04/25/2023	64351	Dealers First Financial L.L.C.	Inv: 4/25/2023	Accounts Payable
	64401	Domain Listings	Inv: 14	Accounts Payable
	64402	Downtown Car Wash	Inv: 7	Accounts Payable
	64403	E.G.A. Service Center	Inv: 30	Accounts Payable
04/27/2023	64368	Ed Schurman	Inv: Ed Schurman	Accounts Payable
05/02/2023	64388	Great Plains Resource, LLP	Inv: 5/2/2023	Accounts Payable
04/25/2023	64352	Harlan County Journal	Inv: 4/25/2023	Accounts Payable
	64404	Harris School Solutions	Inv: 15	Accounts Payable
04/11/2023	64339	Hill City High School	Inv: Hill City Track Meet	Accounts Payable
	64405	Hinklel Termite and Pest Control	Inv: 22	Accounts Payable
	64406	Hop-A-Long IT Services	Inv: 32	Accounts Payable
04/25/2023	64353	Hop-A-Long IT Services	Inv: 4/25/2023	Accounts Payable
04/25/2023	64353	Hop-A-Long IT Services	Inv: 4252023	Accounts Payable
05/03/2023	64389	Hutchinson High School Debate	Inv: State Forensics	Accounts Payable
	64407	Island Insurance	Inv: 19	Accounts Payable
	64408	Jacobs Sales	Inv: 41	Accounts Payable
	64409	Jamboree Foods	Inv: 8	Accounts Payable
04/17/2023	64343	Jessie Thalheim	Inv: Reimbursement	Accounts Payable
04/11/2023	64340	Kansas Assn Of School Boards	Inv: KASB	Accounts Payable
	64410	Kowpoke Supply	Inv: 23	Accounts Payable
	64411	KSHSAA	Inv: 33	Accounts Payable
04/26/2023	64356	Logan High School	Inv: High School Track 4/28-5/2	Accounts Payable

	64412	Logan Laser and Printing	Inv: 18	Accounts Payable
	64413	Long Island Feed and Grain, LLC	Inv: 39	Accounts Payable
	64414	Lookout Books	Inv: 36	Accounts Payable
	64415	Loren Groening Piano Service	Inv: 2	Accounts Payable
	64416	Lou's Sporting Goods	Inv: 25	Accounts Payable
	64417	Marvin Gebhard	Inv: 3	Accounts Payable
	64417	Marvin Gebhard	Inv: 5	Accounts Payable
	64417	Marvin Gebhard	Inv: 5/9	Accounts Payable
	64417	Marvin Gebhard	Inv: May Bills	Accounts Payable
	64418	Matheson Tri-Gas Inc.	Inv: 13	Accounts Payable
	64418	Matheson Tri-Gas Inc.	Inv: 46	Accounts Payable
04/13/2023	64341	NCKSEC	Inv: NCKSEC	Accounts Payable
	64419	Nex-Tech (Nex-Tech)	Inv: 23	Accounts Payable
04/25/2023	64354	Nex-Tech Wireless, LLC	Inv: 4/25/2023	Accounts Payable
	64420	Northwest Kansas Educational Service Center	Inv: 4	Accounts Payable
	64421	Northwest Kansas Library System	Inv: 38	Accounts Payable
	64422	Northwestern Office Supplies	Inv: 20	Accounts Payable
04/17/2023	64345	Norton Community High School (NCHS)	Inv: Sports 4/18-4/25	Accounts Payable
05/03/2023	64390	Norton County Sheriff	Inv: VIN Inspection for new Bus	Accounts Payable
	64423	Norton County Solid Waste	Inv: 35	Accounts Payable
05/03/2023	64391	Norton County Treasurer	Inv: Title Transfer	Accounts Payable
	64424	Norton Telegram	Inv: 43	Accounts Payable
04/17/2023	64346	Osborne High School	Inv: Sports 4/18-4/25	Accounts Payable
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 34	Accounts Payable
	64425	Ostmeyer Inc dba Culligan Soft Water Service	Inv: 43	Accounts Payable
	64426	Phillips County EMS	Inv: 35	Accounts Payable
	64427	Phillips County Review	Inv: 42	Accounts Payable
05/02/2023	64387	Phillipsburg High School	Inv: 5/2/2023	Accounts Payable
04/27/2023	64365	PLAINVILLE HIGH SCHOOL	Inv: High School Athletics 5/4-5/5	Accounts Payable
04/26/2023	64357	Quinter High School	Inv: High School Track 4/28-5/2	Accounts Payable
	64428	Renaissance	Inv: 29	Accounts Payable
04/27/2023	64366	Rock Hills High School	Inv: High School Athletics 5/4-5/5	Accounts Payable
	64429	Sawyer's Ace Hardware	Inv: 17	Accounts Payable
	64430	Smith Irrigation & Equipment	Inv: 16	Accounts Payable
	64431	Smoky Hill - USD 629	Inv: 6	Accounts Payable
04/27/2023	64367	Southern Valley Schools	Inv: High School Athletics 5/4-5/5	Accounts Payable
	64432	VISA (VISA1)	Inv: 31	Accounts Payable
04/17/2023	64347	Wheatland High School	Inv: Sports 4/18-4/25	Accounts Payable
04/25/2023	64355	Windmill Farms LLC dba: Revival Lawn Care	Inv: 4/25/2023	Accounts Payable
	Sub Total			

Amount
\$81.40
\$14.00
\$25.00
\$3,904.87
\$93.85
\$69.03
\$143.00
\$105.11
\$1,042.63
\$115.19
\$30.80
\$80.00
\$119.00
\$460.00
\$460.00
\$130.00
\$288.00
\$6.47
\$915.95
\$1,218.20
\$14,250.00
\$26.55
\$958.80
\$140.00
\$106.09
\$5,726.18
\$686.48
\$3,482.97
\$24.00
\$170.00
\$192.00
\$33.74
\$74.46
\$6,774.90
\$550.01
\$36.00
\$125.00

\$40.00
\$898.37
\$344.85
\$360.00
\$156.30
\$47.89
\$30.97
\$20.00
\$20.00
\$23.31
\$203.55
\$28,602.00
\$89.00
\$102.40
\$78.00
\$32.46
\$1,485.49
\$65.00
\$20.00
\$23.20
\$28.75
\$388.95
\$120.00
\$48.75
\$41.50
\$191.16
\$208.66
\$50.00
\$40.00
\$150.00
\$10.28
\$120.00
\$93.60
\$1,963.01
\$2,176.40
\$50.00
\$3,882.63
\$45.00
\$6,164.00
\$91,075.16

NORTHERN VALLEY USD#212

512 W. Bryant PO Box 217

Almena, KS 67622

Email: ktharman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT

Name (Last Name First) Brands John Foster		City Number 4570	
Present Address 500 Washington Street	City Almena	State KS	Zip 67622
Present Address	City	State	Zip
Are 18 Years Old Or Older? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Phone 786-669-7065		

Desired Employment

Position Summer help/projects		Date You Can Start June 1
Are You Employed Now? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If So May We Contact You Current Employer? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Have You Ever Worked For Northern Valley USD212 Before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO	When? Summer of 2021	What Position Did You Hold? Summer help/custodian
Reason For Leaving		
Name Of Last Supervisor At Northern Valley USD212 Ken Tharman		

High School

Name And Location of School Northern Valley High School	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Not, GED <input type="checkbox"/> Yes <input type="checkbox"/> No
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Post Secondary Education

Name and Location of School	Credits Earned	Degree	Major
Kansas State University - Manhattan, Kansas	TBD	TBD	Marketing

General

Special Training or Skills Relevant to This Position
Have been hired in this position before. Painting skills, hands-on skills, I am familiar with tools and technology required in this position.

1. Have you ever been convicted of, or currently charged with, a crime other than a minor traffic violation?
 Yes No
2. Have you ever been charged with a crime involving dishonesty? Yes No
3. Have you ever been charged with a crime involving a controlled substance? Yes No
4. Have you ever been involved with a crime involving a child? Yes No
5. Have you ever entered into a diversion agreement after being charged with any crime described in questions 1 - 4 above? Yes No
6. Are criminal charges pending against you in any state involving any of the offenses described in questions 1 - 4 above? Yes No

Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

Name of Previous Employer Ken Tharman/Noah Hansen - Northern Valley High School			
Address 512 W Bryant Street		City Almena	State KS
Zip 67622			
Start Date June 1	End Date August 1	Job Title Custodian/summer help	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) \$10 a hour	Ending Salary (Please Indicate Yearly / Weekly / Hourly) \$10 a hour	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> yes <input type="checkbox"/> No	
Name Of Supervisor Ken Tharman		Title Superintendent of Northern Valley High	Phone 785-669-2445
Duties			
Reason For Leaving Had to leave due to school's policy regarding returning for education.			

Name of Previous Employer			
Address		City	State
Zip			
Start Date	End Date	Job Title	
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name Of Supervisor		Title	Phone
Duties			
Reason For Leaving			

Name of Previous Employer			
Address		City	State
Zip			

Start Date	End Date	Job Title		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor		Title	Phone	
Duties				
Reason For Leaving				

Name of Previous Employer				
Address		City	State	Zip
Start Date	End Date	Job Title		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor		Title	Phone	
Duties				
Reason For Leaving				

References

PLEASE PROVIDE NAMES OF THREE INDIVIDUALS WHO ARE NOT RELATED TO YOU AND YOU HAVE KNOWN AT LEAST THREE YEARS

Name	Address	Title	Phone
Scott Ellis	Norton, Kansas	American Legion Baseball Coach	785-871-0578
Rick Green	Norton, Kansas	K-18 Baseball Coach	785-871-1548
Amy McKinney	Rural Route - Almena, Kansas	Bible-Study Class Instructor	785-531-0137

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL, I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION, I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT COIHRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE,"

Signature John Foster Brands 	Date May 25, 2023
---	----------------------

You will be required to sign them application when you are interviewed for this position.

NORTHERN VALLEY USD#212

512 W. Bryant PO Box 217

Almena, KS 67622

Email: ktharman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT



Name (Last Name First) Logemann, Terry		Security Number -6691	
Present Address 314 West Ave	City Norton	State KS	Zip 67654
Present Address 314 West Ave	City Norton	State KS	Zip 67654
Are 18 Years Old Or Older? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Phone		

Desired Employment

Position Summer Custodian		Date You Can Start 06/05/2023
Are You Employed Now? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If So May We Contact You Current Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO	
Have You Ever Worked For Northern Valley USD212 Before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO	When? Summer 2018	What Position Did You Hold? Summer Custodian
Reason For Leaving		
Name Of Last Supervisor At Northern Valley USD212 Ken Tharman		

High School

Name And Location of School Corning Community High School, Corning, IA	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Not, GED <input type="checkbox"/> Yes <input type="checkbox"/> No
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Post Secondary Education

Name and Location of School	Credits Earned	Degree	Major
Grand Canyon Univ. Pheonix, AZ		Masters	Spec Ed
NWMSU, Maryville, MO		Bachors in Science	Elem Ed

General

Special Training or Skills Relevant to This Position Summer custodian for Northern Valley 2018

1. Have you ever been convicted of, or currently charged with, a crime other than a minor traffic violation?
 Yes No
2. Have you ever been charged with a crime involving dishonesty? Yes No
3. Have you ever been charged with a crime involving a controlled substance? Yes No
4. Have you ever been involved with a crime involving a child? Yes No
5. Have you ever entered into a diversion agreement after being charged with any crime described in questions 1 - 4 above? Yes No
6. Are criminal charges pending against you in any state involving any of the offenses described in questions 1 - 4 above? Yes No

Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

Name of Previous Employer NCKSEC / Northern Valley School District			
Address 205 F St Suite 235		City Phillipsburg,	State KS
		Zip 67661	
Start Date 08/04/2016	End Date Presently employed	Job Title 5-12 Interrelated Teacher	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) \$40,152 yearly	Ending Salary (Please Indicate Yearly / Weekly / Hourly) \$48,962 yearly	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name Of Supervisor Cher Greving / Ken Tharman		Title Special Education Director	Phone 785-543-2149
Duties Completing and scheduling IEP meetings, helping students work towards their IEP goals			
Reason For Leaving Presently employed			

Name of Previous Employer NWKESC			
Address 703 W 2nd St		City Oakley	State KS
		Zip 67748	
Start Date 07/17/2014	End Date 07/2016	Job Title grades 1-6 Special Education Teacher	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) \$37,271 yearly	Ending Salary (Please Indicate Yearly / Weekly / Hourly) \$37,708	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name Of Supervisor Kathy Kersenbrock-Ostmeyer		Title Director of Special Education	Phone (785) 672-3125
Duties Completing and scheduling IEP meetings, helping students work towards their IEP goals			
Reason For Leaving To seek employment closer to home			

Name of Previous Employer Northwest Arctic Borough School District			
Address P.O. Box 51		City Kotzebue	State AK
		Zip 99752	

Start Date 07/01/2013	End Date 07/30/2014	Job Title G.S./M.S. Special Education Teacher	
Starting Salary (Please Indicate Yearly / Weekly / Hourly) \$58,000 yearly	Ending Salary (Please Indicate Yearly / Weekly / Hourly) \$58,000 yearly	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name Of Supervisor	Title G.S., M.S. H.S. principal	Phone 907/442-1800	
Duties Scheduling meetings and implimenting IEPs for students with reading & math disabilities			
Reason For Leaving To seek eimployment closer to family			

Name of Previous Employer Des Moines Public School District				
Address 2100 Fleur Dr		City Des Moines	State IA	Zip 50309
Start Date 08/2009	End Date	Job Title G.S./M.S. substitute teacher		
Starting Salary (Please Indicate Yearly / Weekly / Hourly) \$120 day	Ending Salary (Please Indicate Yearly / Weekly / Hourly) 120 day	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name Of Supervisor Varied with school	Title Principal	Phone (515) 242-7911		
Duties Following and implementing lesson plans left by full time teacher				
Reason For Leaving To seek full time teaching position				

References

PLEASE PROVIDE NAMES OF THREE INDIVIDUALS WHO ARE NOT RELATED TO YOU AND YOU HAVE KNOWN AT LEAST THREE YEARS

Name	Address	Title	Phone
Ken Tharman	Almena, KS High School	Principal/Superintendent	785-669-2445
Marvin Gebhard	Long Island, KS Middle School	G.S / M.S. Principal	(785) 854-7681
Cher Graving	Phillipsburg, KS	Special Education Director	785-543-2149

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL, I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION, I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT COIHRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE,"

Signature Terry Logemann	Date 05/28/2023
-----------------------------	--------------------

You will be required to sign them application when you are interviewed for this position.

NORTHERN VALLEY USD#212

512 W. Bryant PO Box 217

Almena, KS 67622

Email: ktharman@nvhuskies.org

Personal Information

APPLICATION FOR EMPLOYMENT

Name (Last Name First) Van Kooten-Tharman, ElleAnna		Social Security Number 810-119-6536	
Present Address 174 W. 800 Road		City Long Island	State KS
Present Address		City	Zip 67647
Are 18 Years Old Or Older? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Phone	

Desired Employment

Position Summer Help		Date You Can Start May 22, 2023	
Are You Employed Now? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		If So May We Contact You Current Employer? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Have You Ever Worked For Northern Valley USD212 Before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		When?	What Position Did You Hold?
Reason For Leaving			
Name Of Last Supervisor At Northern Valley USD212			

High School

Name And Location of School Northern Valley High School, Almena, KS	Diploma <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Not, GED <input type="checkbox"/> Yes <input type="checkbox"/> No
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Post Secondary Education

Name and Location of School	Credits Earned	Degree	Major

General

Special Training or Skills Relevant to This Position
Detail oriented; Good at following instructions; Have a driver's license; Know how to operate a lawn mower and other equipment

1. Have you ever been convicted of, or currently charged with, a crime other than a minor traffic violation?
 Yes No
2. Have you ever been charged with a crime involving dishonesty? Yes No
3. Have you ever been charged with a crime involving a controlled substance? Yes No
4. Have you ever been involved with a crime involving a child? Yes No
5. Have you ever entered into a diversion agreement after being charged with any crime described in questions 1 - 4 above? Yes No
6. Are criminal charges pending against you in any state involving any of the offenses described in questions 1 - 4 above? Yes No

Employment History

LIST BELOW START WITH THE MOST RECENT EMPLOYER

Name of Previous Employer Colonial Villa - Good Samaritan Society, Alma				
Address 914 N. Brown Avenue		City Alma	State NE	Zip 68920
Start Date Nov. 19, 2021	End Date April, 2023	Job Title Dietary Assistant		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor Michelle Zerr/Twila Hays		Title Dietary Manager	Phone +1(609)920-6674 / +1(308)920-1335	
Duties set tables, do dishes, prep meals, clean				
Reason For Leaving Scheduling issues				

Name of Previous Employer				
Address		City	State	Zip
Start Date	End Date	Job Title		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor		Title	Phone	
Duties				
Reason For Leaving				

Name of Previous Employer				
Address		City	State	Zip

Start Date	End Date	Job Title	
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name Of Supervisor	Title	Phone	
Duties			
Reason For Leaving			

Name of Previous Employer				
Address		City	State	Zip
Start Date	End Date	Job Title		
Starting Salary (Please Indicate Yearly / Weekly / Hourly)	Ending Salary (Please Indicate Yearly / Weekly / Hourly)	May We Contact Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name Of Supervisor	Title	Phone		
Duties				
Reason For Leaving				

References

PLEASE PROVIDE NAMES OF THREE INDIVIDUALS WHO ARE NOT RELATED TO YOU AND YOU HAVE KNOWN AT LEAST THREE YEARS

Name <i>Pat Hammond</i>	Address	Title	Phone <i>+(785)854-8031</i>
Name <i>Emily Lowry</i>	Address	Title <i>Math Teacher for NV</i>	Phone <i>(285)567-6037</i>
Name <i>Twila Hays</i>	Address	Title	Phone <i>+(308)920-1335</i>

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION, I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT COIHRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE,"

Signature <i>Elle Anna Thorman</i>	Date <i>05/18/2023</i>
------------------------------------	------------------------

You will be required to sign them application when you are interviewed for this position.

BILL VONLINTEL
785 259 1331 - Cell

Email - vonlintel@KansasOriginalFlooring.com
30+ YEARS COMBINED EXPERIENCE

KANSAS ORIGINAL FLOORING & REFINISHING LLC
Quality materials. Professional installation. Superior results!
COMPETITIVE PRICES
FREE ESTIMATES

★ 205 WEST 38TH
HAYS KANSAS 67601 785 621 4677 - Office 785 621 4703 - Fax
—www.kansasoriginalflooring.com

- Maintenance Coats -
- Game Lines -
- Artwork -
* Core boring for VOLLEYBALL Standards *
- Repair / Installation -

BEN VONLINTEL
785-656-3655 - Cell

SERVING ALL OF KANSAS

3/24/2023

Ken Tharman - Superintendent

QUOTE

USD 212

PO Box 217

Almena KS 67622

Fax - 785-669-2263 Phone - 785 669 2445

Re: Maintenance coats 2022

Procedure for maintenance coating process:

We will clean the floor with our auto scrubber using random orbit technology in combination with super shine all cleaning agents and surface prep pads. We will further dry pad the floor with surface prep pads, vacuum and tack. We will apply first coat of **MFMA Approved Hillyard Basecoat 2** and allow to dry. We will tack floor and apply second coat of **MFMA Approved Hillyard 1907** water base finish.

Maintenance Coat Base Bid High School

The following price of **\$2,750** is our bid for work. This includes materials and labor. All to be done on **6,900 sq. ft.** existing flooring.

Maintenance Coat Base Bid Long Island School

The following price of **\$1,300.00** is our bid for work. This includes materials and labor. All to be done on **3,000 sq. ft.** existing flooring.

Total 2023 bid for both gyms. \$4,050.00

OPTION: Almena Auxiliary gym (SQ.FT. 2,600)

ADD: \$1,125.00

Our company has over 35 years combined experience in the gym floor industry. We would like to provide you with a 2022 maintenance coat bid on your gymnasium floors. The owners will be directly involved with the maintenance coating procedure.

If this bid is acceptable, please contact us and we will forward a contract and discuss scheduling. You can reach us on my cell - 785 656 3655 or email - KSOriginalFlooring@gmail.com

Thank you for your consideration.

Respectfully submitted Ben & Bill VonLintel

Kansas Original Flooring and Refinishing LLC



Normandin Heating & Air Conditioning
P.O. Box 125
Damar, KS 67632
(785) 839-4444
ivan@normandin HVAC.com

ESTIMATE

ADDRESS

USD #212 Almaena
512 W Bryant
Almena, KS 67622

SHIP TO

USD #212 Almaena
512 W Bryant
Almena, KS 67622

ESTIMATE # 1310

DATE 03/29/2023

DATE	SKU	DESCRIPTION
		**HE-MODCON700HL BOILER, 700,000 BTU.
		**LABOR
		**LIFT RENTAL, WIRING, GAS PIPING AND PIPING, VENTING, MISC.
		**MILEAGE -
		REMOVE AND REPLACE SOUTH BOILER IN GRADE SCHOOL IN ALMENA, HEAT EXCHANGER LEAKING, RUINED BURNER ASSEMBLY ALSO. REPAIR PARTS COST MORE THAN A REPLACEMENT BOILER.

***** THIS QUOTE IS VALID FOR 30 DAYS FROM THE DATE STATED ON ESTIMATE. *****

SUBTOTAL	36,100.00
TAX	0.00
TOTAL	\$36,100.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Accepted By

Accepted Date

State Glass CO Inc.

Phone (785) 625-9319
Email stateglassfran@gmail.com

421 Main St.
Hays, Ks 67601

10/25/2022

PROPOSAL

WE PROPOSE TO FURNISH AND INSTALL MATERIALS AS PER SPECIFICATIONS

For: Northern Valley school

TO BE ERECTED: Almena, KS

\$5,875.00 dollars no sale tax, to furnish and install the following material.

For pair of doors and frame. Clear anodized silver frame with clear tempered insulated glass. Concealed panics, LCN heavy duty Manual closers, pulls, continues full hinge.

Contractor will supply lift when needed

This proposal is subjected to revision if not accepted with a purchase order in 30 days from date.

Does not include automatic door closers.

All window frames and door manufactured by Manko window systems.

Manhattan, KS

THIS PROPOSAL IS TO THE FOLLOWING TERMS AND CONDITIONS

1. Work will be executed as promptly as possible if contract is awarded us, subject to delays occasioned by strikes, lock-outs, fires, carriers and other causes beyond our control.
2. We do not replace breakage or damaged glass unless caused directly by our own workmen.
3. We do not clean any glass or metal store front construction.
4. Subject to revision if not accepted within 30 days after date.
5. After completion of installation, we assume no responsibility for stains or corrosion which may occur on metal store front construction.

TERMS: Progress payment consisting of 90% of value of all materials furnished and work performed during the month is to be paid us on or before the 10th of the following month. Balance in full within 10 days after completion of our contract.

We solicit you early acceptance of this proposal in which event we promise to give the work our most careful attention

ACCEPTED Ken Trauman

STATE GLASS CO INC.

BY Francis Jacobs

DATE 11 / 14 / 22

Roofmasters Roofing & Sheet Metal Co., Inc.
2070 East 8th, PO Box 664
Hays, KS 67601
Office (785)628-3614 Fax (785)628-1806

TO: Northern Valley School PHONE: _____
 STREET: _____ JOB LOCATION: Northern Valley Middle School
 CITY, STATE, ZIP: Almena, KS 67622 627 W Washington Ave, Long Island, KS
 May 15, 2023

We hereby submit specification and estimates for:

Remove and Replace Gutters and Downspouts on the Low Roof

Remove existing gutters/downspouts and dispose of the same
 Fabricate and install new 24 gauge prefinished gutter and downspouts
 Clean jobsite

Price: \$ 4,087.46

- ***Sales tax is not included
- ***Landfill fees are included
- ***Any items not included are excluded

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of:

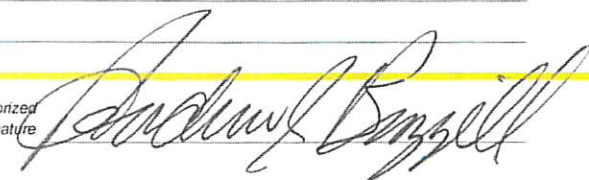
As Noted Above

Payment to be made as follows:

per invoice

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Owner is responsible for roof related mechanical and plumbing items that need be raised. Any collection costs will be at owners expense.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Ken T. Hamden
 Superintendent

Date of Acceptance

5/15/23

Signature

Cutting Edge Concrete Design

2901 Cottonwood Lane, Hays, KS 67601

785-623-8721

Date: 3/2/23

Name: Marvin Grebhard Job Site: Long Island, KS School

Address: 627 Washington Ave Long Island, KS 671047

Thank you for allowing Cutting Edge Concrete Design turn your ordinary concrete into extraordinary.

Description of Work:

Surface Prep: Remove existing paint, Grind concrete fill cracks & holes. Apply 1ct of epoxy primer sealer 1ct of base color epoxy, 1ct of 100% broadcasted flake, 2cts of Urethane sealer

	Supplies + Labor	
Corridor	520 @ 9.00 per	4680.00
Kitchen	180 @ 9.00 per	1620.00
Mens bathroom	252 @ 9.00 per	2268.00
Mens locker	145 @ 9.00 per	1305.00
Womens bathroom	143 @ 9.00 per	1287.00
Womens locker	83 @ 9.00 per	747.00

Terms/Notice: mileage 85 miles @ 2.50 per (strips) per job 1062.50
 50% deposit is required prior to the start of work and balance is due upon completion.

Reactive stains, epoxies and sealers are very unique chemicals, they give beautiful color and dazzling effects. Depending on your expectations, some of the effects that these stains and coatings create may be construed as defects. Some characteristics may include but not limited to: will not color evenly, will not color sealed or painted surfaces, will give different color on different batches of concrete, will not give exact color, will show concrete defects and blemishes through the stain/sealer and out-gassing of concrete may create bubbling, dimples or blisters in coatings. We propose to hereby furnish material (except where specified) and labor, complete in accordance with above specifications for the sum and terms indicated above. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over above this invoice. Customer agrees to provide electricity (110 volt) and water for the term of the job.

I hereby authorize the commencement and completion of the above written job order. I have read and understand the terms/notice and give permission for personnel to enter the property to perform the above mentioned work. I agree to the payment terms and I agree to an interest charge of 1.5% per month in addition to any legal fees associated in the collection of the balance due.

Customer Signature: _____ Date: _____

Payment Received:

Date: _____ Amount: _____

Date: _____ Amount: _____

HS 3rd

H-T2
RR/LA-T2
L-T2
LO-T3
LS-T3
BR-T1²³
BLL-(T2)

HS 2nd

SR-T1²⁴
MR-T2.1
O-T2
FR-T2.3
SO-T2
CR-T1.2
CR-T1.2
YB-T2

GS

PS-T2
SO-T2.3
TG-T1²³
CR-T2/T3
SG-T1.2²⁴
OS-T2
FG-T2.
WH-T2

23

MS
L-T2
H-T2.3
T1-T1
T2-T1

Tier 1 = T1

Highest Priority
needs replaced
~~when~~ when
possible.

Tier 2 = T2

Not Great but
lower Priority
on replacing.

Tier 3 = T3

lowest Priority


513 472

CARPET ONE

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PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

PROPOSAL SUBMITTED TO:

April 18, 2023

USD 212 Northern Valley Schools
512 West Bryant
Almena, Kansas 67622
785-664-8231
Job: # 15912

Project: High School - Almena School

Furnish and Install:

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Learn and Live Rise Up color 968 Douglas, installed with release adhesive system of installation. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package.

Notes: Bid includes 6" vinyl base as required in main office area. Bid includes custom vinyl nosing for landing areas as required in science classroom area.

Classroom – History	\$ 4,770.00
Classroom – Resource Room	\$ 4,770.00
Classroom – Business Computer Lab	\$ 4,770.00
Classroom - Business Room	\$ 4,770.00
Special Education / Health Room	\$ 3,790.00
Library, Library Office, Library Storage	\$ 11,732.00
Classroom – Science	\$ 6,275.00
Classroom – Math	\$ 4,770.00
Main Office, Superintendent Office, File Room	\$ 4,845.00
Classroom – Yearbook	\$ 4,770.00
Classroom – Conference / Copy Room	\$ 4,770.00

Sales Tax Exempt ID#: _____

TERMS: Deposit will be billed upon selection of areas. Balance due upon completion of installation.



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PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

PROPOSAL SUBMITTED TO:

January 25, 2023

USD 212 Northern Valley Schools
512 West Bryant
Almena, Kansas 67622
785-664-8231
Job: # 15912

Project: Long Island School – 3rd Floor

Furnish and Install:

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Learn and Live Rise Up color 968 Douglas, installed with release adhesive system of installation, for second floor southeast office, south middle classroom, north middle classroom, and hallway floor areas. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package. Bid includes installation of vinyl base as required to complete installation of new floor packages for areas receiving new flooring packages.

Materials and Installation Service	\$ 7,932.00
Sales Tax	\$ exempt
Base Bid Package Price	\$ 7,932.00

Sales Tax Exempt ID#: _____

TERMS: \$ 3,500.00 Deposit for special ordered materials. Balance due upon completion of installation.

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PROPOSAL AND CONTRACT FOR FLOOR AND WALL COVERINGS

PROPOSAL SUBMITTED TO:

March 17, 2023

USD 212 Northern Valley Schools
512 West Bryant
Almena, Kansas 67622
785-664-8231
Job: #15912

Project: Almena School

Furnish and Install:

100% DuraColor Tricolor Premium SD nylon face Modular Carpet tile with Sentry Plus Soil Release Technology with EcoFlex NXT backing, Style Learn and Live Rise Up color 968 Douglas, installed with release adhesive system of installation. Bid includes removal of existing glue direct carpet. Bid includes sealing of existing glue direct carpet adhesive residue prior to installation of new flooring package.

Classroom #1 - 2 nd Grade	\$ 4,770.00
Classroom #2 - 1 st Grade	\$ 4,770.00
Classroom #3 - Preschool	\$ 4,770.00
Classroom #4 - 3 rd Grade	\$ 4,770.00
Main Office & West Hallway Ramp 1 st Floor	\$ 5,232.00
Charter Offices & Spare Office 2 nd Floor	\$ 6,245.00

Sales Tax Exempt ID#: _____

TERMS: Deposit will be billed upon selection of areas. Balance due upon completion of installation.

Northern Valley
USD 212
Activity Handbook



Students & Parents

Approved by the USD 212 Board of Education on

June 12, 2023

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Note:

Students will not be charged for admission to attend activities at Northern Valley.

Activities Handbook for Students and Parents

I. Introduction

It is the role of the Activity Department of Northern Valley 6 - 12 to make rules that govern the spirit of competition for the school. These rules need broad community support that is achieved through communication with the student and the parent. It is our hope to accomplish this objective with this Activity Handbook for Students and Parents.

A. To the Parents

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic activities and you have expressed your willingness to permit him/her to participate. Your family interest in our activity program is gratifying. We believe participation in interscholastic activities provides a wealth of opportunities and experiences for each of our students to grow and develop. We are concerned with the educational development of our students through activities and believe a properly controlled, well-organized activities program must meet the students' needs. It is our responsibility to maintain a program that is sound in purpose and will promote each student's personal growth. When your son/daughter chose to participate in our activity program, he/she committed our staff to certain responsibilities and obligations that are:

- (1) to provide adequate equipment and facilities;
- (2) to provide training in the fundamental skills of the activity;
- (3) to provide trained personnel to supervise the activity; and
- (4) to provide contests controlled by qualified officials.

As parents of students who have chosen to participate in the extracurricular activities of Northern Valley 6 - 12, you have also committed yourselves to certain responsibilities and obligations. Among those duties are:

- (1) to support your son/daughter;
- (2) to support the program and the coaching staff;
- (3) to support the training and behavior rules set forth in this handbook; and
- (4) to support the rules of Good Sportsmanship.

Remember, a student who elects to participate in activities is voluntarily choosing self-discipline and self-sacrifice. These are the reasons we stress good training habits and citizenship. Failure to comply with the rules of training and conduct means exclusion from the activity. The concepts of self-discipline and self-sacrifice are tempered by our responsibility to recognize the rights of the individual within the objectives of the activity. There is no place in Northern Valley 6 - 12 activities for students who will not discipline their minds and bodies to rigorous competition on the playing field, in a fine arts performance, and in the classroom. We are striving for excellence, and we must not compromise with mediocrity.

B. To the Students

Becoming a member of a Northern Valley 6-12 team is the fulfillment of many students' dreams. The attainment of this goal carries with it traditions and responsibilities. These traditions were not built overnight; it takes the hard work of many people over a long period of time. As a member of the "Huskies," you have inherited a great tradition, and we challenge you to uphold the tradition.

Our tradition is to play with **HONOR**. We desire to win, but only with Honor to our student body, our school, and our community. Such a tradition is worthy of the best efforts from all concerned. During the past, our teams have achieved their share of league and tournament championships and many individuals have set records and won individual honors. It will not be easy to contribute to this tradition. When you wear the green and white colors of Northern Valley, we want you to understand our traditions and be willing to assume the responsibilities that go with these traditions. The contributions you make should be an accomplishment that is satisfying to you and your family.

Responsibility to yourself. The most important responsibility is to broaden yourself and develop strength and character. You owe it to yourself to develop the greatest possible good from your 6 - 12 experiences. Your academic studies and your participation in extracurricular activities will prepare you for your life as an adult.

Responsibility to your school. Northern Valley 6 -12 cannot maintain its position as an outstanding school unless you do your best in whatever activity you participate. When you participate to the maximum of your ability, you are contributing to the reputation of Northern Valley 6 - 12. You are providing leadership to the school and community when you participate in any activity. So make the school and community proud of you and your efforts.

You are a role model! Whether you want to be or not, you have become a role model...be a positive one, and set a good example for others to follow.

II. Activity/Athletic Department

A. Philosophy

The Northern Valley 6 - 12 Activity Program provides a variety of experiences to aid in the development of favorable habits, attitudes, and skills that will prepare students for adult life. The interscholastic program shall be conducted in accordance with existing USD #212 Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any price." It discourages any and all pressures, which are reflective of poor sportsmanship or bullying behaviors. At all times, the interscholastic program must be conducted in such a way as to justify the program as an educational activity.

B. Goal and Objectives

Goal-The student shall become an effective citizen.

Objectives-The student shall learn:

(1) To work with others - In society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.

(2) To be successful - Our society is very competitive. We do not always win, but we become successful by continuously striving to win. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

(3). To develop sportsmanship - To accept any triumph or defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability. If we win, but show poor sportsmanship, we lose. If we lose, but show good sportsmanship, we win.

(4) To improve - Improvement is essential to good citizenship. As a participant, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved, whether on the playing field or in the classroom.

(5) To enjoy participating in the activity- For the student to maximize their enjoyment from participating in the activity, it is necessary for the student to acknowledge all of the personal

rewards to be derived from the activity, and to give sufficiently of themselves in order to preserve and improve themselves and the program.

(6) To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

III. Governances

A. Board of Education

The Board of Education is the ruling authority for the Northern Valley Schools. The Board of Education is responsible for the following:

- (1) Interpreting the needs of the community
- (2) Developing policies in accordance with State statutes and mandates and in compliance with the educational needs and wishes of the people of USD #212
- (3) Approving means by which the professional staff may make these policies effective
- (4) Evaluating the interscholastic activity program in terms of its educational value to the community

B. Western Kansas Liberty League

Northern Valley 6 - 12 is a voluntary member of the Western Kansas Liberty League. The league was established for the primary purpose of promoting selected interscholastic activities among the member schools and assures such advantages as may be gained by a union of effort. The league encourages member schools to improve their co-curricular programs. League membership facilitates the arranging of schedules, equalizing competition, conducting league meets, and determining league championships. The league provides Northern Valley 6 - 12 the opportunity for competition in an effort to limit travel time, and with schools of similar size and athletic philosophy. Membership implies abiding by league schedules, rules, and regulations.

C. Kansas State High School Activities Association (KSHSAA)

All schools are voluntary members of KSHSAA. As a member school, Northern Valley 6 - 12 agrees to abide by and enforce all the rules and regulations established by the Association. The primary role of KSHSAA is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. KSHSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. KSHSAA attempts to enforce such rules that assure the greatest good for its members and competition is conducted in an appropriate manner.

IV. Eligibility Requirements

To be eligible to participate in interscholastic activities, the student must meet the following criteria:

A. Enrollment - a student must be enrolled in five or more subjects.

B. Age - any student who is nineteen prior to August 1st is ineligible, but can appeal.

C. Physical Exams* -

- (1) A physical examination must be completed by a board-certified physician or mid-level practitioner each year.
- (2) The purpose of the physical is to certify that the student is physically fit to participate in athletics, activities, dance, and/or cheerleading.
- (3) If the physician or practitioner determines that the student is physically fit to participate, the student must request a signed statement certifying this assessment. A parent or guardian must also sign this form, indicating that they are providing permission for their student to participate.
- (4) A copy of the signed statement for the relevant school year must be provided to the school prior to participation in any activity. This form will be kept on file in the Activity Director's office.

D. Insurance

- (1) The student and parents must sign an Insurance Verification form before the student begins active participation in the activity or sport.
- (2) The school district carries catastrophic insurance coverage through KSHSAA.
 - a. This insurance covers school-time activities with a \$10,000 (ten thousand dollar) deductible.
 - b. Coverage is limited to catastrophic accidents.
 - c. ***The school insurance will not cover expenses for injuries that occur as a result of horseplay or fighting.***
- (3) Parents/guardians are required to have health insurance coverage on their student. They may choose to purchase activity-specific insurance, or they may opt for their student's existing health insurance to cover any potential accidents or injuries.
- (4) Accidents and injuries must be reported in a timely manner. Should an accident or injury occur during the course of sports participation, insurance claims shall be processed as follows:
 - a. **All expenses incurred must first be submitted to the parent/guardian's insurance company for payment.**
 - b. **Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district.**
 - c. ***Expenses not covered by either will become the final responsibility of the parent/guardian.***
- (5) **Medical Release Form**
 - a. This form must be completed and signed prior to student participation in any activity.
 - b. The student will provide the school with a medical release form, signed by the parents with the insurance company, policy number, family doctor, and a contact telephone number. The medical release will allow the school administration and/or coaches/sponsors to obtain medical treatment if the parents are not available. This form is a requirement to participate in an interscholastic activity. The form will be filed in the Activity Director's office and a copy will be carried by the coach and/or sponsor to each interscholastic contest.

E. Acknowledgement of Activities Policies - Upon entering the 6 - 12 or at the time the student tries out for an activity, he/she will be presented with this HANDBOOK containing all the necessary forms and information for participating in the activity.

- (1) Each parent or guardian shall read all of the enclosed material and sign the Interscholastic Activity Program Parent Permission and Student Contract form to certify that they understand the eligibility rules and policies of the school district.
- (2) The student shall also read the handbook and sign the Student Contract portion of the form.
- (3) This signed document will be filed in the Activity Director's office.

F. Number of Seasons - a student shall not have more than four seasons of possible eligibility in grades nine through twelve

G. Scholastic Eligibility (Set by KSHSAA and USD 212)

- (1) Each student must have passed at least five (5) new subjects of unit weight the previous semester or the last semester of attendance
 - a. Summer school does not count
 - b. Classes previously passed do not count
- (2) Students must maintain eligibility by failing and/or having an incomplete in no more than one class.

H. Residence and Attendance

- (1) A student who attends one class after enrolling is considered in attendance.
- (2) Should the student transfer to another district, then application for participation must be made to KSHSAA.
- (3) Upon entering 6 - 12 for the first time, the student is eligible.
- (4) If a student's parent(s) or legal guardian(s) make a bona fide move to a new residence in the vicinity of the new school to which the student transfers, the student is immediately eligible.

I. Student in Good Standing

- (1) In order to participate, the student must be a bona fide undergraduate of Northern Valley Schools and one who is eligible or has the possibility of eligibility.
- (2) A student who has poor attendance, is under penalty of suspension, or whose character brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.
- (3) The eligibility of any student(s) involved in ongoing legal action in which they are accused of a crime will be reviewed on a case-by-case basis by the administration and coaches involved.
- (4) **Chemical-Free Rules:** A student who uses any form of tobacco, Electronic Nicotine Delivery System (ENDS) devices, illegal drugs, alcoholic beverages, etc., is **not** in good standing.
- (5) A student who uses anabolic steroids shall be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.
- (6) A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy would not be considered as "make up" per semester. Summer School is not to be used for making up credit deficiencies for the purpose of becoming eligible.
- (7) If the student competes under an assumed name, he or she shall be ineligible in all activities.
- (8) The duration of ineligibility and any additional consequences for the behaviors resulting in ineligibility will be determined by the Northern Valley Administration.

J. Awards* - may be provided, but are limited to traditional letters, medals, ribbons, or certificates to the student for outstanding achievement. No student shall accept an award from

outside agencies as it relates to interscholastic activities. No cash or merchandise may be given, nor can a student participate on a team in which the award is cash or merchandise. The outside agency can give medals, ribbons, or certificates similar to those awarded by KSHSAA.

K. Outside Competition* - a student who is a member of a school athletic, scholars' bowl, or debate squad effective Monday SCW #7 through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity.

L. Seasons of Activities* - during the school year, a coach/sponsor/coach's aide may only be involved with his/her participants in an activity during the season. Prior to or after season, a coach/sponsor/coach's aide may not:

- a. Organize or conduct practices or competitions for his/her participants. However, a coach/sponsor may be involved in one organizational meeting for a non-school league to assure no more than three of his/her athletes in basketball, six in 11-Man football, five in 8-Man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team
- b. Practice or compete with or against his/her athletes
- c. Attend clinics or camps with his/her athletes

Following the season of sport, seniors may receive instruction from their school coach, in the same sport.

M. Risk of Participation

All students and parents must realize the risk of serious injury that may be the result of athletic play. Northern Valley Schools will use the following safeguards to make every effort to minimize the risk of injury:

- (1) Prior to the start of the school year, parents and participants should be fully informed of the athletic policies in order to advise, caution, and warn parents/students of the potential for possible injury.
- (2) Coaching staff is knowledgeable in the most up-to-date techniques and skills to be taught in their assigned sport.
- (3) Students shall receive annual instruction about the dangers of participation in the particular sport, and in their responsibility to follow safety procedures.

N. Care of Equipment

The student is responsible for the proper care and security of equipment issued. The equipment is to be worn only for contests and/or practice. All equipment not returned in good condition at the end of the season will be subject to financial penalty.

*** Applies only to KSHSAA sponsored activities**

V. Northern Valley School District Activity Code of Conduct

The Northern Valley School Activity Department believes that athletics and other interscholastic activities are integral parts of the school's educational program, since they provide experiences that will help young people to grow physically, mentally, and emotionally. Emphasis is placed on educating students through athletics/activities as well as teaching athletic/activity skills.

Participation in activities is not only beneficial in terms of better health, physical fitness, and improved motor skills, but also is important in other intangible areas as well. The desire to succeed and to excel should be instilled in students as well as helping to develop better self-discipline and emotional maturity. Respect for authority, respect for the rights of others and developing high ideals of fairness in people-to-people relationships are desirable learning outcomes to be achieved through activity conduct.

Winning, involving the spirit of competition, is an immediate objective of all activity contests, but is not an end in itself. The desire to win can and should be used to stimulate the achievement of ultimate objectives (**Sportsmanship and Fair Play**).

Here at NVHS and NVMS, our main objective is to instill in our student participants the concept that success is brought about by hard work, commitment, sacrifice, preparedness, and doing the best that one can in any situation. We sincerely hope that these traits are carried over to not only classroom work, but also in later endeavors.

A. Interscholastic Activity Code of Conduct and Contract

The athletic/activity program is an integral and important part of the school's total educational program. Participation in the Interscholastic Activity Program is a privilege extended to NVHS and NVMS students. This is why we, as a school district, are looking for participants who are willing to make a commitment to the activity program.

We encourage role modeling by our participants in order to set positive examples for the younger students to follow. This is best accomplished by the strict adherence to all elements of the activity code of conduct, including avoidance of drugs and alcohol and displaying proper conduct and respect at all times.

In preparation for signing the activity contract, it is necessary to adhere to the responsibility of abstaining from drugs, tobacco, ENDS, and alcohol. Signing the activity contract indicates that you are agreeing to remain free of drugs, tobacco, and alcohol. This is a commitment you are making to yourself, your team, and your school.

Northern Valley Schools and its activity department wish all participants the best of luck during their athletic/activity career. We hope that it is an enjoyable and rewarding experience for you. We are proud to have you represent us in our Interscholastic Activity Program.

B. Interscholastic Activity Rules

This section describes the rules that participants must follow and parents should understand. Please keep this document for reference, and if there is a question about any rule, contact the Athletic Director for clarification.

C. Activities

The extra-curricular activities governed by this code of conduct are for students who represent NVHS and NVMS in competitions or performances in grades 6-12. Some of these activities could be considered co-curricular as well as extra-curricular but all activities are defined as extra-curricular for the purpose of this code of conduct. *Examples of activities covered by this code of conduct include, but are not limited to the following:*

KSHSAA Sanctioned Activities: Cross Country, Football, Volleyball, Basketball, Golf, Track and Field, Dance and Drill, Cheerleading, Forensics, Vocal, Band, Student Council, KAY, and Scholars Bowl

D. Enforcement of the Code of Conduct

The rules contained within the code of conduct apply to students in grades 6 -12. The rules contained in this code of conduct are in effect for the entire time a student is participating in an activity within the current school year. *During the time a student is participating in an extra-curricular activity, the code of conduct is in effect 24 hours a day, 7 days a week. The rules within the code of conduct are enforceable at all school and non-school activities and events.* The first meeting or practice in the current school year defines the beginning of the enforcement period for each activity. The last meeting, practice, formal activity, or competition defines the end of the enforcement period for each activity. A competition is generally defined as any formally scheduled game, match or meet between other teams or schools. Events include all formal performances or exhibitions by an extra-curricular or co-curricular group that occur outside the regular school day.

In the case of yearlong activities, the enforcement period is divided into two semester activity periods. Disciplinary consequences will carry over to the next semester when the consequence(s) cannot be served within the current semester (disciplinary consequences may include suspension of the student from a competition or event).

E. Guidelines for Administration of the Code of Conduct

Due Process

A student will be given the opportunity to respond to allegations that he/she has violated a rule contained in the code of conduct. When a school administrator has reasonable belief a student may have violated a condition of the Code of Conduct, the administrator or designee is responsible for investigating the allegations.

Documentation

School administrators are required to provide written notification to the student and parents/guardian when it has been determined that the student has violated a rule within this code of conduct. The notification will identify the rule that has been violated and the consequence given as a result of the violation. Copies of the notification will be provided to the director or coach of the student

F. PROCEDURES

1. When an incident is brought to the attention of an administrator by law enforcement, faculty, or staff, facts will be gathered and a determination of whether a violation has occurred will be made, and assessment of penalty, if appropriate, will be given.
2. The student and parent/guardian will be notified of the decision in person, if possible, or by telephone, with written confirmation to follow. The written confirmation will notify the student and his/her parent/guardian of the appeal procedure and will include a written statement of the violation.
3. The student or his/her parents may appeal the decision to a Review Board by submitting a written request to the Principal within five calendar days of the initial telephone or written notification. The Review Board will consist of an administrator (other than the person who initiated disciplinary action), the appropriate coach(es)/advisor(s) and the student success coordinator. The administrator presenting the evidence and the student will attend. The student's parent/guardian will be invited to attend. The student and his/her parent/guardian will be notified of the date, time, and place for the Review Board meeting in person or by telephone, if possible, with confirmation in writing.

An appeal to the Review Board, made within the five-day limit, will temporarily stay the penalty until after the Review Board decision. School personnel, the student, and parents will cooperate so that the Review

Board meeting can be held as quickly as possible and the matter can be resolved. If the Review Board affirms that a violation has occurred, the penalty will be implemented by the building administrator on the day the Review Board decision is announced.

A final appeal may be made to the Board of Education. The appeal must be submitted to the Superintendent in writing within five calendar days of verbal notification of the student's violation. There will be no stay of the penalty pending this appeal. The Board of Education may only remove the violation from the student's record and discontinue a penalty.

NOTE: The Board of Education will only review the procedures of the case including the Review Board appeal. It may or may not decide to hear an appeal before the Board based on its review of the case.

ANY VIOLATION OF THE CHEMICAL FREE RULES WILL AUTOMATICALLY RESULT IN THE LOSS OF YOUR RIGHTS TO CAPTAINCY AND ALL POST SEASON AWARDS. IF YOU MEET THE REQUIREMENTS FOR YOUR LETTER, YOU WILL RECEIVE IT.

G. Penalties for Violating the Chemical Free Rules

Penalties for violations outlined in the code of conduct for student activity participants are listed below. Generally, it will be the first practice of the school year or the beginning of the school year whichever is the earliest until the end of the school year or last competition whichever the latest is.

First Violation

For activities, which have a schedule of public playing dates, or activities, a first violation of the Chemical Free rules will result in removal from participation from all activities for one week or the next competition or performance, whichever is the greater penalty.

After a first violation and before the student is permitted to resume participation in activities, a conference will be held with the student and school representative(s). The purpose of this conference will include a review of school policy and expectations.

The student and parent(s) will be advised of the penalty for a second violation.

Second Violation

A second violation of the Chemical Free rules will result in removal from participation in all activities for two school calendar months. The student will be allowed to practice during the removal period. Conferencing, as described above, is required before a student may resume participation.

Third Violation

If there is a third or subsequent violation of the Chemical Free rules, it will result in removal from participation in all activities for 18 weeks.

The student will be allowed to practice during the removal period.

H. VIOLATIONS

Violations of the Chemical Free rules will be cumulative throughout the student's high school career. Upon entering high school, violations will not be transferred to the high school. (A high school student will start at the high school level with zero violations.) Violations will be cumulative through the student's high school career (starting in ninth grade). After a period of eighteen consecutive months, a student may petition the administration to clear his/her record of a violation if no subsequent violations on this policy have occurred during that period.

VI. Provisions of Participation:

You are aware that you are bound by all provisions in the K – 12 Handbook and Code of Conduct.

You must fulfill the eligibility requirements set by the school district and KSHSAA if applicable.

You will be present at all team meetings, practices, scrimmages, and games unless you are ill or have been excused, in advance, by your coach/sponsor.

In order to practice or play in a game on any school day, you must be in school by 9:00 AM and have a valid excuse; example (doctor's appointment).

Participants who are absent the day before a game scheduled for a non-school day shall not be eligible to participate in that activity unless the absence was due to illness or other extenuating circumstances. In such cases, approval to play must come from the Athletic Director or Superintendent. It is the responsibility of the student sponsor, or coach to secure the approval (a note or a call from the parent(s)/guardian(s)).

You will strive to do the best you can as a student in school and as a participant in the athletic/activity program. You will be aware of and obey any special individual team rules set by the coach/sponsor.

A. Authorized Transportation:

Team members will obey all rules set forth by the school, Athletic Director, coaches, sponsors, and bus drivers, involving away trips.

Team members (including managers, statisticians, and helpers) **are encouraged to** ride the bus provided for them, to and from activities.

Parent(s)/Guardian(s) may transport their own children from an athletic/activity event. Parent(s)/Guardian(s) are only required to sign out their child before leaving the event. A student may be allowed to ride from an event with another team member's parent/guardian or other non-student adult, once the first student's parent/guardian have signed a Transportation Waiver Form granting such permission. (Once parental permission is obtained the Athletic Director and/or Superintendent must approve the Transportation Waiver Form prior to the event).

Any team member, who does not return on the bus with the team without a reasonable excuse, parent/guardian signature, transportation waiver, or Administration approval may be suspended or removed from the team for the remainder of the season. This rule does not apply to the team members who have valid permission.

B. Responsibility for Equipment/Uniforms:

Equipment/Uniforms issued to each participant must be properly cared for and not abused. It is the responsibility of the participant to keep track of and store the gear in a secure location. All gear issued must be turned in after the last scheduled activity or within the first school week following the last scheduled contest.

All lost equipment/uniforms and equipment/uniforms returned in an unsatisfactory condition must be paid for by the participant. The participant **will not be permitted** to participate in further sports activities **until the above obligations are met.**

The participant also forfeits all awards in that sport for the season **until the above obligations are fulfilled.**

C. Appearance:

Participants who represent Northern Valley Schools should be neat and dress in good taste.

D. Language/Gestures:

Profanity and inappropriate gestures are not permitted at any time. The coach/sponsor will take whatever action is deemed appropriate.

E. Sportsmanship:

All participants and team members will conduct themselves in a mature and sportsmanlike manner at all times, **on and off** the field, as representatives of the team, athletic/activity program, and school.

F. Season Defined:

Parent(s)/Guardian(s) and the student will sign **one contract** that will cover the entire athletic/activity year. This will begin with the **first day** of practice for the Fall Season and end with the last day of school in May. **(A participant's contract will begin with the first activity he/she participates in.)**

G. Acknowledgement of Risk:

You and your parents/guardians recognize that participation in interscholastic activities involves a risk of injury. In the event of an accident or injury, coaches/sponsors and other school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment that they consider necessary.

H. Rules for Teams and Clubs:

Coaches/sponsors may establish rules and regulations with the approval of the Athletic Director and/or the Principal. These rules pertaining to a particular activity will be given in writing by the coach/sponsor to all participants and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach/sponsor. **Copies of all additional team rules are on file in the Activities Director's office.**

VII. Basic Activity Policies

A. Dual Participation

1. The following points are recommended as policy for students who wish to participate in more than one activity in the same season: Parents must make a written request to the 6 - 12 principal. The student must make a primary commitment to one activity; that is, in case of schedule conflicts, the student will participate without exception in the sport where the primary commitment is placed. Coaches of both sports in which the student shows interest must agree, in writing, to the dual participation of the student.
2. A student may participate in as many activities as they like as long as there is no conflict between the sport or activity according to the coach or sponsor.
3. Quitting a sport/activity should be discouraged, but if it is necessary the following procedure is to be used:
 - (1) consult with the head coach or sponsor of the activity
 - (2) report your situation to the Activities Director
 - (3) check in all equipment issued to you
4. Transferring from one sport to another during the season is discouraged but if the coaches/sponsors agree to the transfer, it will be approved.

B. Vacations

Vacations by students during the season are discouraged. In the event of an absence due to a family vacation during the time school is in session, the student must contact the coach/sponsor. The following will occur:

- (1) Be willing to assume the consequences related to their status on the squad.
- (2) School vacations (Labor Day, Thanksgiving, Christmas or Easter) do not apply. No one will be penalized for going on a family vacation during these scheduled breaks.

NOTE: If the student is not on vacation (out of town) and is at home, he/she will be expected to be at practice. Missing practices because of school activities is not penalized.

C. Injuries

Report all injuries to the coach or sponsor. If the injury requires medical attention by a doctor or hospital, it will be necessary to have an injury report form completed. Once a physician treats a student, **the student must obtain the physician's permission to return to the activity.**

D. Locker Room

Students are expected to follow all school rules while in the locker room. Additional rules in the Locker Room are:

- (1) ALL CELL phones MUST remain zipped securely inside backpacks or remain in pockets at ALL times while in the locker rooms. Cameras and video recording devices are NEVER permitted in the locker rooms.
 - (2) no rough housing, throwing towels, or other objects
 - (3) no hazing of other students
 - (4) no glass containers are permitted
 - (5) all spiked/cleated shoes must be put on and removed outside
 - (6) no engaging in any other inappropriate behavior

E. Parental Expectations

As parents of Northern Valley 6 - 12 students, we promote and expect exemplary sportsmanship from students, athletes, parents, coaches, staff, and all spectators.

F. Consequences

Violation of sportsmanship rules may include the following consequences: verbal warning, ejection, one or more game suspension, or a season-long suspension.

Removed Spectator Policy

Good sportsmanship is a sign of good character, and one of the chief goals of Northern Valley's Activities Program. Sportsmanship, while important for the participants of a sporting activity, is also of the highest importance for the spectator as well. Accordingly, there should be no room for a spectator to repeatedly get removed from athletic contests by the officials or administration. **We appreciate the passion and support that our spectators bring with them, and we ask that they use these energies to model for our students and opponents how to win with integrity and humility, and how to lose with grace.** The center of attention during an athletic event should be on the game and its participants, not on a spectator that insists on making a scene because they disagree with an official's call or a coach's decision. Any spectator who repeatedly fails to show good sportsmanship, or who otherwise engages in inappropriate or disruptive behavior may be removed from the event by any contest official or school administrator.

In an effort to raise the bar of sportsmanship at Northern Valley, the following consequences will be issued for spectators (adult or student; including employees of Northern Valley USD 212) that are removed from athletic contests:

First Offense- The removed spectator will be banned from attending ANY athletic contests in which Northern Valley HS or JH is a participant, for a period of **14** days (beginning with the date of removal). Should the season end before the 14 day period ends, the consequence will be carried over into the next sports season (i.e. Fall to Winter), *with the count resuming on the day of the first scheduled athletic contest of that season.*

Second Offense- The removed spectator will be banned from attending ANY athletic contests in which Northern Valley HS or JH is a participant, for a period of **45** days (beginning with the date of removal). Should the season end before the 45 day period ends, the consequence will be carried over into the next sports season (i.e. Fall to Winter), *with the count resuming on the day of the first scheduled athletic contest of that season.*

Third and Subsequent Offenses- The removed spectator will be banned from attending ANY athletic contest in which Northern Valley HS or JH is a participant for a period of **one calendar year** (beginning with the date of removal).

Exceptions will **not** be made for special events (i.e. Senior Night).

Attempts to enter a contest from which the spectator is banned **OR refusal to leave the contest when ordered to do so by an official or administrator** will be viewed as trespassing, and law enforcement will be called should the banned spectator refuse to leave the premises. The banned spectator will also be immediately subjected to the next punishment in the sequence (i.e. should a spectator that is banned for 14 days attempt to enter an athletic contest during that 14-day period, that spectator will now be banned for 45 days, starting from the date of the second infraction).

VIII. Lettering Policy

A. Varsity Requirements

A varsity award may be presented to each member of the team, who satisfies the following minimum requirements:

- completes all team/squad obligations,
- completes the season of activity as a member in good standing, and
- receives the recommendation of the coach or sponsor.

The coach/sponsor will have rules and regulations that are in addition to these minimum requirements. (In unusual circumstances, the coach/sponsor may recommend a waiver of these requirements.)

1. **Football** - participate in fifty percent of the varsity quarters or play a specialist position (punter, kicker, etc...) in fifty percent of the varsity games.
2. **Volleyball** - participate in fifty percent of the varsity matches.
3. **Cross Country** - at the end of the season the top seven times run in varsity meets, medals at any Varsity meet (top 15 runners), qualifies for the state meet as an individual or team member.
4. **Basketball** - participate in fifty percent of the quarters of the regular season varsity games OR if they start a varsity game.
5. **Track** - (Girls/Boys) - (1) earn one point at any track meet.
6. **Golf** - (Coed) - participate on the varsity team on fifty percent of the matches or medal in a varsity meet or qualify for a state meet.

7. **Cheerleaders** - must be a member throughout the fall and winter season, must meet all practice and performance requirements (no more than two practices may be missed), must not be benched more than once, must return all school property in good condition, and meet ninety percent of the contest and practice requirements.
8. **Scholar's Bowl** - participate in fifty percent of the varsity meets. OR score points for the team in Varsity competition.
9. **Forensics** - must accumulate a minimum of 10 points based upon the following criteria:
 - (a) 1 point per event for each tournament
 - (b) 2 points per event at the regional/ state contest
 - (c) 1 point for medaling.
10. **Band/Vocal** - must be a member for one full year, participate in all scheduled events, receive a 'B' average or better for the year, participate in either the league or regional solo and ensemble festival, district band auditions or an approved comparable event, prepare for all performances, follow the rules established for proper conduct, be a credit to the school, the band, and themselves.
11. **Dance Team** - must meet practice and performance requirements and follow the rules established for proper conduct.
12. **Student Council** - As per Student Council Constitution
13. **KAY** - As per KAY Constitution
14. **Academics** - Students may letter academically by making a 3.3 GPA or above for the last semester of the previous year and the first semester periods of each school year and having no grade below a B (no C, D, or F grades). Classes which will not be included in the GPA for Academic lettering are Band, Vocal, PE (Except for Freshmen PE/Health), and Teacher Aide. Freshmen letters will be used on the first semester of the school year.
15. **Manager** - Based upon recommendation of coach/sponsor and Athletic/Activity Director

B. Lettering (All Activities)

1. An individual who moves to the varsity level of competition will letter provided the student has met the requirements.
2. A coach/sponsor will have the opportunity to letter a senior who has not met the seasonal requirements for lettering, if the Senior has been a participant in good standing for all four years.
3. The student who is a varsity member who is participating regularly and was injured may be awarded a letter if in the coach's / sponsor's judgment the student would have met the lettering requirements.
4. The student must complete the season; therefore, should a student leave the team or is dismissed from the team, the student will not letter in the activity.
5. The student completes the season in good standing with the school and the coach/sponsor recommends a waiver of the requirements.

C. Awards (All Activities)

1. Certificate of award and letters: Chenille letter and a certificate will be given. (NOTE: Should the student receive a chenille letter in another activity, he/she will not receive a second chenille).
2. Second, Third and Fourth year awards, Certificate.

Senior Award: All seniors shall receive an embroidered letter of all activities participated in the past four years.

PARENTAL PERMISSION TO PARTICIPATE AND STUDENT ACTIVITY CONTRACT

To Parents and Guardians: The following is an agreement to the Activity Code of Conduct, an Awareness of Risk and Insurance Procedures, and Permission to Participate agreement.

Insurance Awareness

I recognize that an interscholastic activity involves risk of injury to the participant, which on occasion could be serious. The school does have accident insurance; however, all expenses incurred must first be submitted to the parent/guardian's insurance company for payment. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district. **Expenses not covered by either will become the final responsibility of the parent/guardian. Accidents or injury must be reported in a timely manner. The school insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting. In case of accident or injury, coaches/sponsors and other certified school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment they consider necessary.**

CONSENT AND WARNING TO ATHLETE AND PARENT/GUARDIAN

Many forms of athletic competition result in strenuous physical exertion, physical contact among players, and the use of equipment that may result in accidents and numerous other exposures to risk of injury. Athletes will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice/competition. Athletes **must** refrain from improper uses and techniques. **PLAYERS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES/SPONSORS, FOLLOW A PROPER CONDITIONING PROGRAM, AND INSPECT THEIR OWN EQUIPMENT DAILY.**

Athletes and parents must assess the risks involved in athletic participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. The obligation of parents and athletes in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

WARNING: Although participation in supervised interscholastic athletics and activities may be among the least hazardous activities in which any student will engage in or out of school, **BY ITS NATURE, PARTICIPATION IN ATHLETICS INCLUDES A RISK OF INJURY. THESE INJURIES RANGE IN SEVERITY FROM MINOR TO LONG-TERM CATASTROPHIC.** Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.

I, the undersigned, for and in consideration of the privilege of my undersigned dependent being able to participate in sports and organized activities at and for Northern Valley Schools for the school year of **2023 – 24** hereby covenant and agree to release and forever discharge Northern Valley Schools, its agents, servants, employees and volunteer coaches and assistant coaches, Northern Valley Board of Education and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees for injury to or death to the undersigned dependent resulting from, growing out of, caused by, or arising in any manner out of playing or participating in sports and organized athletic activities at and for Northern Valley Schools.

KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION

Established 2013-2014

This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. In addition, concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

[For concussion information and educational resources collected by the KSHSAA, go to:](http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm)

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>



Northern Valley Schools
Interscholastic Activity Program
Emergency Treatment Form

I, _____, the parent or guardian of _____
_____ recognize that as a result of activity participation, medical treatment on an emergency
basis may be necessary and further recognize that school personnel may be unable to contact me for my
consent for emergency medical care. I do hereby consent in advance to such emergency care, including
hospital care, as may be deemed necessary under the then-existing circumstance.

Please make the following notations on my son/daughter's records:

Allergies to medications _____

Medications for long-term illness (indicate illness and medications)

Relevant medical information (i.e., contact lens wearer, epilepsy, etc.)

Date: _____ Grade of Student _____

Emergency Information & Medical Treatment Consent

In emergency, contact _____

Phone _____

Or contact _____

Phone _____

Signature of Parent or Guardian

**This form must be completed and returned to the office prior to
student participation in any interscholastic activity.**

Northern Valley USD#212



2023 - 2024
Faculty & Staff Handbook

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Mission Statements

NORTHERN VALLEY HIGH SCHOOL MISSION STATEMENT

Northern Valley High School's purpose is to graduate students with success-oriented attitudes and the skills necessary to succeed in society and to be lifelong learners.

LONG ISLAND MIDDLE SCHOOL MISSION STATEMENT

Long Island Middle School seeks to expose students to a wide variety of educational experiences; to delve into a broad range of activities, including academics, athletics, music, drama, and scholastic endeavors beyond the classroom; and to refine social behaviors and attitudes acceptable for living with people in a world-wide society.

ALMENA ELEMENTARY SCHOOL MISSION STATEMENT

Almena Elementary will create an effective teaching and learning environment that will encourage all students to reach their maximum potential in academic and social experiences. We will strive to enable each student to become a productive and responsible citizen involved in a lifetime of successful learning.

EQUAL OPPORTUNITY EMPLOYER

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

The board shall hire employees on the basis of ability and the district's needs.

HANDBOOK PURPOSE

A handbook exists for those who need to have guidelines and rules written down, and for those times when we all need to have a reference just to look up information about the school.

The content of the handbook has been determined by what students and faculty need. This handbook has been approved by the U.S.D. #212 Board of Education and is an extension of district policy.

INCLUSION STATEMENT

Areas of concern not specifically addressed in this book are not to be assumed as permitted. In other words, it may not be written down here, but that doesn't imply it is allowed.

STAFF NAMES

Administration

Ken Tharman..... Superintendent, 9-12 Principal
Marvin Gebhard PreK-8 Principal, Transportation
Director, Head HS FB

High School

Mitch Pugh HS Social Science, HS Scholars
Bowl, Golf, & HS Girls BB
Amy McKinney..... Accounting, Business, HS
Computers, FACS, Yearbook &
Student Council
Nita Lewis HS English
Jessie Thalheim 6 – 12 Science, HS AD / JH VB
Ed Schurman Vo-Ag & FFA,
Sarah Rudd K – 4 Music, HS Band/Vocal,
SSC, KAY

Middle School

Jim Cole K – 12 Physical Education, F-
ball, Boys BB, Track, & Drivers
Ed., JH Athletic Dir.
Emily Lowry 6 – 12 Mathematics, JH BB, JH
Track, & NHS
Cindy Mordecai..... JH Language Arts & 5 – 8
Vocal / Band
Kirsten Baird Fifth Grade
Kelli Hueneke 5 – 7 Title / MS Social Studies

Elementary School

Angie Knuth..... Kindergarten, Cross Country, HS
Asst. Track
Tammy Vincent..... First Grade
Katie Grote Second Grade & Forensics
Jill Gebhard Third Grade
Amy Chandler Fourth Grade

Elem. continued

Cindy Wright Pre-K Teacher Aide
???? K – 4 Interrelated Teacher
Sandra Dole Preschool
Terry Logemann 5 – 12 Interrelated Teacher
Shelby Preston K – 4 Title
John Vincent Library/Media

Clerical Staff

Amber Brown Board Clerk
Kacie Yocum Treasurer/ HS Sec
Kenzi Sheley ES Secretary
Sommer Yocum MS Secretary/ Dep. Clerk

Custodial Staff

Alan Brown..... ES Custodian
??? MS Custodian
Noah Hansen..... HS Custodian / Almena Maint.

Kitchen Staff

Becky Delimont Head Cook, Jr. Class Sponsor,
HS Cheer & Dance
Jacque Horacek Almena Cook
Monica Bach Long Island Cook, JH Service
Club, JH Cheer

Special Assignment

Phillips County Health Dept. - Nurse

Bus Drivers

Randy Husted
Chris Cochrun
Cindy Fischer
Nancy Hogan
Jim Winchell

GENERAL INFORMATION TEACHING AND LEARNING

CURRICULUM

Staff shall develop and implement instruction programs in accordance with State Education Standards and board-approved district goals and learning objectives.

INSTRUCTIONAL MATERIALS

All textbooks, videos, software, and other instructional materials used in the district must support the district's instructional goals and learning objectives and meet all copyright and fair use guidelines.

Videos and other instructional materials must be pre-screened by staff, must be age-appropriate, and may not be used in the classroom solely for recreational purposes.

LESSON PLANS

Each teacher shall develop, maintain and follow lesson plans, which conform to the board-approved curriculum, the district's educational goals, expected student learning outcomes and include the state indicator(s) covered. A copy of lesson plans shall be available to the principal during formal or informal observations and to substitute teachers.

HOMEWORK

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

GRADES

Northern Valley Schools will utilize a 4-point grade system.

A = 4 points, B = 3 points, C = 2 points, D = 1 point and F or I = 0 points.

All teachers will follow the grade scale guidelines as adopted during the 1986-87 school year. The grading system is as follows:

100-90% = A
89-80% = B
79-70% = C
69-60% = D
59% and below = F

Grades for each class will be recorded each nine weeks. A semester grade for each class will be recorded at the end of each semester. The semester grade shall be determined by averaging the two nine week grades (percentages), and all + and -'s will be dropped. Letter grades will be recorded on the official transcript. Letter grades and percentages will be duly recorded on all grade reports distributed to students, parents and/or guardians.

MAKE-UP WORK

The student is responsible for getting all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. A student who misses class because of a school sponsored activity may be required by the instructor to complete assignments in advance of the activity. Students should understand that it may be impossible to earn a daily participation grade if not present in a class.

Two class periods are given to complete daily work missed due to each day of excused absence. For example, if you are absent on Monday, and you meet in class on Tuesday, the missed assignment is due on Thursday. If you are absent on Tuesday, and you meet in class on Wednesday; the missed assignment is due on Friday. For extended illness, the student will be limited to five (5) school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration.

No make-up credit will be allowed for un-excused absences.

Students in in-school suspension will be given one day to turn in missed assignments for credit. Students assigned to out-of-school suspensions students ARE required to make up work, but can only receive a maximum of 50% credit for this work and it must be returned the day after they return.

REPORTS

Progress Reports

Student progress shall be periodically reported to the students and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parent/guardian. The teacher may attempt to assist the student and parent/guardian in developing a plan for improved performance.

Report Cards

Report Cards shall be issued to each student's parent/guardian at the end of the **first quarter, first semester, third quarter and second semester** for each subject taken. Reasons for deficiencies and/or failures shall be given. **Grades must be submitted through Power School and hard copies must be reviewed and signed off by each teacher by the due date for each grading period. Corrections to grades in Power School are the responsibility of the teaching staff.**

Weekly Grade Reporting

All teachers need to enter grades into Power School on a weekly basis. Grades 6 – 12 teachers need to send the names of failing students and students with incompletes to the appropriate principal and the Student Success Coordinator by Monday morning, starting with the third Monday of each semester.

Attendance (Student)

Daily attendance records shall be maintained for each student in the school. Each teacher will be responsible for turning in attendance on the student management system. See References.

Accidents

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative. See References.

- Send for medical help
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an emergency person is present and qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, which will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctors' orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district worker compensation plan.

Child Abuse

Any district employee who has reason to know or suspect that 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 Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. It is recommended the building administrator also be notified after the report is made. District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism

Employees shall report any vandalism to their immediate supervisor.

LUMP SUM PAYMENT

Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Clerk of the Board not later than April 5 of the school year in and for which the balance payment is first authorized. Once authorized, the lump sum payment will continue each year until the certified employee revokes the election in writing.

WORKERS COMPENSATION

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. Also, see References for sample accidents report form.

Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries, which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from, the performance of tasks related to normal job duties are not covered under workers compensation.

CALENDAR

Teachers shall complete a calendar request form to have any events placed on the district calendar. Refer to References.

Recognizing the benefit of having one school night free from school-scheduled activities, it shall be board policy that no school-scheduled activities (except those scheduled by the WKLL and KSHSAA) shall be scheduled on Wednesday nights other than those approved on a case-by-case basis by the Superintendent.

LEAVE

Paid Time Off (PTO)

All full-time teachers are entitled to twelve (12) days paid time off annually, accumulating to sixty (60) days.

Accumulated PTO will be determined at the end of each contract year. Assignment of additional annual PTO will be made on the first day of duty by the teacher in each contract year.

After an absence of two consecutive (2) days, a doctor's certificate may be required.

All teachers who have sixty (60) days of PTO available on the first day of the contract year shall be paid for days over forty-eight (48) at the end of the school year, at the rate of one-half (1/2) the

daily rate for substitute teachers. Calculation and payment will be made at the end of the contract year.

Teachers have the option to request pay out of PTO in excess of five (5) days at one-half the daily rate for substitute teachers by submitting request in writing to Board Clerk by the payroll cutoff date for December payroll (Thanksgiving). No other payment will be made to the teacher for unused PTO.

Upon the teacher ending employment with the district, the teacher will be paid for all unused PTO days at the rate of one-half (1/2) the daily rate for substitute teachers. If a teacher does not fulfill their contract or is suspended during the school year, then no PTO payout will be awarded.

PTO will not be allowed on those days immediately preceding or immediately following vacation or holidays, professional meetings, summer, or other school dismissals, unless prior permission is obtained from the Board of Education.

Absentee Forms

All teachers are required to complete an absentee request and have it approved by the administrator. In the event of an unforeseen absence, the office in your building will fill out the request. Refer to References.

Funeral and Bereavement Leave

An employee who is absent during his/her regularly scheduled workweek due to the death of a spouse or significant other, child or stepchild, or parent or stepparent may receive payment for reasonable and customary days absent, not to exceed five (5) regularly scheduled workdays for bereavement in conjunction with attending the funeral. An employee who is absent for funeral and bereavement during his/her regularly scheduled work week due to the death of a grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days.

An employee may be required to furnish verification of the reason for the absence upon request of his/her supervisor of the office.

Annual Leave Accounting

At the end of the contract year, the Board Clerk will report to each teacher a status report of accumulated personal time off.

All leave will be adjusted in .25 increments. (may be taken in 30 minute increments; 2012)

0-2 hours = .25 day

2-4 hours = .50

4-5 hours = .75

6-8 hours = 1 day

Jury Duty

U.S.D. #212 teachers who are called to serve on a jury shall receive his or her regular pay while involved in such service. The teacher shall retain the jury service fee paid by the court and all mileage, meals, and housing reimbursement.

Professional Leave

The superintendent may grant professional leave. Requests for professional leave must be presented to the superintendent at least one (1) week prior to the planned activity. All obligations for expenses must be approved in advance of the planned activity. If an administrator requests a teacher to attend a conference or meeting, the actual cost of registration, travel, housing and meals will be paid by the district.

Military Leave

A Certified Staff employee who is a member of the National Guard or a reserve component of the U.S. Armed Forces shall be granted a leave with pay for active duty or active duty training for a period not to exceed 30 work days in any two (2) consecutive calendar years. Prior approval from the Superintendent is required for this benefit.

Annual military active duty leave must be requested in advance. A copy of active duty orders must accompany the request.

RECORDS

Personnel Records

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Required Records

Each certified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form (if working directly with students);
- Driver's license and driving record (if required for position);
- INS form (proof of identity); and
- Current teaching certificate.

CERTIFICATE

Certified staff must have a current certificate on file. A paycheck will not be issued to any certified staff member whose certification is not current. Application for certificate renewal is the responsibility of the certified employee, not the principal or secretary.

ADDRESS CHANGES

All address changes must be made with the clerk before the end of the pay period in which the changes took place.

STUDENT RECORDS

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's educational records only as permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student. At NO time are teachers to make public student test scores, classroom grades, or report card grades.

GIFTS

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

SOLICITATIONS

Solicitation of Employees

Unless the appropriate supervisor grants permission to any vendor, student, other school district employee or patron, solicitation of employees during normal duty hours is prohibited.

No employee will attempt during the school day or on school property to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items, which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

TUTORING FOR PAY

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

ABSENCES/SUBSTITUTES

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the secretary as early as possible. Substitute folders will be available to the substitute teacher.

SUBSTITUTE FOLDERS

Substitute folders need to contain the following materials.

1. Current daily class schedule;
2. Current class roster for each class;
3. A minimum of a basic emergency lesson plans or detailed lesson plans when the absence is planned;
4. Current classroom rules;
5. Names of paraprofessionals or other teacher aids; and
6. How to reach the office if needed.

DRESS CODE

The board encourages appropriate dress for all district employees.

COMMUNICATIONS

All teachers are expected to promote Northern Valley Students and programs in the media whenever possible. When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

FIELD TRIPS

The principal may approve field trips when reasonable educational objectives can be established.

Advance requests for field trips, including transportation, shall be submitted by the teacher to the principal at least two weeks prior to the requested trip. Once the trip is approved, it is expected that the teacher notify staff/students of the planned trip and the list of students going at least one week prior to the trip. The teacher shall notify parent/guardian of a forthcoming field trip using forms designated by the principal.

FUNDRAISING

All students' sales projects or student fundraising shall require the principal's prior approval.

All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

PEER GRADING

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

INTERROGATION AND INVESTIGATION OF STUDENTS

No one may interrogate or investigate a student on school grounds without the permission of the principal or head teacher.

SEARCHES OF STUDENTS AND PROPERTY

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the school board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reason to believe those district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

RELEASE OF STUDENTS FROM SCHOOL DURING THE DAY

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave the school grounds during the school day.

HALL PASSES

Teachers shall not release students during class without issuing a hall pass. The recommended hall pass for 6 - 12 students is the one in the back of their planner. Teachers are not to allow students out of class without a signed pass.

DISTRIBUTION OF MATERIALS

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

ORIENTATION

All new certified employees shall receive orientation including the contents of this handbook.

PERSONAL PROPERTY

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

USE OF PERSONAL VEHICLE

Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.

TELEPHONE USE

District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency. Personal long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

MAINTENANCE REQUESTS

All maintenance needs should be requested using the appropriate form and be turned in to the office.

ANIMALS AND PLANTS

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the supervising teacher shall immediately report the incident to the administration.

SAFETY AND SECURITY **SAFETY RULES**

At the beginning of school, each teacher shall review safety rules with students.

SAFETY UNITS

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teachers and the principal. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

DRILLS AND EVACUATIONS

FIRE DRILLS

When the fire alarm sounds, the building should be evacuated immediately. Do not take books or any other supplies with you on a fire drill. Each class should form one single line. NO running, talking, or crowding in line. Students should quietly return to class upon signal.

TORNADO DRILLS

The intermittent ringing of the classroom bells will signal Tornado drills. You are to form a single line and proceed quickly and quietly to the basement hallway. It is important that you be quiet, so that you may hear any instructions that may be given. You may return quietly to the classroom only when the Superintendent, Principal, or their designee has released the entire student body.

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility-impaired individuals and others who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

EMERGENCY CLOSINGS

Listen to the following stations for school closings during stormy weather:

KQNK-Norton Radios-Am 1530/FM 106.7
KKAN-Phillipsburg AM 1490/FM 92.5
KRVN-Lexington Radio AM 880/FM 93.1
KSNK-TV Channel 8

KAKE-TV Channel 10
KOLN-TV-Channel 10/11
NTV-TV-Channel 13
KWCH-TV-Channel 12

SAFETY PRACTICES

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

SECURITY

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement.

- An act which constitutes the commission of a felony or a misdemeanor; or
- An act which involves the possession, use, or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

SECURING WORK AREA

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

Keys and Access Cards

The superintendent is responsible for issuing keys and access cards, and for maintaining a current and accurate list of all people who have been issued these items. No keys shall be duplicated without permission, nor shall keys or access cards be loaned to anyone other than the authorized user

Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Keys and access cards shall be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. An employee's final paycheck may be held until keys, access cards, and other district property are returned to the appropriate supervisor.

Crisis Plan

Information on the availability of the building crisis plan is available in the office.

HAZING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

A student whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behaviors are found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

EQUIPMENT AND SUPPLIES

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor.

Computers

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the Internet to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. The employer, to ensure the systems are only being used for official purposes, monitors all forms of electronic communications.

Ownership

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by a trade secret.

Copying and Duplication

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.

Request for Purchases

Requests for purchases are to be submitted to your building principal for approval. Upon approval, the request should be sent to the office of the clerk for issuing of a purchase order. No purchases are to be made without a purchase order.

Vehicle Request

District vehicles can be reserved as part of the calendar request. Call the district office with any questions regarding vehicle requests.

CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity, which may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

OUTSIDE EMPLOYMENT

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment, which impairs the effectiveness of their instructional service.

CRIMINAL CONVICTIONS

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement, or before their first day of duty following said conviction or diversion, whichever comes first.

DISTRICT PROCEDURES

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

Board Policy

Employees shall be familiar with and follow all policies and regulations established by the board of education.

Recruitment

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

Contract Procedure

The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

Resignation

The following paragraph shall be included as part of the individual contract for each teacher and shall be stated as follows.

The board will accept a teacher's resignation received after the resignation notification date set by state law upon receipt of liquidated damages in the amount of:

1. 1% of the teacher's total contract salary for a resignation received up to 20 calendar days following the resignation notification date set by law, inclusive.
2. 2% of the teacher's total contract salary for a resignation received between the 21st through the 40th calendar day following the resignation notification date set by law, inclusive.
3. 3% of the teacher's total contract salary for a resignation received between the 41st through the 60th calendar day following the resignation notification date set by law, inclusive.
4. 4% of the teacher's total contract salary for a resignation received after the 61st calendar day following the resignation notification date set by law.

The board reserves the right to waive the required payment while still accepting the resignation.

Evaluations

The board-approved policy and instrument governing evaluation of certified employees is filed in the central office with the clerk of the board.

Evaluation documents on individual employees shall be available to the superintendent and other administrators under whose supervision the certified employee works and others authorized by law.

Staff Development

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities, shall be approved by the superintendent in advance.

Professional Development Council

All teachers will complete proper registration forms for any conferences approved for their attendance.

COMPLAINTS/GRIEVANCES

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Supt.	Board of Education
Curriculum/Academic / Instruction	Teacher	Principal	Supt.	Board of Education	
Discipline	Teacher	Principal	Supt.	Board of Education	
Facilities	Principal	Supt.	Board of Education		
Guidance	Student Success Coord.	Principal	Supt.	Board of Education	
Special Education	Teacher	Principal	NCKSEC	Supt.	Board of Education
Student Concerns	Teacher	Principal	Supt.	Board of Education	
Computer / Technology	Teacher	Technology Director	Principal	Supt.	Board of Education
Transportation	Driver	Transportation Director	Principal	Supt.	Board of Education
Custodial / Maintenance	Principal	Supt.	Board of Education		

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment (see GAAC or JGEC for details). If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

If the complaint is not covered by the grievance procedures, the complaint shall be in writing; filed within ten (10) days following the offending event, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.

CONDUCT

Drug Free Schools and Communities Act/Drug Free Workplace

The unlawful possession, use, or distributions of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction, or before their first day of duty following said conviction or diversion, whichever comes first. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, and Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

Tobacco Free Campus

Use and/or possession of any tobacco product or nicotine delivery device is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.

The following definitions apply to this policy:

- “Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.
- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.
- “Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

All staff members are expected to assist in the enforcement of this policy.

This policy became effective July 8, 2013 and was updated on July 8, 2019.

This policy shall be in effect twenty-four hours a day, seven days a week without exception.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in law or district policies. (See JCDA)

Relations with Students

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student’s age or status.

Supervision of Students

Activities sponsored by the school shall include appropriate supervision.

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

CONFIDENTIALITY

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

SEXUAL HARASSMENT

General Policy

U.S.D. #212 is committed to providing a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is illegal and will not be tolerated in the school district. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and may constitute sexual harassment abuse under Kansas's statutes. This policy applies to males and females, and includes same sex harassment. This policy is applicable to employees while on school premises and in the discharge of their duties at off-site locations. Sexual harassment of employees or students, vendors, and any other having business or other contact with the school district is strictly prohibited.

No district employee or student shall sexually harass or be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment.

Violation of this policy shall result in disciplinary action, including but not limited to reprimand, probation, demotion, suspension, termination, or other sanctions as determined appropriate against any employee. Individuals who harass may be held personally liable under civil suits.

Definition

Sexual harassment shall include, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, written or physical conduct of sexual nature when:

- (1) submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful. Sexual harassment may include, but is not limited to: verbal or written harassment or abuse including teasing, jokes, posters, pictures or cartoons; pressure for sexual activity; repeated remarks with sexual or demeaning implication; unwelcome touching, patting, pinching, hugging, or brushing against another's body; suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises concerning an individual's employment; sexual assault or battery as defined by current law. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.

Reporting Incidents

Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint. Most complaints can be resolved through informal procedures. Informal procedures are aimed at stopping the behavior rather than determining guilt. Informal complaints do not have to be in writing and are generally not investigated in depth. The intent of the informal reporting procedure is to provide a simple procedure for a person to lodge a complaint and have it quickly looked into and has the offending behavior stopped. Informal resolution of sexual harassment is strictly voluntary on the part of the complainant.

Any employee may elect to file a formal complaint under the district's discrimination complaint procedure. Official disciplinary action cannot be taken without a formal hearing. Formal complaints must be put in writing and normally addressed to the building principal or compliance coordinator.

Every individual has the right to bypass the normal reporting chain to report sexual harassment directly to the District School Board or Office of Civil Rights.

The confidentiality of the reporting party will be observed to the utmost, provided it does not interfere with the ability to investigate the alleged harassment or to take corrective action.

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy.

Examples of retaliation are ridicule, threats, name-calling, withholding of normally disseminated information, adverse effect on job status, security or compensation, or further harassment.

All complaints of sexual harassment are taken seriously. Employees who falsely and maliciously accuse others of sexual harassment shall be disciplined in accordance with district disciplinary procedures.

The following steps should be followed when lodging an informal complaint:

1. Employees who believe they have been subjected to sexual harassment should report the problem to their immediate supervisor. If the employee's immediate supervisor is the alleged harasser, the employee should bypass the supervisor and report the harassment directly to the building principal, Director of Special Education, the Superintendent, or the Board of Education.
2. The person seeking information will be counseled as the options for actions available under policy and will be provided a copy of this policy. They will be informed about resources available, such as videos or books, which provide information regarding sexual harassment. They will be informed that they will have the opportunity to participate in discussions regarding the method of resolving the matter.
3. Informal resolution will be attempted. Resolution may be as simple as conducting refresher training, having a discussion with the alleged offender, or sending a memo to all employees indicating concern about sexual harassment in the district. The alleged offender will not be contacted without permission of the complainant.
4. If the problem is resolved informally, a written summary will be made and kept in a confidential file. The compliance coordinator will follow up within one month to determine whether the victim has been subject to any further sexual harassment or retaliation.
5. If the problem cannot be resolved informally, or is not resolved within 5 workdays, the complainant will be advised of formal complaint procedures. The filing of a written complaint is required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

Any questions regarding the U.S.D. #212 Sexual Harassment Policy should be addressed to the Superintendent, 512 W. Bryant, Alma, KS 67622, 785-669-2445.

DISCRIMINATION COMPLAINTS

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Superintendent of Schools U.S.D. #212, 512 W Bryant St., Alma, KS 67622, (785) 669-2445 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator. Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

HEALTH

School Nurse

We have the services of a school nurse one day a week.

Blood Borne Pathogens

The exposure control plan for blood borne pathogens is available for review from the school nurse. All staff receives the training and equipment necessary to implement the plan.

Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper reporting may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

Health Examinations

As a condition to entering or continuing employment, certified employees must present a district approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established." If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

MEDICATIONS, ADMINISTERING

Supervision of Medication

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drug and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances, when medication is necessary in order that the student remain in school, the school may cooperate with the parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication, or the parent if it is a non-prescription medication, must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parent(s) must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parent(s).

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, properly handled, and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for the school should be requested from the pharmacist. Only oral medications should be administered, except in emergency situations.

Any changes in types of drugs or dosage and/or time of administration should be accompanied by new physician and parent permission signatures with a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medications requiring refrigeration.

Medications should be inventoried every semester. Out of date stock should be returned to parent or destroyed.

Over the counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parent(s) or medical people are notified in advance of the date and of the reasons for discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering, and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, health care provider means a physician licensed to practice medicine and/or surgery, an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Eligible to Self-Administer Medication

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s).

2. The prescribed dosage.
3. The time the medication is to be regularly administered.
4. Any additional special circumstances under which the medication is to be administered.
5. The length of time for which the medication is prescribed.
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during the enrollment or as needed.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees and agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school and its employees and agents harmless against any claims relating to the self-administration.

Additional Requirements

1. The school district shall require that any backup medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
2. The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.
3. Eligible students shall be allowed to possess and use approved medication at any place where the student is subject to the jurisdiction or supervision of the school district and its officers, employees or agents.
4. The board may adopt policy or handbook language, which imposes additional requirements relating to the self-administration of medication allowed for in this policy. The board may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

HAZARDOUS WASTE

When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employees shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material, which is or may be hazardous, he/she should notify his/her supervisor immediately.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label, which lists the specific contents. Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Asbestos

All Friable Asbestos-containing materials have been removed from Northern Valley Schools. Any remaining asbestos is in a non-friable state. In accordance with E.P.A. Rules and Regulations, all non-friable material will be repaired as it deteriorates or it is physically damaged.

If anyone would like more information regarding the specific location of this material, or a copy of the E.P.A. regulations relevant to this matter, you may contact the office of the Superintendent of Schools at 512 W Bryant, Alma, Kansas 67622.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the head custodian.

SPECIAL EDUCATION INFORMATION

Individuals with Disabilities Education Improvement Act of 2004 was reauthorized by Congress and signed by President Bush on December 3, 2004. The legislation basically amended the 1997 IDEA that was the cornerstone of federally mandated services for disabled students. Special education categorical areas include autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability speech or language impairment, traumatic brain injury, visual impairment and blindness, early childhood disabilities and gifted.

The Individuals with Disabilities Education Act provides for a free, appropriate public education for all disabled students. The foundation of IDEA is its requirement that schools develop an Individualized Education Program (IEP) for each disabled student. The IEP requirement combines the evaluation of disabled students with the achievement of specific goals. The student's parents, school administrators, and regular and special education teachers working together typically set these goals.

The North Central Kansas Special Education Cooperative Interlocal #636 will continue to provide special education programs and services to all exceptional children. The NCKSEC consist of eleven Unified School Districts as follow: #110 Thunder Ridge, #211-Norton, #212-Northern Valley, #237-Smith Center, #269-Palco, #270-Plainville, #271-Stockton, #325-Phillipsburg, #326-Logan, #392-Osborne, and #399-Natoma.

The purpose of the NCKSEC is to identify all students in the eleven participating districts who are eligible for and need special education services. Special programs and services are then provided to assist these students in reaching their potential. All these services must meet the requirements and specifications stated in federal and state statues and further clarified in the Kansas Special Education Process Handbook. Additionally, the NCKSEC must make assurances in the provision of these services. These assurances include confidentiality of student records, provision of student's and parent's due process rights, nondiscriminatory and multi-disciplinary evaluations, and provision of services in the least restrictive environment of most normal setting to the maximum extent appropriate.

If anyone believes that a child may qualify for and need any of these services, please contact any building administrator in any of the thirteen districts or Cher Greving, Director for the North Central Kansas Special Education Cooperative Interlocal #636, 205 F Street Suite 235, PO Box 369Phillipsburg, KS 67661-0369 (785-543-2149).

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is

confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, information obtained pursuant to Department of Children and Families interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an education purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to and including, termination.

STUDENT LIST FOR ATHLETICS AND/OR SCHOOL SPONSORED ACTIVITIES

All coaches and/or sponsors of any event that requires students to miss a class needs to provide a list of students to all staff members no less than four school days prior to the event. All coaches and/or sponsors of any event that requires students to miss more than two class periods must obtain the sign-off sheet from the office indicating which students have had their hand-books signed-off and are permitted to attend. For no reason shall a student who is not checked-off by the office be permitted to attend the event.

NORTHERN VALLEY USD #212: CALENDAR REQUEST FORM

TRAINING/CONFERENCE _____

DATE REQUEST SUBMITTED _____ DATE OF EVENT _____

TIME _____ LOCATION _____

VEHICLE NEEDED: VAN _____ CAR _____ SUBURBAN _____ BUS _____

LEAVING TIME _____ REQUESTED BY _____

PLEASE REGISTER ME FOR THIS TRAINING/CONFERENCE (ATTACH REGISTRATION INFORMATION)

I ALREADY REGISTERED FOR THIS TRAINING/CONFERENCE (ATTACH REGISTRATION)

I WILL NOT BE STAYING OVERNIGHT

I NEED A HOTEL RESERVATION FOR THE FOLLOWING DATES: CHECK-IN _____
CHECK-OUT _____ HOTEL PREFERENCE _____

I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

PRINCIPAL'S SIGNATURE _____

ALL PROFESSIONAL DEVELOPMENT/TRAINING/CONFERENCES MUST BE APPROVED BY SUPERINTENDENT

APPROVED

DENIED

REASON FOR DENIAL _____

SUPERINTENDENT'S SIGNATURE _____

BUDGET CODE _____

ANY REQUEST SUBMITTED LESS THAN 10 SCHOOL DAYS PRIOR TO AN EVENT INVOLVING STUDENTS WILL NOT BE APPROVED UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

TRIPS NOT INVOLVING STUDENTS NEED TO BE SUBMITTED 5 SCHOOL DAYS PRIOR TO EVENT. ANY REQUEST SUBMITTED LESS THAN 5 DAYS PRIOR TO THE EVENT MAY NOT BE APPROVED IF A SUBSTITUTE OR VEHICLE IS NOT AVAILABLE, UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

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 preceding or following breaks without prior board approval.

USD #212 ABSENTEE FORM

NAME: _____

DATE/DATES OF ABSENCE: _____

TOTAL NUMBER OF DAYS: _____

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

ADMINISTRATIVE APPROVAL: _____

Gone From: _____ O'clock Until: _____ O'clock **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: _____ O'clock to: _____ O'clock

This should be the time you have contact with your students.

Reason for Absence (check one)

Paid Time Off (PTO): _____

Without Pay: _____

Bereavement: _____ Relationship: _____

Professional: _____ Event: _____

Inservice: _____ Event: _____

(requires an Appendix C form)

Vacation: _____ *(12 month 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: _____ Date: _____

NORTHERN VALLEY SCHOOL
REQUEST FOR PURCHASE ORDER

TEACHER _____

DATE _____

Items Requested:

Name & Address of Vendor:
(include telephone and fax)

Have items been ordered/purchased: Yes No

Cost:

Department:

Check made payable to:

Payment due by:

Approved _____ Not Approved _____ Reason _____

Account Code _____

Date: _____

NORTHERN VALLEY USD #212: PARENT PERMISSION FOR SELF-MEDICATION OF NON-PRESCRIPTION DRUGS

Name of Student _____ School: _____

Grade: _____ Teacher: _____

Medication (s): _____

Dosage: _____ Date Started: _____

Time of day medication is to be given: _____

.....

I hereby give my permission for _____ to take the above medication(s) at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date

Signature of Parent or Guardian

NOTE: The medication(s) is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication(s), the dosage, and time to be administered.

NORTHERN VALLEY USD #212: PARENT PERMISSION FOR SELF-MEDICATION OF PRESCRIPTION DRUGS

Name of Student _____ School: _____

Grade: _____ Teacher: _____

Medication (s): _____

Dosage: _____ Date Started: _____

Conditions under which the medication is to be given:

Any additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for _____ to administer the above medication(s) at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, its employees, and agents harmless against any claims relating to the self-administration of such medication.

My child has been instructed on self-administration of the medication(s) and is authorized to do so in school.

Date

Signature of Parent or Guardian
(NOTE: Parental permission must be renewed annually)

Date

Signature of Health Care Provider

NOTE: The medication(s) is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication(s), the dosage, and time to be administered.

**NORTHERN VALLEY USD 212: PHYSICIAN PERMISSION FOR DISTRICT
ADMINISTERING OF MEDICATION**

School: _____

Medication(s) to be Given at School

Name of Student: _____

Parent/Guardian: _____

Physician's Name: _____

Physician's Signature: _____

Physician's Phone: _____

Medication(s): _____ Prescribed by: _____

Dosage: _____ Time to be Given: _____

Duration of Orders: _____

Date	Time	Dosage	Administered by (signature)	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NORTHERN VALLEY USD #212: ACCIDENT REPORT FORM

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Employer:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

What physical problems are you experiencing as a result of this injury?

Did you report this injury to your supervisor?

If not, why not?

Date reported:

Supervisor's Name:

Were you working at your regular job at the time of injury?

If not, please explain?

Were there any witnesses?

If yes, who?

Did you go to the hospital or clinic?

Address of the hospital/clinic:

Name of treating physician:

Additional comments:

Date:

Signature:

NORTHERN VALLEY USD #212: INCIDENT REPORT

NOTE: Email or send a written copy of this form when sending a student to the office:

Student: _____ Grade: _____ Date: _____

Nature of Incident: _____

Repeat Offense: Yes: _____ No: _____
(Note: for repeat offenses of minor violations please attempt at least two interventions before referring the student to the office)

If yes, what step(s) have you taken?

Telephone Contact: Yes: _____ No: _____

Person Contacted: _____ Date: _____

Response: _____

Student/Teacher Conference: _____

Response: _____

Parent/Student/Teacher Conference: _____

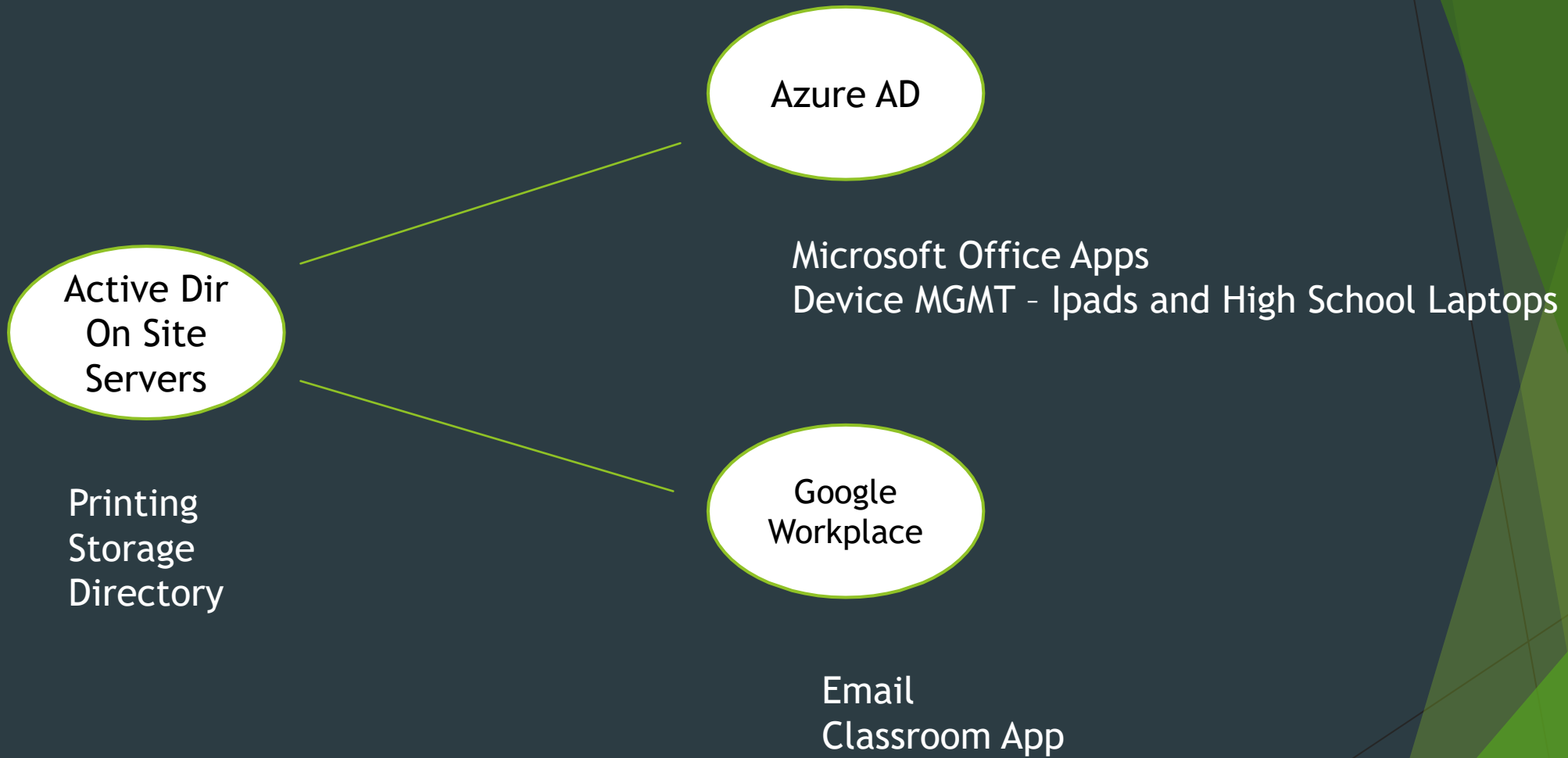
Response: _____

Other: _____

Response: _____

Northern Valley Proposal

- Hire Hop-A-Long I.T. Vs Hire Just Ryan
- Move Towards Cloud Only Environment Vs On Site w/ Cloud



What Are the Obvious current Costs?

Ryan	52000	4333.33	4 hours a day 5 days a week. Teaching 2 classes
M365	2237.76	186.48	28 Licenses
AV	1128	94	47 machines only
Intune	252	21	72 ipads
Firewalls	6000	500	2 firewalls and DNS Filtering

What are the hidden costs?

Server Costs	6000	500		5 Servers on a 5 year replacement cycle 60 months/\$30000 cost
Fica Tax on Ryan	4500	375		Tax paid on Ryan as an employee of the school.
Electricity for Servers	2500	208.33		Electricity to run all servers each month
Battery Backups	1200	100		Electricity and hardware costs

Actual Cost Currently

Monthly
\$6,318.14

Yearly
\$75,817.76

RISK

- ▶ What is the Cost of Risk?
 - ▶ If a server fails -- \$5000 - \$10000 or Warranty Costs
 - ▶ Down Time
 - ▶ Unexpected Labor
 - ▶ Security -
 - ▶ Not all machines are properly protected
 - ▶ SPAM Protection -- #1 potential Risk of security issues
 - ▶ Backups - Last Resort
 - ▶ Its hard to put a value on peace of mind!!!

What are we missing?

- Proper email spam filtering
- Actual tested backups of data
- AV/EDR District Wide
- Single Method/Point of Management

Why are these things important?

▶ Spam Filtering:

- ▶ Spam is the easiest way to get infected or lose sensitive data
- ▶ Phishing attempts are targeted attacks on a user to get sensitive information
 - ▶ Between Ken and Amber's account there are have been several phishing attempts this year
 - ▶ Requests for ACH information, bank account information, ect.
 - ▶ During Covid fake insurance claims or unemployment claims
 - ▶ Students are also targeted - Credit card info, social security, ect.

▶ Backups:

- ▶ Whether the data is on servers or in the cloud there needs to be a backup.
 - ▶ The school was infected with ransomware via email after I first started
 - ▶ Cloud is just someone elses computer so data needs to be backed up.
 - ▶ Reduced down time == \$\$\$\$\$

▶ AV District Wide:

- ▶ It's the last line of defense on any machine
 - ▶ Students should have the same protection if not more than staff.

▶ Single Point of Management

- ▶ Easier to manage for anyone
- ▶ Easier to document
- ▶ Easier to maintain
- ▶ Time == \$\$\$\$\$

Proposed Changes

- ▶ Hire Hop-A-Long I.T.
 - ▶ Cyber Security Insurance form even asks what MSP (Managed Service Provider) you use.
 - ▶ Less overhead and administrative work in house when hiring my company as opposed to hiring me personally.
 - ▶ Hiring an MSP is generally more cost effective than a full time person.
 - ▶ One Monthly Bill instead of several.
 - ▶ Predictable Cost
 - ▶ 2 Hours on Site M-F and unlimited remote support and on site with a submitted ticket.
 - ▶ I don't offer any guaranteed on site time to any of my other clients
 - ▶ Willing to teach during that time. I would prefer 1 class.
 - ▶ If I hire someone else moving forward it could be them helping too after the 2 dedicated hours.
 - ▶ Willing to train all staff quarterly for an hour on things like one drive, security, share point, ect.
- ▶ Move totally cloud based
 - ▶ Reduces hardware and licensing costs
 - ▶ Data Stored in the cloud can be accessed anywhere. - We cant currently do that.
 - ▶ Reduces RISK - What is this worth???
 - ▶ Makes management easier and more streamlined when we get there. (Intune Management)
- ▶ Have Hop-A-Long I.T. Implement
 - ▶ Proofpoint Spam Filter and Staff Training
 - ▶ Scans all email prior to delivery for all users
 - ▶ Allows us to implement training courses to teach end users how to detect false emails.
 - ▶ Properly manage student emails
 - ▶ SaaS Backups of all M365 Data
 - ▶ Email, Storage Server (Share Point), and One Drive's
 - ▶ Server Backup
 - ▶ Any Archived data saved on 2 old storage servers.
 - ▶ Upgrade staff from Education Standard M365 to Education Premium
 - ▶ Allows us to deploy Microsoft EDR to all devices.

Continued Changes

- ▶ Implement Printix
 - ▶ Cloud based printing
 - ▶ Easier deployment of all printers to end user devices
- ▶ Optional Changes
 - ▶ Move Library Server to the cloud



Proposed Change Cost

\$84,000 vs \$75,817.76

What's Gained

- Modern Management
- Simplified Management
- Hop-A-Long I.T. On Call @ anytime
- Backups
- Hardware Risk Reduction
- Spam protection
- AV/EDR for all devices

OR

- Don't do backups
- Don't worry about AV on all machines
- Don't do Spam Protection
- Still Move to the cloud for simplified MGMT
- Still Hire Hop-A-Long I.T. @ Anytime
- Still Reduce Risk
- Would Reduce Cost back to the \$75,000 area

5/22/23

2023-2024 Negotiations Proposal #1

Bargaining Item: Salaries and Wages

Proposed Action

We propose an increase of \$1500 to the base salary.

Rational

1. To compensate for the 8.9% cost-of-living increase as per ssa.gov/cola/.
2. To attract potential teaching candidates to our district.

Agreed: Hilary Van Fatten
Agreed: Sarah Rudd

2023-2024 Negotiations Proposal #2

Bargaining Item: Salary Schedule

Proposed Action

We propose all returning teachers receive their earned vertical and horizontal step on the salary schedule.

Rational

1. To retain high quality teachers in our district.

Agreed: Hilary Van Fatten
Agreed: Sarah Rudd

2023-2024 Negotiations Proposal #3

Bargaining Item: Supplemental Contract Salaries

Proposed Action

We propose giving one class period to a middle school teacher for the purpose of handling daily technology issues in Long Island. If a class period is not available, then a supplemental of 4.5% (Class I) will be given to said teacher.

Rational

1. We currently have a teacher using her planning period to assign student devices, request new student emails, create accounts for testing, print testing reports, reset passwords, and handle daily technology problems with staff and student devices in Long Island.
2. Many of the technology problems in Long Island can be solved immediately but our head of technology is not always available to travel to Long Island on a daily basis.

Agreed: Hilary VanPatten

Agreed: Sarah Ruhl

2023-2024 Negotiations Proposal #4

Bargaining Item: Fringe Benefits

Proposed Action

We currently have a fringe benefit of \$400 per month applied to the cost of the district's group health insurance plan (Article 2, Section 5). We propose adding an additional option of \$200 per month to be applied to a health savings account for the employee and their dependents. *+50/mo*
Staff can open own FSA
in lieu of our insurance

Rational

1. To retain high quality teachers in our district.
2. To give certified teachers options when choosing how this fringe benefit functions best for his/her family, in addition to their salary.

Counter: BOE will add \$50/month for a total of \$450 per month toward the district's group health plan.

Agreed: Hilary VanPatten
Agreed: Sarah Ruhl

At the beginning of each semester, each professional employee will be able to choose one of the options below:

1. A duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period. This time shall be equal to the time allowed students for a lunch break.
2. To receive a free lunch in exchange for eating in the cafeteria to help monitor students for the lunch period. Monitoring students during the lunch period includes ensuring appropriate behavior, assisting students getting their food items and condiments if needed, and giving permission to scrape and/or leave the cafeteria.

Article 1, Section 1
Duty Day
final paragraph
replaced w/ above.

Agreed: Hilary Penfalten

Agreed: Sarah Rudd

2023-2024 Negotiated Agreement



Between

Northern Valley USD # 212

(Approved by the Board of Education, June 12th, 2023)

And

The Northern Valley Education Association

(Ratified by the members of NVEA, May 22nd, 2023)

USD 212 – Northern Valley – 2023 - 24

ARTICLE 1-DEFINITIONS AND GENERAL AGREEMENTS

Section 1

Duty Day

The normal duty day shall be eight and one-half (8.5) hours for contact days and eight (8) hours for all other days as determined and scheduled by the Board. The Board shall have the right to determine the number of periods, length of periods, length of instructional time and the right to change the components of the duty day. The duty day may be extended to include open houses, parent-teacher conferences and special education staffing as determined by the administrators. In the event the extension for staffing extends into a scheduled activity of a teacher, the meeting shall be rescheduled to a more appropriate time.

Teachers are expected to be on duty for all days identified on the adopted calendar for the duty day period of eight hours and thirty minutes as scheduled by the Board. An exception to this shall occur when a partial school day is scheduled immediately prior to all holiday breaks, in which case teachers will be expected to remain on duty until dismissed by their building administrators. In no event shall a teacher be required to remain on duty more than 30 minutes after the student's early dismissal time.

The administrator will determine the duty day for teachers when school is dismissed early for the scheduling of special events.

When school is cancelled due to inclement weather teachers are not expected to report for duty. If the day that is cancelled must be made up, teachers will be expected to report for the make-up day(s) as scheduled by the Board.

At the beginning of each semester, each professional employee will be able to choose one of the options below:

1. A duty-free period each contract duty day for the purpose of eating lunch and having a brief respite period.

This time shall be equal to the time allowed students for a lunch break.

2. To receive a free lunch in exchange for eating in the cafeteria to help monitor students for the lunch period.

Monitoring students during the lunch period includes ensuring appropriate behavior, assisting students getting their food items and condiments if needed, and giving permission to scrape and/or leave the cafeteria.

Section 2

Duty Year

The basic duty year will not exceed 170 days (*based on an 8.5 hr. contact day*) as determined and scheduled by the Board.

Section 3

Payroll Dates

Pay day for teachers shall be the 5th day of each month beginning in September. If such date falls on a weekend (Saturday or Sunday) or a holiday, paychecks will be delivered on the last working (contract) day before the 5th.

Section 4

Preparation Time

Teachers will be assigned a planning period to be used for class preparations, planning and record keeping. The planning time is defined as a minimum of 40 minutes in length and will be scheduled by the principal.

Section 5

Grant Writing

The board will provide training for grant writing during the school year. Seven percent of the grant awarded will be given to the writer.

Section 6

School Calendar

The Board of Education shall adopt the school calendar each year. The Board, in adopting the school calendar shall include the following holidays, with the minimum number of days designated:

Labor Day	-	1 school day
Thanksgiving Vacation	-	2 school days
Winter Break	-	10 calendar days

School Calendar (Cont.)

Spring Break	-	4 school days
Good Friday	-	1 school day

The Board shall have the right to change the number of vacation days in developing the school calendar. The administration and a teacher representative shall meet together to discuss and make calendar recommendations to the board. Any recommendations should be presented to the Board on or before the January meeting.

Section 7

Early Termination of Contract

The following paragraph shall be included as part of the individual contract for each teacher and shall be stated as follows;

The board will accept a teacher's resignation received after the resignation notification date set by state law upon receipt of liquidated damages in the amount of:

1. 1% of the teacher's total contract salary for a resignation received up to 20 calendar days following the resignation notification date set by law inclusive,,
2. 2% of the teacher's total contract salary for a resignation received between the 21st through the 40th calendar day following the resignation notification date set by law inclusive,
3. 3% of the teacher's total contract salary for a resignation received between the 41st through the 60th calendar following the resignation notification date set by law inclusive,
4. 4% of the teacher's total contract salary for a resignation received after the 61st calendar day following the resignation notification date set by law.

The Board reserves the right to waive the required payment while still accepting the resignation.

Section 8

Reproduction of Agreement

Copies of the agreement shall be granted at Board expense (Electronic or Hard Copies) within seven working days after the agreement is ratified and provided to all teachers upon request.

Section 9

Savings Clause

If any clause, paragraph, sub-article or article of this agreement shall be held invalid, it shall be conclusively presumed that the parties would have agreed to the remainder of the agreement without the invalid portion.

Section 10

Duration of Agreement

This agreement shall become effective July 1, 2023, provided it is ratified by a majority of the Board and a majority of the members of the negotiating unit and shall expire June 30, 2024.

Section 11

Supervision of Student Teachers

Supervision of a student teacher shall be voluntary on the part of the teacher.

Section 12

Administering Medication to Students

No professional employee shall be required to administer medications or first aid to students unless licensed or trained to do so.

Section 13

Access to Teacher Files

A teacher shall have the right to review their individual files during normal business hours. If staff is busy with other duties, a time will then be established to review the file. The teacher shall have the right to have any documents except confidential college placement files reproduced. Confidential College placement files shall not be available for review or reproduction by the teacher. The teacher may respond in writing to any material contained in the teacher's personnel file. Any written material that is placed in a teacher's personnel file will also be provided to the teacher.

ARTICLE 2-SALARY AND BENEFITS

Section 1

Salary Schedule Placement

1. Teachers new to the district will be granted credit for all prior teaching experience and credit for the last degree and hours earned after the last degree. At the time of initial employment, the Board may pay a salary in addition to the schedule amount if determined necessary by the Board.
2. Horizontal movement is allowed at the hiring schedule rate.
3. Column movement shall be allowed for earning the degree and/or hours required by the hiring schedule columns. Hours above the last degree are hours earned after the granting of the last degree. Additional college hours must be graduate hours in the teacher's field of study or hours approved in advance by the Superintendent with a grade of "C" or above or "P" in a pass/fail course. The teacher shall provide suitable evidence in the form of an official transcript of the additional hours, or may provide a letter from the instructor indicating the successful completion of a course in place of an official transcript by September 10, to receive credit for the current school year. The letter from the instructor does not replace the official transcript in the teacher's personnel file. Official transcripts must be provided no later than November 1.
4. Teachers shall normally qualify for advancement of one step for each year of public school teaching experience; however, the district board reserves the right to freeze step placement. If there is no freeze on steps, teachers will be paid according to their years' of experience on the vertical steps.
5. Professional development points will count toward salary schedule movement. (20 PDC points = 1 hour college credit). PDC points may not count for more than ½ of the hours needed for column movement on the salary schedule, prior to the earning of a master's degree. After earning a master's degree, full PDC credit shall be given for salary schedule movement.

Section 2

Supplemental Salary

The current supplemental salary schedule shall be included in the 2023-2024 agreement.

Section 3

Contract Extension

The Board has the authority to offer extensions to the negotiated duty year. Pay for the extended contracts will be equal to the annual salary schedule amount divided by the number of normal contract days in the normal duty year. The calculated amount shall be paid for each day above the normal contract. (168 days determined by 158 days x 8.5 hours per day = 1343 hours divided by 8 hours = 167.875 days.)

Section 4

Activity Pass

Passes for all in-district athletic events and activities shall be given to each teacher and their spouse.

Section 5

Fringe Benefits

- A. Defined Benefit
The Board will pay in addition to salary, a fringe benefit for full-time certified teachers in the amount of \$450.00 per month to be applied to the cost of the district's group health insurance plan. Upon termination or non-renewal of the teacher's contract of employment for any reason all board payments of fringe benefits shall terminate on the date employment with the district ceases.
- B. Retiree Insurance
Retired employees and their dependents shall be entitled to continue coverage under the district-sponsored group health insurance program, provided the retired employee makes written application with the clerk of the board of education for such continued coverage within thirty (30) days following the retirement of the employee. Retired

Salary and Benefits (Cont.)

employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier. The premium amount will be determined by the carrier. Such payment shall be made to the board of education or directly to the insurance carrier, as may be determined by the Board. The coverage under the group health-care benefits will cease at such time as (1) the retired employee attains the age of 65 years of age, (2) the retired employee fails to make their required premium payments on a timely basis, or (3) the retired employee becomes covered or is eligible to be covered under a group plan of another employer.

- C. Insurance Refunds
Any insurance refunds shall first be used to reduce the cost of future insurance premiums. If, for any reason, the district receives a cash refund for group health insurance, the amount of refund shall be distributed to the participating employees (including employees not subject to this agreement) and the Board in proportion to the contribution of each. Any payroll deduction or salary reduction amount shall be considered employee contribution. Any amount paid as a defined benefit shall be Board contribution. The employees entitled to a distribution shall be those employees participating in the district plan in the year the refund is actually received by the generated.
- D. Mileage will be paid at a rate of \$0.56 per mile to those teachers that start their day teaching in either Long Island or Almena, and then commute to the alternate town, to teach, as part of their duty day. Teachers will be required to turn in those days, said travel occurred, to the district office at the end of the semester in order to get reimbursed for mileage.

Section 6

Salary Deduction

Whenever a teacher is absent from work for reasons other than those covered by paid time off, professional work, or other approved reasons, there shall be a deduction made for each day of absence at the teacher's daily salary rate. This deduction will be made whether a substitute is hired or not.

Section 7

Voluntary Tax Sheltered Annuities

The Board shall provide the opportunity for teachers to execute a voluntary salary reduction agreement for tax sheltered annuities to the extent allowed by federal law. Teachers may make the election to contribute to the voluntary tax sheltered annuity or modify the annuity agreement in a thirty (30) day period prior to September 1 and March 1 of each year. The companies allowed for execution of a tax sheltered annuity agreement shall be limited to three and agreed to by both parties.

Section 8

Dues Deduction

Upon receipt of a written authorization by a teacher, the Board will provide for the payroll deduction for association dues for the recognized representative of the teachers. The written authorization shall be filed with the superintendent within ten (10) days of the beginning of the contractual obligations. Once authorized, the deduction will continue until revoked in writing by the teacher.

The amount of the monthly deduction shall be provided to the Board by the association. The amount of the deduction must be supplied by the association within ten (10) days of the beginning of the teacher's contractual obligations. The association agrees that the Board will not be held responsible in any manner for the collection or payment of teacher association dues or the amount of the dues.

The Board will pay the amount of dues deducted each month to the treasurer of the teacher association.

ARTICLE 3-LEAVE

All leave will be adjusted in .25 increments. (may be taken in 30 minute increments; 2012)

0-2 hours = .25 day

2-4 hours = .50 day

4-5 hours = .75 day

6-8 hours = 1 day

Section 1

Paid Time Off (PTO)

All full-time teachers are entitled to twelve (12) days paid time off annually, accumulating to sixty (60) days.

Accumulated PTO will be determined at the end of each contract year. Assignment of additional annual PTO will be made on the first day of duty by the teacher in each contract year.

After an absence of two consecutive (2) days, a doctor's certificate may be required.

All teachers who have sixty (60) days of PTO available on the first day of the contract year shall be paid for days over forty-eight (48) at the end of the school year, at the rate of one-half (1/2) the daily rate for substitute teachers. Calculation and payment will be made at the end of the contract year.

Teachers have the option to request pay out of PTO in excess of five (5) days at one-half the daily rate for substitutes teachers by submitting request in writing to Board Clerk by the payroll cutoff date for December payroll (Thanksgiving). No other payment will be made to the teacher for unused PTO.

Upon the teacher ending employment with the district, the teacher will be paid for all unused PTO days at the rate of one-half (1/2) the daily rate for substitute teachers. If a teacher does not fulfill their contract or is suspended during the school year, then no sick pay will be redeemed.

PTO will not be allowed on those days immediately preceding or immediately following vacation or holidays, professional meetings, summer, or other school dismissals, unless prior permission is obtained from the Board of Education.

Section 2

Funeral and Bereavement Leave

An employee who is absent during his/her regularly scheduled work week due to the death of a spouse/significant other, child or stepchild, or parent or stepparent, may receive payment for reasonable and customary days absent, not to exceed five (5) regularly scheduled workdays for bereavement in conjunction with attending the funeral. An employee who is absent for funeral and bereavement during his/her regularly scheduled work week due to the death of a grandparent, grandparent-in-law, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days.

An employee may be required to furnish verification of the reason for the absence upon request of his/her supervisor or the Office.

Section 3

Annual Leave Accounting

At the end of the contract year, the Board will report to each teacher a status report of accumulated personal time off.

Section 4

Jury Duty

USD #212 teachers who are called to serve on a jury shall receive his or her regular pay while involved in such service. The teacher shall retain the jury service fee and all mileage, meals, and housing reimbursement.

Section 5

Professional Leave

Professional leave may be granted by the superintendent. Requests for professional leave must be presented to the superintendent at least one (1) week prior to the planned activity. All obligations for expenses must be approved in advance of the planned activity. If an administrator requests a teacher to attend a conference or meeting, the actual cost of registration, travel, housing and meals will be paid by the district.

Leave (Cont.)

Section 6

Military Leave

A Certified Staff employee who is a member of the National Guard or a reserve component of the U.S. Armed Forces shall be granted a leave with pay for active duty or active duty training for a period not to exceed 30 work days in any two (2) consecutive calendar years. *With prior approval of the Superintendent.*

Annual military active duty leave must be requested in advance. A copy of active duty orders must accompany the request.

Section 7

Unpaid Leave

A teacher may be granted unpaid leave subject to the prior approval of the Board.

Section 8

Covering Classes

When the office requests a teacher to cover a class, during their planning time for another teacher, the teacher covering will have the option to be paid at a rate equal to the current substitute pay rate or receive the same amount of time as PTO. If the teacher substitutes for one full period, they will be paid one-eighth (1/8) of the substitute

daily pay rate or one hour of PTO. If the teacher substitutes for one-half (1/2) of a period, they will be paid one-sixteenth (1/16) of the substitute daily pay rate or one-half hour of PTO. The teacher and the period they cover needs to be listed on the absentee sheet.

Section 9

Salary Reduction Plan

The Board shall establish a salary reduction fringe benefit plan to comply with Section 125 of the Internal Revenue Code. The Board shall provide the opportunity for each teacher to execute a salary reduction agreement within ten (10) days of the beginning of the contractual obligations to cover all premiums for the employees selected benefits. Once the annual allocation for each selected benefit is made, the only change which will be allowed is as result of a change in family status as provided by federal statute or regulations.

Each teacher executing a salary reduction agreement for elected benefits may allocate an annual sum not to exceed the cost of the benefits selected to be used for the purchase of:

1. Group Health Insurance
2. Cancer Insurance
3. Salary Protection Insurance
4. Medical Reimbursement Plan
5. Dependent Care Reimbursement Plan
6. Hospital Insurance
7. Dental Insurance
8. Accident Insurance

Any unexpended money committed by the election of the teacher for any of the salary reduction benefits that may remain at the end of the plan year shall revert to the Board of Education.

Each teacher may execute a salary reduction election once each plan year within. After the annual election is made each year, the only changes which will be allowed in the election are for the fluctuations in the insurance premium amount or in the change in family status as defined by the Internal Revenue Code.

ARTICLE 4-EVALUATION

Section 1

Evaluation Procedure

1. Every teacher in the first two years of employment shall be evaluated at least once each semester by the sixtieth (60th) school day of the semester. Every teacher in the third and fourth year of employment shall be evaluated at least once each school year by February 15. Every teacher employed five (5) or more years shall be evaluated at least once every three (3) years and by February 15 of the year evaluated.
2. One formal evaluation and pre-observation conference shall be scheduled in advance by the evaluator. A post-observation conference will be held and a copy of the administrator's observation notes will be provided within five (5) school days. Further evaluation observations may be scheduled or unscheduled as determined by the evaluator. The teacher may request the formal observation be videotaped.
3. The number of evaluations as stated in paragraph 1 are a minimum. The administration has the right to conduct more frequent evaluations and observations. Observations will be done openly, and all observations for evaluation purposes will be done openly and with the knowledge of the teacher.
4. The evaluator shall complete written observation notes for all scheduled and unscheduled observations and a copy will be given to the teacher.
5. The evaluations shall be completed by the administrative staff.
6. Prior to completion of the formal evaluation, the evaluator shall observe the teacher for at least two class periods or two 30-minute sessions.
7. The evaluator shall meet with the teacher for completion of the formal evaluation prior to the due date.
8. The teacher may make a written response to the evaluation within two (2) weeks of the presentation of the evaluated document. The teacher's response will be filed with the evaluation document.
9. The Board and Association shall form an Evaluation Committee to review the current evaluation procedure and evaluation instrument in consideration of any changes in Board approved criteria. The committee shall include three (3) teachers and two (2) administrators. Any recommendations for change shall be provided to the Board and Association. The NVEA and the USD 212 Board of Education have agreed to use the KEEP evaluation instrument designed by the Kansas State Department of Education.

Section 2

Evaluation Instrument

The evaluation instrument is not included. It is available for review on the KSDE website. The Board retains the right to modify, add, change or delete the evaluation descriptions contained in the evaluation document.

Section 3

Plan of Assistance

In the event a teacher's evaluation indicates the need for corrective action or change of performance, the administrator may place the teacher on a plan of assistance.

Any plan of assistance shall be in writing and shall include:

- a. The assistance to be provided to the teacher by the administration.
- b. The actions or improvements to be achieved by the teacher.
- c. Identification of outside resources that may be available, if any.
- d. The time and criteria for future evaluation of the completion of the plan of assistance.

Written documents of the plan of assistance will be maintained in the same manner as evaluation documents.

The plan of assistance will be developed by the administration for any teacher prior to non-renewal by the board.

ARTICLE 5-TEACHER GRIEVANCE PROCEDURE

Section 1

Teacher Grievance Procedure

A. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. This procedure includes the Americans with Disabilities Act.

B. Procedure

1. Level One

The aggrieved person should request an informal conference with his principal or other immediate superior within a reasonable time after he becomes aware of the grievance. At this conference the aggrieved person, either directly, or through the Association's grievance representative and the supervisor, will seek to resolve the matter informally.

2. Level Two

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing simultaneously with the Association President and the Principal within ten (10) days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner.
- (b) Within five (5) days after receipt of the written grievance by the Principal, the Principal will meet with the aggrieved person and his representative of the Association in an effort to resolve it.

3. Level Three

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officer for review and transmittal to the Superintendent of Schools within five (5) days after the decision at Level Two or fifteen school days after the grievance was presented, whichever is sooner.
- (b) Within five (5) days after the receipt of the written grievance by the Superintendent, the Superintendent and the Building Principal will meet with the aggrieved person and his representative from the Association in an effort to resolve it.

4. Level Four

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance with the Association's officers for review and transmittal to the School Board within five (5) school days after the decision at Level Three or ten (10) school days after he has met with the Superintendent, whichever is sooner.

- (b) Within five (5) school days after receipt of the written grievance by the School Board, the School Board will meet with the aggrieved person and his representative from the Association in an effort to resolve it. (A quorum of the Board must be present for any official action to be taken.)
- (c) The Superintendent and Building Principal will be given a like meeting with the School Board. (A quorum of the Board must be present for any official action to be taken.)
- (d) The School Board will then render a decision in an effort to resolve the grievance.

C. Rights of Teachers to Representations

- 1. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration, or the Board, against any aggrieved person, any party in interest, any Grievance Representative, and Association Officer, or any other participant in the grievance procedure by reason of such participation.
- 2. A teacher may be represented at all stages of the grievance procedure by himself, or at his option, by a Grievance Representative, selected by the Association. If a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

D. Miscellaneous

- 1. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
- 2. Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association, and given appropriate distribution by the Association so as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

ARTICLE 6-REDUCTION IN FORCE

Section 1

Reduction of Teaching Staff

In the event the board decides the size of the teaching staff must be reduced, guidelines in the following proposal will be followed. Insofar as possible, reduction will be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district’s administrative staff:

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the board. The number of teachers needed to implement the district’s educational program will then be determined by the administrative staff based on those educational goals as determined by the board.

All teachers will be evaluated in relation to the educational goals of the district. Individual qualifications and specific skill areas or disciplines shall be ascertained and applied to the teacher needs of the district. Evaluation forms, instruments or tools will be used to measure each staff member’s teaching ability.

In the event two or more teachers have similar qualifications, skills and teaching abilities in a teaching area deemed necessary to fulfill the district’s educational goals, the superintendent shall recommend a more experienced teacher before recommending a less experienced teacher for the position in question.

Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. The superintendent will recommend to the board reinstatement of any such teacher whom he deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any such teacher after a period of one year from the date of non- renewal.

ARTICLE 7 -DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district’s programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. The district wishes to retain, recruit, and equip staff who model professionalism, continued personal growth, and whose skills are utilized appropriately to benefit the district’s students.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of District Policies or Laws: The form of discipline imposed for violations of district policies or laws may range from an oral reprimand to termination of employment or non-renewal of contract depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful, and whether the employee has been the subject of prior disciplinary action of the same or a different nature. District policies and laws to which this provision applies include:

1. All policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or non-renewal of contract. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by a measurable plan of improvement. The plan of improvement will be collaboratively developed, but the final decision on the plan rests with the designated administrator. This administrator will also provide guidance, help, and encouragement to improve. The employee will be given reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; *and*
6. dismissal/termination or non-renewal from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

A. In an instance where any form of discipline is imposed, the employee's supervisor will:

1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
2. Provide directives to the employee to correct the conduct or performance.
3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
5. Specify the expected level of performance or modification of conduct to be required from the employee.

B. The school district retains the right to immediately discipline, terminate or non-renewal an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

VI. RIGHTS OF EMPLOYEES RECOMMENDED FOR TERMINATION OR NON-RENEWAL

A. After three complete years of service, employees recommended for termination or non-renewal of contract have a right to:

1. Provide written information to the board regarding the termination or non-renewal
2. Meet with the board in executive session to hear the reason for the proposed termination or non-renewal, and to respond

UNIFIED SCHOOL DISTRICT NO. 212

GRIEVANCE REPORT FORM

Procedure: Level II – Principal ___ Level III – Superintendent _____ Level IV – Board _____ Date Filed _____

(Check one to indicate level of grievance)

Name of Grievant

Building

Assignment

A. Date cause of grievance occurred: _____

B. Relevant contract provisions: _____

C. Statement of grievant's claim (statement of facts upon which grievance is based – use additional pages if necessary.)

D. Relief Desired: _____

Signature: _____

Date: _____

.....
Date Received: _____

E. Disposition by the appropriate administrator (attach additional pages if necessary)

Signature: _____

Date: _____

Unified School District No. 212
“B” Supplemental Salary Schedule for Teachers
2023 - 2024

The salaries for each position are computed by multiplying the listed percentage by the base of the regular teachers’ salary schedule.

Athletics (A)

A. Basketball

High School Level

Head Coach – Boys (1)	11.50%
Head Coach-Girls (1)	11.50%
Assistant Coach-Boys (1)	8.00%
Assistant Coach-Girls (1)	8.00%

Middle School Level

Head Coach-Boys (1)	8.00%
Head Coach-Girls (1)	8.00%
Assistant Coach-Boys (1)	6.25%
Assistant Coach-Girls (1)	6.25%

B. Cheerleading

High School Level

Head Coach (1)	8.00%
----------------	-------

Middle School Level

Head Coach (1)	6.25%
----------------	-------

C. Cross Country

High School Level

Head Coach (1)	9.75%
----------------	-------

D. Dance Team

High School Level

Head Coach (1)	6.25%
----------------	-------

E. Football

High School Level

Head Coach (1)	11.50%
Assistant Coach (2)	8.00%

Middle School Level

Head Coach (1)	8.00%
Assistant Coach (1)	6.25%

F. Golf

High School Level

Head Coach (1)	9.75%
----------------	-------

G. Track

High School Level

Head Coach (1)	11.50%
Assistant Coach-Boys/Girls (2)	8.00%

Middle School Level

Head Coach-Boys (1)	8.00%
Head Coach-Girls (1)	8.00%
Assistant Coach-Boys/Girls (1)	6.25%

H. **Volleyball**

High School Level

Head Coach (1)	11.50%
Assistant Coach (1)	8.00%

Middle School Level

Head Coach (1)	8.00%
Assistant Coach (1)	6.25%

I. **Other**

High School Level

Summer Weightlifting-boys	4.00%
Summer Weightlifting-girls	4.00%

(A) – See attached schedule for determination of percentages

Class and Activity Sponsorships

High School Level

Student Council Sponsor (1)	6.25%
KAY Sponsor (1)	6.25%
Concession Sponsor (1)	11.00%
Prom/Banquet Sponsor (1)	4.00%
In-service Secretary (1)	4.00%
National Honor Society Sponsor (1)	4.00%
Scholars Bowl (Class II)	6.25%
Senior Class Sponsor	2.00%

Middle School Level

Service Club (1)	4.00%
Scholars Bowl (Class I)	4.5%

Administrative and Special Assignments

General Fund (Administration):

Athletic Director-High School (1)	18.00%	(With one (1) class period
provided daily as the schedule allows)	OR	12.50% (With two class periods
provided daily as the schedule allows)		
Jr. High Athletic Director	6.00%	
Head Teacher	8.00%	
Driver Education	10.00%	
Transportation Director	4.00%	
MS Technology Asst.	4.50%	(OR one class period to a
MS teacher for the purpose of handling daily technology issues in Long Island.)		

Chairman of the Sit Team

\$40 per Referral

Curricular Contract Extensions

Vocal & Instrumental Music	11.9%
----------------------------	-------

FFA
Yearbook Sponsor & Photo

13.0%
11%

**Unified School District No. 212
Almena, Kansas**

Salary Schedule for Coaches

Class I	Class II	Class III	Class IV	Class V
4.50	6.25	8.00	9.75	11.50

Class Definitions:

Class I – J.H. Scholars Bowl Coach

Class II – Middle School Assistants, Middle School Cheer, HS Dance Team, KAY Sponsor & HS Scholars Bowl

Class III – High School Assistant Coaches-Volleyball, Football, Basketball, Track
Middle School Head Coaches, HS Cheer

Class IV – High School Head Coaches Cross Country, Golf, & Forensics Coach

Class V – High School Head Coaches Basketball, Football, Volleyball, Track

USD #212 Teacher Hiring Schedule
 2023-24 School
 Year

Base	36000
Vertical	425
Horizontal	600
Masters	1500

Step	BA	BA+10	BA+20	BA+30	MA	MA+15
1	36000	36600	37200	37800	39300	39900
2	36425	37025	37625	38225	39725	40325
3	36850	37450	38050	38650	40150	40750
4	37275	37875	38475	39075	40575	41175
5	37700	38300	38900	39500	41000	41600
6	38125	38725	39325	39925	41425	42025
7	38550	39150	39750	40350	41850	42450
8	38975	39575	40175	40775	42275	42875
9	39400	40000	40600	41200	42700	43300
10	39825	40425	41025	41625	43125	43725
11	40250	40850	41450	42050	43550	44150
12	40675	41275	41875	42475	43975	44575
13	41100	41700	42300	42900	44400	45000
14	41525		42725	43325	44825	45425
15	41950		43150	43750	45250	45850
16	42375		43575	44175	45675	46275
17	42800		44000	44600	46100	46700
18			44425	45025	46525	47125
19			44850	45450	46950	47550
20			45275	45875	47375	47975
21				46300	47800	48400
22				46725	47800	48400
23				47150	48225	48825
24				47575	48650	49250
25				48000	49075	49675
26				48425	49500	50100
27				48850	49925	50525
28				49275	50775	51375
29				49700	51200	51800
30				50125	51625	52225
31				50550	52050	52650
32				50975	52475	53075
33				51400	52900	53500
34				51825	53325	53925
35				52250	53750	54350
36				52675	54175	54775
37				53100	54600	55200
38				53525	55025	55625
39				53950	55450	56050
40				54375	55875	56475

Submit To: CHIEF ENGINEER
Division of Water Resources
Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
www.ksda.gov/dwr

**APPLICATION FOR APPROVAL TO
CHANGE THE PLACE OF USE, THE
POINT OF DIVERSION OR THE USE
MADE OF THE WATER UNDER AN
EXISTING WATER RIGHT**



State of Kansas

Filing Fee Must Accompany the Application
(Please refer to Fee Schedule on signature page of application form.)

Paragraph Nos. 1, 2, 3, 4 & 8 must be completed. Complete all other applicable portions. A topographic map or detailed plat showing the authorized and proposed points(s) of diversion and /or place of use must accompany this application.

1. Application is hereby made for approval of the Chief Engineer to change the

Place of Use

(Check one or more) Point of Diversion

Use Made of Water

File No. 46,526

2. Name of applicant: Northern Valley Schools

Address: 512 Bryant St

City, State and Zip: Almena, KS 67622-9606

Phone Number: (785)669-2445

E-mail address: _____

What is your relationship to the water right; owner tenant agent other? If other, please explain. _____

Name of water use correspondent: Northern Valley Schools

Address: 512 Bryant St

City, State and Zip: Almena, KS 67622-9606

Phone Number: (785)669-2445

E-mail address: _____

3. The change(s) proposed herein are desired for the following reasons (please be specific): Changing the place of use to add a baseball field and remove a small section of grass in front of the school.

The change(s) (was) (will be) completed by already complete.

(Date)

For Office Use Only:

F.O. GMD Meets K.A.R. 5-5-1 (YES / NO) Use _____ Source G / S County _____ By _____ Date _____
Code _____ Fee \$ _____ TR # _____ Receipt Date _____ Check # _____

4. The presently authorized place of use is:

Owner of Land — NAME: Northern Valley Schools

ADDRESS: 512 Bryant St. Almena, KS 67622-9606

Sec.	Twp.	Range	NE¼				NW¼				SW¼				SE¼				TOTAL ACRES
			NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	
8	2 S	21 W			3.33													3.33	

List any other water rights that cover this place of use. None.

Owner of Land — NAME: _____

ADDRESS: _____

Sec.	Twp.	Range	NE¼				NW¼				SW¼				SE¼				TOTAL ACRES
			NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	

List any other water rights that cover this place of use. _____

(If there are more than two landowners, attach additional sheets as necessary.)

5. It is proposed that the place of use be changed to:

Owner of Land — NAME: Northern Valley Schools

ADDRESS: 512 Bryant St. Almena, KS 67622-9606

Sec.	Twp.	Range	NE¼				NW¼				SW¼				SE¼				TOTAL ACRES
			NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	
8	2 S	21 W			4.2													4.2	

List any other water rights that cover this place of use. _____

Owner of Land — NAME: _____

ADDRESS: _____

Sec.	Twp.	Range	NE¼				NW¼				SW¼				SE¼				TOTAL ACRES
			NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	NE¼	NW¼	SW¼	SE¼	

List any other water rights that cover this place of use. _____

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS AS NECESSARY

6. The presently authorized point(s) of diversion is one well
(Provide description and number of points)
7. The proposed point(s) of diversion is one well
(Provide description and number of points)

List all presently authorized point(s) of diversion:

8. **Presently authorized point of diversion:**
 One in the Southwest Quarter of the Southwest Quarter of the Northeast Quarter of Section 8, Township 2 South, Range 21 W, in Norton County, Kansas, 2,880 feet North 2,609 feet West of Southeast corner of section. Authorized Rate 30 gpm Authorized Quantity 5 AF
 (DWR use only: Computer ID No. 6 GPS _____ feet North _____ feet West)
 This point will not be changed This point will be changed as follows:
Proposed point of diversion: (Complete only if change is requested)
 One in the _____ Quarter of the _____ Quarter of the _____ Quarter of Section _____, Township _____ South, Range _____ W, in _____ County, Kansas, _____ feet North _____ feet West of Southeast corner of section. Proposed Rate _____ Proposed Quantity _____
 This point is: Additional Well Geo Center List other water rights that will use this point _____

9. **Presently authorized point of diversion:**
 One in the _____ Quarter of the _____ Quarter of the _____ Quarter of Section _____, Township _____ South, Range _____ W, in _____ County, Kansas, _____ feet North _____ feet West of Southeast corner of section. Authorized Rate _____ Authorized Quantity _____
 (DWR use only: Computer ID No. _____ GPS _____ feet North _____ feet West)
 This point will not be changed This point will be changed as follows:
Proposed point of diversion: (Complete only if change is requested)
 One in the _____ Quarter of the _____ Quarter of the _____ Quarter of Section _____, Township _____ South, Range _____ W, in _____ County, Kansas, _____ feet North _____ feet West of Southeast corner of section. Proposed Rate _____ Proposed Quantity _____
 This point is: Additional Well Geo Center List other water rights that will use this point _____

10. **Presently authorized point of diversion:**
 One in the _____ Quarter of the _____ Quarter of the _____ Quarter of Section _____, Township _____ South, Range _____ W, in _____ County, Kansas, _____ feet North _____ feet West of Southeast corner of section. Authorized Rate _____ Authorized Quantity _____
 (DWR use only: Computer ID No. _____ GPS _____ feet North _____ feet West)
 This point will not be changed This point will be changed as follows:
Proposed point of diversion: (Complete only if change is requested)
 One in the _____ Quarter of the _____ Quarter of the _____ Quarter of Section _____, Township _____ South, Range _____ W, in _____ County, Kansas, _____ feet North _____ feet West of Southeast corner of section. Proposed Rate _____ Proposed Quantity _____
 This point is: Additional Well Geo Center List other water rights that will use this point _____

11. Describe the current condition of and future plans for any point(s) of diversion which will no longer be used. n/a

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS AS NECESSARY

12. The presently authorized use of water is for irrigation purposes.

It is proposed that the use be changed to no change requested purposes.

13. If changing the place of use and/or use made of water, describe how the consumptive use will not be increased.

This application is proposing to add 0.87 acres to the place of use which would be bring the total auth. acres to 4.2.

This would equal 1.2 AF/AC. The school is also pursuing having the ability to use water from the City of Alma should the need arise for additional water in dry years. This should offset any increase in historic consumptive use.

(Please show any calculations here.)

14. It is requested that the maximum annual quantity of water be reduced to n/a (acre-feet or million gallons).

15. It is requested that the maximum rate of diversion of water be reduced to n/ gallons per minute (c.f.s.).

16. The application must include either a topographic map or detailed plat. A U.S. Geological Survey Topographic Map, scale 1:24,000, is available through the Kansas Geological Survey, 1930 Constant Avenue, University of Kansas, Lawrence, Kansas 66047-3726 (www.usgs.gov). The map should show the location of the presently authorized point(s) of diversion. Distances North and West of the Southeast corner of the section must be shown. The presently authorized place of use should also be shown. Identify the center of the section, the section lines and the section corners and show the appropriate section, township, and range numbers on the map. In addition the following information must also be shown on the map.

a. If a change in the location of the point(s) of diversion is proposed, show:

- 1) The location of the proposed point(s) of diversion. Distances North and West of the Southeast corner of the section must be shown. Please be certain that the information shown on the map agrees with the information shown in Paragraph Nos. 9, 10 and 11 of the application.
- 2) If the source of supply is groundwater, please show the location of existing water wells of any kind, including domestic wells, within 1/2 mile of the proposed well or wells. Identify each well as to its use and furnish name and mailing address of the property owner or owners. If there are no wells within 1/2 mile, please indicate so on the map.
- 3) If the source of supply is surface water, the names and mailing addresses of all landowner(s) 1/2 mile downstream and 1/2 mile upstream from your property lines must be shown.

b. If a change in the place of use is desired, show the proposed place of use by crosshatching on the map. Please be certain that the information shown on the map agrees with the information shown in Paragraph No. 5 of the application.

17. Attach documentation to show the change(s) proposed herein will not impair existing water rights and relates to the same local source of supply as to which the water right relates. This information may include statements, plats, geology reports, well logs, test hole logs, and other information as necessary information to show the above. Additional comments may be made below.

No change in source of supply; no impairment will occur.

18. If the proposed change(s) does not meet all applicable rules and regulations of the Kansas Water Appropriation Act, please identify the rules and regulations for which you request a waiver. State the reason why a waiver is needed and why the request should be granted. Attach documentation showing that granting the request will not impair existing water rights and will not prejudicially and unreasonably affect the public interest.

Waiver of K.A.R. 5-5-11 is requested. Exceeding base acres + 10%. The irrigation of these athletic fields is in the public interest/safety. The school is also pursuing additional water through the City of Alma should more water be needed in dry years.

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS AS NECESSARY

Any use of water that is not as authorized by the water right or permit to authorize water before the chief engineer approves this application is a violation of the Kansas Water Appropriation Act for which criminal or civil penalties may be assessed. Such violation is a class C misdemeanor, punishable by a fine not to exceed \$500 and/or a term of confinement not to exceed one month in the county jail. K.S.A. 82a-728(b). Civil penalties shall be not less than \$100 nor more than \$1,000 per violation. In the case of a continuing violation, each day such violation continues may be deemed a separate violation. In addition to these penalties the water right may be modified or suspended. K.S.A. 82a-737, as amended.

The application must be signed by all owners of the place of use authorized under the water right and his or her spouse, if married. Please indicate if there is no spouse. If land is being purchased under contract, the seller must sign as landowner until such time as the contract is completed.

In the event that all applicants cannot appear before one notary public, they may as necessary sign separate copies of the application before any notary public conveniently available to them. All copies signed in this manner shall be considered to be valid parts of the application.

If the request is signed on behalf of any Owner by someone with legal authority to do so (for example, an agent, one who has power of attorney, or an executor, executrix, conservator), it will be necessary to attach proper documents showing such authority.

I declare that I am an owner of the currently authorized place of use as identified herein, or that I represent all such owners and am authorized to make this application on their behalf, and declare further that the statements contained herein are true, correct, and complete. By filing this application I authorize the chief engineer to permanently reduce the quantity of water and/or rate of diversion as specified in sections 14 and 15 of this application.

Dated at Almena, Kansas, this 6th day of June, 20 23.

Northern Valley Schools / Ken Thorman (Superintendent)
(Owner) (Spouse)

Ken Thorman
(Please Print) (Please Print)

(Owner) (Spouse)

(Please Print) (Please Print)

(Owner) (Spouse)

(Please Print) (Please Print)

State of Kansas }
County of Norton } SS

I hereby certify that the foregoing application was signed in my presence and sworn to before me this 6th day of June, 20 23.

Amber N. Brown
Notary Public

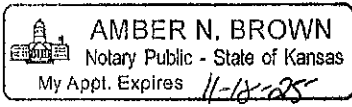
My Commission Expires 11-18-25

FEE SCHEDULE

Each application to change the place of use, the point of diversion or the use made of the water under this section shall be accompanied by the application fee set forth in the schedule below:



- (1) Application to change a point of diversion 300 feet or less \$100
- (2) Application to change a point of diversion more than 300 feet \$200
- (3) Application to change the place of use \$200
- (4) Application to change the use made of the water \$300

Make check payable to **Kansas Department of Agriculture.**



Application to Change the Place of Use, File No. 46,526



-  Currently Authorized PU
-  Proposed PU

1:5,000



Signature

Date

UNIFIED SCHOOL DISTRICT NO. 212
Almena, Kansas
Financial Statement and Regulatory-Required
Supplementary Information with Independent Auditor's Report
For the Fiscal Year Ended June 30, 2022

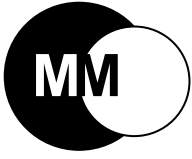
DISCUSSION DRAFT

MAPES & MILLER LLP
Certified Public Accountants
Norton, Kansas

UNIFIED SCHOOL DISTRICT NO. 212
 Almaena, Kansas
 Financial Statement and Regulatory-Required
 Supplementary Information with Independent Auditor's Report
For the Fiscal Year Ended June 30, 2022

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Mapes & Miller LLP
Certified Public Accountants

418 E. Holme, Norton, KS 67654-1412
Phone: 785-877-5833 Email: mmcpas@ruraltel.net

Members of the American Institute of Certified Public Accountants
and the Kansas Society of Certified Public Accountants

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BRIAN S. THOMPSON, CPA, PA
REBECCA A. LIX, CPA, PA
STEPHANIE M. HEIER, CPA, PA

INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Unified School District No. 212
Almena, Kansas 67622

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of Unified School District No. 212, Almena, Kansas as of and for the year ended June 30, 2022, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statement, the financial statement is prepared by Unified School District No. 212, Almena, Kansas, on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Unified School District No. 212, Alma, Kansas, as of June 30, 2022, or changes in financial position and cash flows thereof for the year then ended.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balances of Unified School District No. 212, Alma, Kansas, as of June 30, 2022, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, summary of receipts and disbursements-agency funds, and schedule of receipts, expenditures, and unencumbered cash-district activity funds (Schedules 1, 2, 3, and 4 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however, are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

Mapes & Miller LLP

Certified Public Accountants

Norton, Kansas
June 12, 2023

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Summary of Receipts, Expenditures, and Unencumbered Cash

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

STATEMENT 1

Page 1

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts	Expenditures	Ending Unencumbered Cash Balance	Add Encumbrances and Accounts Payable	Ending Cash Balance
Governmental Type Funds:							
General Funds:							
General	\$ 0	0	1,668,650	1,668,650	0	106,103	106,103
Supplemental General	58,671	0	497,707	540,610	15,768	12,373	28,141
Special Purpose Funds:							
Preschool-Aged At-Risk	10,301	0	70,000	56,615	23,686	6,577	30,263
At Risk K-12	9,154	0	141,000	137,742	12,412	16,961	29,373
Capital Outlay	162,936	0	182,416	254,064	91,288	0	91,288
Driver Training	2,419	0	5,609	4,086	3,942	0	3,942
Food Service	34,229	0	158,797	156,880	36,146	330	36,476
Professional Development	9,975	0	5,000	7,945	7,030	0	7,030
Special Education	14,173	0	304,673	278,101	40,745	1,644	42,389
Career and Postsecondary Education	11,483	0	76,795	72,507	15,771	9,159	24,930
KPERs Special Retirement Contribution	0	0	182,739	182,739	0	0	0
Contingency Reserve	225,000	0	0	0	225,000	0	225,000
Textbook Rental and Student Material Revolving	19,022	0	23,227	1,210	41,039	0	41,039
Box Tops for Education	2,367	0	4,158	3,960	2,565	0	2,565
Federal Funds	(16,089)	0	143,751	128,270	(608)	7,054	6,446
Gifts and Grants	28,666	0	23,374	33,888	18,152	0	18,152
District Activity Funds	5,076	0	20,336	23,666	1,746	0	1,746
Trust Funds:							
Maxine Sebelius Memorial Scholarship	14,000	0	0	0	14,000	0	14,000
Total Reporting Entity							
(Excluding Agency Funds)	\$ 591,383	0	3,508,232	3,550,933	548,682	160,201	708,883

The notes to the financial statement are an integral part of this statement.

UNIFIED SCHOOL DISTRICT NO. 212

STATEMENT 1

Almena, Kansas
Composition of Cash
Regulatory Basis

Page 2

For the Fiscal Year Ended June 30, 2022

Equity Bank, Almena, Kansas	
Checking Account	\$ 875
NOW Accounts	64,970
First National Bank, Long Island, Kansas	
Checking Account	92,316
NOW Account	486,852
Certificates of Deposit	<u>150,000</u>
Total Cash	795,013
Agency Funds per Schedule 3	<u>(86,130)</u>
Total Reporting Entity (Excluding Agency Funds)	\$ <u>708,883</u>

The notes to the financial statement are an integral part of this statement.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Notes to the Financial Statement

June 30, 2022

1. Summary of Significant Accounting Policies

Municipal Financial Reporting Entity

Unified School District No. 212, Almena, Kansas operates as a unified school district in accordance with the laws of the State of Kansas. The District is operated by an elected board of education and provides the following services: education, culture and recreation. The regulatory financial statement presents Unified School District No. 212 (the municipality).

Regulatory Basis Fund Types

The following types of funds comprise the financial activities of the District for the fiscal year ended June 30, 2022:

General Fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Fund – used to account for the proceeds of specific taxes levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Trust Fund – funds used to report assets held in trust for the benefit of the municipal financial reporting entity (i.e. pension funds, investment trust funds, private purpose trust funds which benefit the municipal reporting entity, scholarship funds, etc.)

Agency Fund – funds used to report assets held by the municipal reporting entity in a purely custodial capacity.

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.

The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The District has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the District to use the regulatory basis of accounting.

Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. The statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper of the proposed budget and notice of public hearing on the budget on or before August 5th.

3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. The budget was amended in this manner for the year ended June 30, 2022.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules for each fund are presented showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which, revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year’s accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a documentNote evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for trust funds and the following special purpose funds:

	<u>Statutory Authority for Exemption</u>
Federal Funds	K.S.A. 12-1663
Memorials and Donations	K.S.A. 79-2925
Kansas Coordinated School Health	K.S.A. 12-16,111
Library Grant	K.S.A. 12-16,111
Contingency Reserve	K.S.A. 72-6426
Textbook Rental and Student Material Revolving	K.S.A. 72-8250
Box Tops for Education	K.S.A. 79-2925
Junior High School Athletics	K.S.A. 72-8208a
Senior High School Athletics	K.S.A. 72-8208a
Greenhouse	K.S.A. 72-8208a

Spending in funds, which are not subject to the legal annual operating budget requirement, are controlled by federal regulations, other statues, or by the use of internal spending limits established by the governing body.

Reimbursed Expenditures

The District records reimbursable expenditures in the fund that makes the disbursement and records reimbursements as a receipt to the fund that receives the reimbursement. For purposes of budgetary comparisons, the expenditures are properly offset by the reimbursements under the KMAAG regulatory basis of accounting.

2. **Stewardship, Compliance and Accountability**

Cash Violations. K.S.A. 10-1113 requires that no indebtedness be created for a fund in excess of available monies in that fund. The Federal Funds fund incurred indebtedness in excess of the available cash

balance. However, K.S.A. 12-1664 allows a deficit unencumbered cash balance for federal aid funds when the deficit is expected to be eliminated in future years as grant proceeds are received

3. **Deposits and Investments**

At June 30, 2022, the District had no investments except for certificates of deposit which are considered to be a component of deposits.

K.S.A. 9-1401 establishes the depositories which may be used by the District. The statute requires banks eligible to hold the District's funds have a main or branch bank in the county in which the municipality is located and the banks provide an acceptable rate of return on the funds. In addition, K.S.A 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The District has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the District's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The District has no investment policy that would further limit its investment choices.

Concentration of Credit Risk. State statutes place no limit on the amount the District may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. State statutes require the District's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The District has not designated any "peak periods" with eligible depositories. All deposits were legally secured at June 30, 2021.

At June 30, 2022, the District's carrying amount of deposits was \$798,313 and the bank balance was \$840,453. The bank balance was held by two banks resulting in a concentration of credit risk. Of the bank balance, \$411,475 was covered by federal depository insurance, and the remaining \$428,978 was collateralized with securities held by the pledging financial institutions' agents in the District's name.

Custodial Credit Risk – Investments. For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. At June 30, 2022, the District had no investments except for certificates of deposit which are considered to be a component of deposits.

4. **Defined Benefit Pension Plan**

Plan Description. The District participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing, multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

Contributions. K.S.A. 74-4919 and K.S.A 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2, or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009 and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate of 6% of covered salary for KPERS 1, KPERS 2,

and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate and the statutory contribution rate (not including the 1% contribution rate for the Death and Disability Program) was 16.15% and 14.41%, respectively, for the fiscal year ended June 30, 2010. The actuarially determined employer contribution rate and the statutory contribution rate was 15.59% and 14.23% for the fiscal year ended June 30, 2021.

Per 2017 Senate Substitute for House Bill 2052, Section 37(a), state general fund employer contributions to KPERS were decreased by \$64.13 million for the fiscal year ended June 30, 2017. Section 43(17) of the bill also stipulated that repayments of the reduced contributions are to be amortized over twenty years at a level dollar amount commencing in fiscal year 2018. The level dollar amount was computed to be \$6.4 million dollars per year. The first year payment of \$6.4 million was received in July 2017 and appropriations for fiscal year 2018 were made for the State/School group at the statutory contribution rate of 12.01% for that year.

Per 2017 Senate Substitute for House Bill 2002, Section 51(a), state general fund employer contributions to KPERS were decreased by \$194.0 million for the fiscal year ended June 30, 2019. Section 56(19) of the bill also stipulates that repayments of the reduced contributions are to be amortized over twenty years at a level dollar amount commencing in fiscal year 2020. The level dollar amount was computed to be \$19.4 million per year.

2018 House Substitute for Senate Bill 109 provided for additional funding for KPERS School group. A payment of \$56 million was paid in fiscal year 2018. This bill also authorized a payment of \$82 million in fiscal year 2019.

2019 Senate Bill 9 authorized a payment of \$115 million for the KPERS School group.

The State of Kansas is required to contribute the statutory required employer's share except for retired District employees. The District is responsible for the employer's portion of the cost for retired District employees. The District received and remitted amounts equal to the statutory contribution rate, which totaled \$182,739 for the year ended June 30, 2022.

Net Pension Liability. At June 30, 2022, the District's proportionate share of the collective net pension liability reported by KPERS was \$1,451,377. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2020, which was rolled forward to June 30, 2021. The District's proportion of the net pension liability was based on the ratio of the District's contributions to KPERS, relative to the total employer and nonemployer contributions of the State/School subgroup within KPERS for the fiscal year ended June 30, 2021. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in these financial statements. The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

5. **Other Long-Term Obligations**

Compensated Absences

Sick Leave. The employees of Unified School District No. 212, Almena, Kansas are allowed eleven days of sick leave per year. This can be carried over and accumulated to fifty days for all regular and full-time employees. All certified employees who have accumulated over thirty-nine days of sick leave by the end of the contract year will be paid for days over thirty-eight, at the rate of one-half the daily rate for substitute teachers. Unused sick leave is paid upon termination at the rate of one-half the daily rate for substitute teachers.

Vacation Pay. The superintendent is allowed twenty days of vacation per year. Other twelve-month employees are allowed ten days of vacation per year. Vacation time cannot be carried over to the following year and is not required to be used.

Other Post Employment Benefits

As provided by K.S.A. 12-5040, the District allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually; the District is subsidizing the retirees because each participant is charged a level premium regardless of age. However, the cost of this subsidy has not been quantified for this financial statement. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the District makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured. There is no cost to the District under this program.

Death and Disability Other Post Employment Benefits

As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERs) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERs that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended June 30, 2022.

6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; injuries to employees; and natural disasters for which the District purchases commercial insurance. During the year ended June 30, 2020, the District did not reduce insurance coverage from levels in place during the prior year. No settlements have exceeded coverage levels in place during the past three fiscal years.

7. In-Substance Receipt in Transit

The District received \$42,354 subsequent to June 30, 2022, and as required by K.S.A. 72-6417 and 72-6434 the receipt was recorded as an in-substance receipt in transit and included as a receipt for the year ended June 30, 2022.

8. Interfund Transfers

Operating transfers were as follows:

From	To	Statutory Authority	Amount
General	Food Service	K.S.A. 72-5167	28,447
General	Special Education	K.S.A. 72-5167	283,765
General	Preschool-Aged At-Risk	K.S.A. 72-5167	10,000
General	At Risk K-12	K.S.A. 72-5167	111,000
General	Professional Development	K.S.A. 72-5167	5,000
General	Driver Training	K.S.A. 72-5167	181
General	Career and Postsecondary Education	K.S.A. 72-5167	25,000
Supplemental General	Driver Training	K.S.A. 72-5143	4,000
Supplemental General	Preschool-Aged At-Risk	K.S.A. 72-5143	60,000
Supplemental General	At Risk K-12	K.S.A. 72-5143	30,000
Supplemental General	Career and Postsecondary Education	K.S.A. 72-5143	50,000

9. **Subsequent Events**

Management has evaluated the effects on the financial statement of subsequent events occurring through the date of this report, which is the date of which the financial statement was available to be issued.

**UNIFIED SCHOOL DISTRICT NO. 212
REGULATORY-REQUIRED
SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

UNIFIED SCHOOL DISTRICT NO. 212

SCHEDULE 1

Almena, Kansas

Summary of Expenditures - Actual and Budget
For the Fiscal Year Ended June 30, 2022

Description	Certified Budget	Adjustment to Comply with Legal Max	Adjustment for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance Over (Under)
Governmental Type Funds:						
General Funds:						
General Fund	\$ 1,647,571	0	21,079	1,668,650	1,668,650	0
Supplemental General Fund	531,036	0	16,527	547,563	540,610	(6,953)
Special Purpose Funds:						
Preschool-Aged At-Risk	80,301	0	0	80,301	56,615	(23,686)
At Risk K-12	169,551	0	0	169,551	137,742	(31,809)
Capital Outlay	317,645	0	0	317,645	254,064	(63,581)
Driver Training	6,739	0	0	6,739	4,086	(2,653)
Food Service	192,108	0	0	192,108	156,880	(35,228)
Professional Development	19,975	0	0	19,975	7,945	(12,030)
Special Education	323,876	0	20,908	344,784	278,101	(66,683)
Career and Postsecondary Education	111,484	0	0	111,484	72,507	(38,977)
KPERS Special Retirement Contribution	210,777	0	0	210,777	182,739	(28,038)
Federal Funds	126,836	0	0	126,836	128,270	*
Gifts and Grants	99,797	0	0	99,797	33,888	*

* Exempt from Budget Law.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

General Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

SCHEDULE 2

Page 1

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Mineral Tax	\$ 3,390	0	3,390
State Equalization Aid	1,481,210	1,465,880	15,330
Special Education Aid	162,971	181,691	(18,720)
Reimbursed Expenses	<u>21,079</u>	<u>0</u>	<u>21,079</u>
Total Receipts	<u>1,668,650</u>	<u>1,647,571</u>	<u>21,079</u>
Expenditures:			
Instruction	746,291	691,514	54,777
Instructional Support Staff	40,023	32,420	7,603
General Administration	182,189	170,230	11,959
School Administration	67,438	67,955	(517)
Operations and Maintenance	48,307	26,500	21,807
Student Transportation Services	121,009	120,375	634
Transfer to Driver Training	181	0	181
Transfer to Food Service	28,447	50,000	(21,553)
Transfer to Professional Development	5,000	5,000	0
Transfer to Career and Postsecondary Education	25,000	40,000	(15,000)
Transfer to Special Education	283,765	323,177	(39,412)
Transfer to Pre-School Aged At-Risk	10,000	10,000	0
Transfer to At Risk K-12	<u>111,000</u>	<u>110,400</u>	<u>600</u>
Adjustment to Comply with Legal Max			
Legal General Fund Budget	<u>0</u>	<u>0</u>	<u>0</u>
Total Legal General Fund Budget	1,668,650	1,647,571	21,079
Adjustments for Qualifying Budget Credits:			
Reimbursed Expenses	<u>0</u>	<u>21,079</u>	<u>(21,079)</u>
Total Expenditures	<u>1,668,650</u>	<u>1,668,650</u>	<u>0</u>
Receipts Over (Under) Expenditures	0		
Unencumbered Cash, Beginning	<u>0</u>		
Unencumbered Cash, Ending	\$ <u><u>0</u></u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 2

Supplemental General Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	Actual	Budget	Variance Over (Under)
Receipts:			
Tax in Process	\$ 7,876	29,141	(21,265)
Current Tax	438,258	407,982	30,276
Delinquent Tax	2,036	820	1,216
Motor Vehicle Tax	31,377	31,262	115
Recreational Vehicle Tax	752	665	87
Commercial Vehicle Tax	881	1,404	(523)
Reimbursed Expense	16,527	0	16,527
Supplemental State Aid	0	0	0
Total Receipts	497,707	471,274	26,433
Expenditures:			
Instruction	54,826	14,600	40,226
Instructional Support Staff	1,244	5,000	(3,756)
General Administration	107,879	100,000	7,879
School Administration	140,234	118,000	22,234
Operations and Maintenance	92,427	105,436	(13,009)
Transfer to Driver Training	4,000	3,000	1,000
Transfer to Food Service	0	10,000	(10,000)
Transfer to Professional Development	0	5,000	(5,000)
Transfer to Career and Postsecondary Education	50,000	60,000	(10,000)
Transfer to At Risk K-12	30,000	50,000	(20,000)
Transfer to At Preschool-Aged At-Risk	60,000	60,000	0
Adjustment to Comply with Legal Max			
Legal Supplemental General Fund Budget	0	0	0
Total Legal Supplemental General Fund Budget	540,610	531,036	9,574
Adjustments for Qualifying Budget Credits:			
Reimbursed Expenses	0	16,527	(16,527)
Total Expenditures	540,610	547,563	(6,953)
Receipts Over (Under) Expenditures	(42,903)		
Unencumbered Cash, Beginning	58,671		
Unencumbered Cash, Ending	\$ 15,768		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 3

Preschool-Aged At-Risk Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
Receipts:			
Transfer from General	\$ 10,000	10,000	0
Transfer from Supplemental General	<u>60,000</u>	<u>60,000</u>	<u>0</u>
Total Receipts	<u>70,000</u>	<u>70,000</u>	<u>0</u>
Expenditures:			
Instruction	56,615	80,301	(23,686)
School Administration	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>56,615</u>	<u>80,301</u>	<u>(23,686)</u>
Receipts Over (Under) Expenditures	13,385		
Unencumbered Cash, Beginning	<u>10,301</u>		
Unencumbered Cash, Ending	\$ <u>23,686</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 4

At Risk K-12 Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
Receipts:			
Transfer from General	\$ 111,000	110,400	600
Transfer from Supplemental General	<u>30,000</u>	<u>50,000</u>	<u>(20,000)</u>
Total Receipts	<u>141,000</u>	<u>160,400</u>	<u>(19,400)</u>
Expenditures:			
Instruction	137,742	169,551	(31,809)
School Administration	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>137,742</u>	<u>169,551</u>	<u>(31,809)</u>
Receipts Over (Under) Expenditures	3,258		
Unencumbered Cash, Beginning	<u>9,154</u>		
Unencumbered Cash, Ending	\$ <u>12,412</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 5

Capital Outlay Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	Actual	Budget	Variance Over (Under)
Receipts:			
Tax in Process	\$ 2,658	10,075	(7,417)
Current Tax	153,335	141,146	12,189
Delinquent Tax	707	277	430
Motor Vehicle Tax	11,490	11,113	377
Recreational Vehicle Tax	266	236	30
Commercial Vehicle Tax	0	499	(499)
Other Revenue - Local Sources	13,960	4,033	9,927
Transfer from General	0	0	0
Total Receipts	182,416	167,379	15,037
Expenditures:			
Instruction	25,656	35,000	(9,344)
School Administration	3,585	0	3,585
Operations and Maintenance	139,907	198,000	(58,093)
Transportation	0	39,645	(39,645)
Facility Acquisition and Construction	84,916	45,000	39,916
Total Expenditures	254,064	317,645	(63,581)
Receipts Over (Under) Expenditures	(71,648)		
Unencumbered Cash, Beginning	162,936		
Unencumbered Cash, Ending	\$ 91,288		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 6

Driver Training Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
State Aid	\$ 1,098	1,320	(222)
Other Revenue - Local Sources	330	0	330
Transfer from General	181	0	181
Transfer from Supplemental General	<u>4,000</u>	<u>3,000</u>	<u>1,000</u>
 Total Receipts	 <u>5,609</u>	 <u>4,320</u>	 <u>1,289</u>
Expenditures:			
Instruction	4,086	6,739	(2,653)
Vehicle Operations & Maintenance	<u>0</u>	<u>0</u>	<u>0</u>
 Total Expenditures	 <u>4,086</u>	 <u>6,739</u>	 <u>(2,653)</u>
 Receipts Over (Under) Expenditures	 1,523		
Unencumbered Cash, Beginning	<u>2,419</u>		
 Unencumbered Cash, Ending	 \$ <u>3,942</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 7

Food Service Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Federal Aid	\$ 126,214	106,927	19,287
State Aid	0	591	(591)
Food Service	3,097	11,428	(8,331)
Miscellaneous	534	0	534
Interest on Idle Funds	505	0	505
Transfer from General	28,447	50,000	(21,553)
Transfer from Supplemental General	<u>0</u>	<u>10,000</u>	<u>(10,000)</u>
Total Receipts	<u>158,797</u>	<u>178,946</u>	<u>(20,149)</u>
Expenditures:			
Operations and Maintenance	845	17,608	(16,763)
Food Service Operations	<u>156,035</u>	<u>174,500</u>	<u>(18,465)</u>
Total Expenditures	<u>156,880</u>	<u>192,108</u>	<u>(35,228)</u>
Receipts Over (Under) Expenditures	1,917		
Unencumbered Cash, Beginning	<u>34,229</u>		
Unencumbered Cash, Ending	\$ <u>36,146</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 8

Professional Development Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Transfer from General	5,000	5,000	0
Transfer from Supplemental General	<u>0</u>	<u>5,000</u>	<u>(5,000)</u>
Total Receipts	<u>5,000</u>	<u>10,000</u>	<u>(5,000)</u>
Expenditures:			
Instructional Support Staff	<u>7,945</u>	<u>19,975</u>	<u>(12,030)</u>
Receipts Over (Under) Expenditures	(2,945)		
Unencumbered Cash, Beginning	<u>9,975</u>		
Unencumbered Cash, Ending	\$ <u>7,030</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 9

Special Education Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Reimbursed Expense	\$ 20,908	0	20,908
Transfer from General	<u>283,765</u>	<u>310,000</u>	<u>(26,235)</u>
Total Receipts	<u>304,673</u>	<u>310,000</u>	<u>(5,327)</u>
Expenditures:			
Instruction	278,101	323,876	(45,775)
Adjustments for Qualifying Budget Credits:			
Reimbursed Expenses	<u>0</u>	<u>20,908</u>	<u>(20,908)</u>
Total Expenditures	<u>278,101</u>	<u>344,784</u>	<u>(66,683)</u>
Receipts Over (Under) Expenditures	26,572		
Unencumbered Cash, Beginning	<u>14,173</u>		
Unencumbered Cash, Ending	\$ <u>40,745</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 10

Career and Postsecondary Education Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Miscellaneous	\$ 1,665	0	1,665
User Charges	130	0	130
Transfer from General	25,000	40,000	(15,000)
Transfer from Supplemental General	<u>50,000</u>	<u>60,000</u>	<u>(10,000)</u>
 Total Receipts	 <u>76,795</u>	 <u>100,000</u>	 <u>(23,205)</u>
Expenditures:			
Instruction	65,128	90,484	(25,356)
Operations and Maintenance	<u>7,379</u>	<u>21,000</u>	<u>(13,621)</u>
 Total Expenditures	 <u>72,507</u>	 <u>111,484</u>	 <u>(38,977)</u>
Receipts Over (Under) Expenditures	4,288		
Unencumbered Cash, Beginning	<u>11,483</u>		
 Unencumbered Cash, Ending	 \$ <u>15,771</u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 11

KPERS Special Retirement Contribution Fund

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
State Aid	\$ 182,739	<u>210,777</u>	<u>(28,038)</u>
Expenditures:			
Instruction	115,307	133,000	(17,693)
Student Support	6,069	7,000	(931)
Instructional Support	6,069	7,000	(931)
General Administration	13,005	15,000	(1,995)
School Administration	19,074	22,000	(2,926)
Operations and Maintenance	13,005	15,000	(1,995)
Student Transportation Services	867	1,000	(133)
Food Service	<u>9,343</u>	<u>10,777</u>	<u>(1,434)</u>
Total Expenditures	<u>182,739</u>	<u>210,777</u>	<u>(28,038)</u>
Receipts Over (Under) Expenditures	0		
Unencumbered Cash, Beginning	<u>0</u>		
Unencumbered Cash, Ending	\$ <u><u>0</u></u>		

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Federal Funds

Schedule of Receipts and Expenditures - Actual and Budget

Total Legal General Fund Budget

For the Fiscal Year Ended June 30, 2022

SCHEDULE 2

Page 12

	<u>Actual</u>	<u>Budget</u>	Variance Over (Under)
Receipts:			
Federal Aid	\$ 143,751	129,729	14,022
Expenditures:			
Instruction	84,176	51,836	32,340
Student Support Services	32,571	5,000	27,571
Instructional Support Staff	0	0	0
Operations & Maintenance	<u>11,523</u>	<u>70,000</u>	<u>(58,477)</u>
Total Expenditures	<u>128,270</u>	<u>126,836</u>	<u>1,434</u>
Receipts Over (Under) Expenditures	15,481		
Unencumbered Cash, Beginning	<u>(16,089)</u>		
Unencumbered Cash, Ending	\$ <u>(608)</u>		

* Exempt from Budget Law per K.S.A. 12-1663.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

SCHEDULE 2

Page 13

Gifts and Grants Funds

Schedule of Receipts and Expenditures - Actual and Budget

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

	Memorials and Donations	Kansas Coordinated School Health	Library Grant	Total	Budget*	Variance Over (Under)
Receipts:						
Donations and Grants	\$ 23,374	0	0	23,374	60,000	(36,626)
Expenditures:						
Instruction	13,888	0	0	13,888	19,797	(5,909)
Operations and Maintenance	0	0	0	0	80,000	(80,000)
Facilities Acquisition and Construction	20,000	0	0	20,000	0	20,000
Total Expenditures	33,888	0	0	33,888	99,797	(65,909)
Receipts Over (Under) Expenditures	(10,514)	0	0	(10,514)		
Unencumbered Cash, Beginning	25,797	1,958	911	28,666		
Unencumbered Cash, Ending	\$ 15,283	1,958	911	18,152		

* Exempt from Budget Law per K.S.A. 79-2925 and 12-16,111.

UNIFIED SCHOOL DISTRICT NO. 212

Almena, Kansas

Any Non-budgeted Fund

Schedule of Receipts and Expenditures - Actual

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

SCHEDULE 2

Page 14

	<u>Contingency Reserve</u>	<u>Textbook Rental and Student Material Revolving</u>	<u>Box Tops for Education</u>	<u>Maxine Sebelius Memorial Scholarship</u>
Receipts:				
Fees	\$ 0	23,227	0	0
Donations	0	0	4,158	0
Transfer from General	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Total Receipts	 <u>0</u>	 <u>23,227</u>	 <u>4,158</u>	 <u>0</u>
Expenditures:				
Instruction	0	1,210	3,960	0
Instructional Support Staff	0	0	0	0
Operations & Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Total Expenditures	 <u>0</u>	 <u>1,210</u>	 <u>3,960</u>	 <u>0</u>
Receipts Over (Under) Expenditures	0	22,017	198	0
Unencumbered Cash, Beginning	<u>225,000</u>	<u>19,022</u>	<u>2,367</u>	<u>14,000</u>
 Unencumbered Cash, Ending	 <u>\$ 225,000</u>	 <u>41,039</u>	 <u>2,565</u>	 <u>14,000</u>

UNIFIED SCHOOL DISTRICT NO. 212

SCHEDULE 3

Almena, Kansas

Agency Funds

Summary of Receipts and Disbursements

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

Fund	Beginning Cash Balance	Receipts	Disburse- ments	Ending Cash Balance
Student Organization Funds:				
Junior High:				
Service Club	\$ 2,162	18,169	15,230	5,101
High School:				
Student Council	6,912	2,141	1,506	7,547
Kayettes	1,669	7,193	5,845	3,017
Hi Lighters	1,774	150	0	1,924
FFA	18,532	33,882	33,019	19,395
Class of 2014	2,839	0	0	2,839
Class of 2015	1,341	0	0	1,341
Class of 2016	27	0	0	27
Class of 2019	2,004	0	0	2,004
Class of 2021	1,747	23	3	1,767
Class of 2022	3,909	502	4,309	102
Class of 2023	2,626	17,517	12,910	7,233
Class of 2024	3,433	957	303	4,087
Class of 2025	0	1,750	136	1,614
Yearbook	15,915	6,308	5,668	16,555
Scholars Bowl	89	0	0	89
Dance Team	8,470	8,915	12,015	5,370
Drama Club	990	460	0	1,450
Technology Club	829	0	0	829
FCCLA	66	0	0	66
Volleyball Club	2,363	412	1,095	1,680
FACS	620	298	23	895
Interactive Media	1,122	2,642	2,566	1,198
Total High School	<u>77,277</u>	<u>83,150</u>	<u>79,398</u>	<u>81,029</u>
Other Agency Funds:				
Sales Tax	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Other Agency Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Agency Funds	<u>\$ 79,439</u>	<u>101,319</u>	<u>94,628</u>	<u>86,130</u>

UNIFIED SCHOOL DISTRICT NO. 212

SCHEDULE 4

Almena, Kansas

District Activity Funds

Schedule of Receipts, Expenditures and Unencumbered Cash

Regulatory Basis

For the Fiscal Year Ended June 30, 2022

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts	Expenditures	Ending Unencumbered Cash Balance	Add Encumbrances and Accounts Payable	Ending Cash Balance
Junior High School Athletics	\$ 1,030	0	3,791	4,358	463	0	463
Senior High School Athletics	4,004	0	16,545	19,308	1,241	0	1,241
Greenhouse	42	0	0	0	42	0	42
Total District Activity Funds	\$ 5,076	0	20,336	23,666	1,746	0	1,746



AN ACCIDENT INSURANCE QUOTE FOR:

Northern Valley USD 212

PRESENTED TO:

Arthur J. Gallagher Risk Management Services, LLC (Kalamazoo Office)

UNDERWRITTEN BY:

Berkley Life and Health Insurance Company and/or StarNet Insurance Company

THIS QUOTE IS VALID FOR 120 DAYS



Renewal Quote

Based on the information provided Berkley Accident and Health is pleased to offer a Renewal Quote for **Northern Valley USD 212**.

Policy Number: KSA L219020157103

Renewal Policy Effective Date

August 1, 2023

to

Renewal Policy Expiration Date

August 1, 2024

Name of Policyholder: Northern Valley USD 212

Address: 512 West Bryant Street

City: Almena

State: KS

Zip Code: 67622

Eligibility:

Class 1:

- All registered students of the Policyholder.

Class 2:

- All registered student athletes of the Policyholder.

Covered Activities:

Class 1:

- This policy covers each Covered Person during the policy period while he or she is:
 - A) participating in school related activities;
 - 1) sponsored by the Policyholder; and
 - 2) on the premises designated and supervised by the Policyholder; or
 - B) traveling with a group in connection with the activities under the direct supervision of the Policyholder; and
 - C) while participating as a member of a team in intramural, club or interscholastic competitive sports activities sponsored and supervised by the Policyholder.

Class 2:

- Interscholastic Sports: Play, practice and conditioning

Premium:

Funding Option		
1. Fully Insured	Premium Amount: \$14,292.00 Premium Mode: Annual	

BENEFIT	LIMIT
Accidental Death and Dismemberment	Applies to All Classes Principal Sum: \$10,000
Aggregate Limit of Liability per Covered Accident	\$500,000
Accident Medical and Dental Expense	Applies to All Classes Accident Medical Expense: \$25,000 Dental Sub-limit: Sound natural teeth: \$500 per tooth per Covered Accident <ul style="list-style-type: none"> • Co-Insurance 100% • Deductible \$0 Corridor • Terms of Payment Full Excess • Loss Period (first Covered Accident Expenses must be incurred within) 60 days after the date of the Covered Accident • Benefit Period 52 weeks
Covered Medical Expense Sub-limits	
	Applies to All Classes <ul style="list-style-type: none"> • Hospital Room & Board per day per Covered Accident Applies to All Classes <ul style="list-style-type: none"> • Ancillary Hospital Expenses \$1,000 per Covered Accident Applies to All Classes <ul style="list-style-type: none"> • Emergency Room \$300 per day per Covered Accident

	<p>Applies to All Classes</p> <ul style="list-style-type: none"> • Physician Non-Surgical Visits <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Physician Second Opinion (Surgical) <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Physiotherapy <p>Applies to All Classes</p> <ul style="list-style-type: none"> • X-Ray Expenses <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Diagnostic Imaging (MRI/CT/CAT) <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Ambulance <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Durable Medical Equipment <p>Applies to All Classes</p> <ul style="list-style-type: none"> • Prescription Drugs 	<p>\$50 for the first visit, \$50 for each subsequent visit up to a maximum of 10 visits per Covered Accident</p> <p>\$400 per Covered Accident</p> <p>\$50 for the first visit, \$25 for each subsequent visit up to a maximum of 8 visits per Covered Accident</p> <p>\$600 including costs for reading per Covered Accident</p> <p>\$600 including costs for reading per Covered Accident</p> <p>\$800 per air and ground ambulance per Covered Accident limited to one trip</p> <p>\$150 per Covered Accident</p> <p>\$6,000 per Covered Accident</p>
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CLAIMS ADMINISTRATION

Your Claims Service Provider is: First Agency

Claim forms are available at: <https://www.1stagency.com/index.php>

If you have any questions please call: (269) 381-6630

First Agency

First Agency has been servicing programs of Student Accident and Health coverage since 1959, and is recognized by agents and educational institutions for their expertise in this market. All claims are processed in Kalamazoo, Michigan by their in-house claims staff. The average experience of their administrative and claims staff is over 14 years. A specific Claims Adjustor is assigned to each account so they can familiarize themselves and develop a more understanding and personal relationship with each client. For quick and accurate reporting and processing, online claim submission is available as well as real-time review of claim status.

The main goal in the claims administration process is cost control and savings, which are utilized in a number of ways, such as: utilizing a national network of PPO's in the claims administration process on a passive basis, allowing access to provider discounts without dictating medical providers. In addition to utilizing passive or blind PPO's, First Agency claims adjustors also utilize a process of self-negotiation. For claims that are not eligible for network discounts, adjustors have had success negotiating directly with providers. The claims system is custom-developed and fully automated, resulting in quick and accurate claims service. Average claims processing time is less than five days when all necessary information has been submitted.

Capitalized terms in this New Business Proposal will have the meaning as defined within the policy.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFIT

If Injury to the Covered Person results in any of the Covered Losses shown below, within 365 days of the date of the accident that caused the Injury, the Company will pay the percentage of the Principal Sum shown below for that loss. If multiple losses occur, only one Benefit, the largest, will be paid for all Covered Losses due to the same Covered Accident.

<u>Loss of:</u>	<u>Benefit:</u> (Percentage of Principal Sum)
Life.....	100%
Two or More Members.....	100%
One Member.....	50%
Thumb and Index Finger of the Same Hand.....	25%
Four fingers of the Same Hand.....	25%

“Member” means Hand or Foot, Arm or Leg, Sight, Speech and Hearing. “Loss of a hand or foot” means complete severance through or above the wrist or ankle joint. “Loss of Arm or Leg” means complete severance through or above the elbow or knee joint. “Loss of sight” means total and permanent loss of sight of one/both eyes that is irrecoverable, including by surgical and artificial means. “Loss of speech” means total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. “Loss of hearing” means permanent total deafness in both ears such that it cannot be corrected by any aid or device. “Loss of thumb and index finger of the same hand” means complete severance of each through or above the metacarpophalangeal joint of both digits of the same hand. Severance means the complete separation and dismemberment of the part from the body.

Aggregate Limit of Liability

The maximum amount the Company will pay on behalf of all Covered Persons for all covered Accidental Death and Dismemberment losses resulting from the same Accident will not exceed the Aggregate Limit of Liability as described in this New Business Proposal.

ACCIDENT MEDICAL AND DENTAL EXPENSE BENEFIT

If a Covered Person suffers an Injury that requires him or her to be treated by a Physician within the Loss Period, the Company will pay up to the Accident Medical and Dental Expense Benefits maximum amount for Covered Medical Expenses incurred by the Covered Person that result directly, and from no other cause, from all Injuries caused by the covered accident. These benefits are subject to the Deductibles, Coinsurance Factors, and Benefit Periods outlined in the New Business Proposal above.

Accident Medical Expense Benefits are only payable:

- 1) for Usual and Customary Charges incurred after the Deductible, if any, has been met;
- 2) for those Medically Necessary Covered Expenses incurred by or on behalf of the Covered Person;
- 3) for Covered Medical Expenses incurred within the designated Benefit Period after the date of the Covered Accident.

No benefits will be paid for any expenses incurred that are in excess of Usual and Customary Charges.

Covered Medical Expenses include:

- 1) Hospital room and board expenses: the daily room rate when a Covered Person is Hospital Confined and general nursing care is provided and charged for by the Hospital. In computing the number of days payable under this benefit, the date of admission will be counted, but not the date of discharge.
- 2) Ancillary Hospital expenses: services and supplies including operating room, laboratory tests, anesthesia and medicines (excluding take home drugs) when Hospital Confined.
- 3) Daily Intensive Care Unit/Cardiac Care Unit Expenses: the daily room rate when a Covered Person is Hospital confined in a bed in the Intensive Care Unit/Cardiac Care Unit and nursing services other than private duty nursing services.
- 4) Registered Nurse Services Expenses for private duty nursing while a Covered Person is Hospital Confined, when services are ordered by a Physician.
- 5) Medical Emergency Care (room and supplies) expenses incurred within 72 hours of a Covered Accident and including the attending Physician's charges, x-rays, laboratory procedures, use of the emergency room and supplies.
- 6) Outpatient surgery expenses, including Ambulatory Surgical Center.
- 7) Outpatient surgical room and supply expenses for use of the surgical facility.
- 8) Outpatient diagnostic x-rays, laboratory procedures and test expenses.
- 9) Physician non-surgical treatment/examination expenses (excluding medicines) including the Physician's initial visit, each necessary follow-up visit and consultation visits when referred by the attending Physician.
- 10) Second surgical opinion expenses.
- 11) Physician surgical expenses. If an Injury requires multiple surgical procedures through the same incision, We will pay only one benefit, the largest of the procedures performed. If multiple surgical procedures are performed during the same operative session, but through different incisions, We will pay for the most expensive procedure and 50% of Covered Expenses for the additional surgeries.
- 12) Assistant Surgeon expenses when Medically Necessary.
- 13) Anesthesiologist expenses for pre-operative screening and administration of anesthesia during a surgical procedure whether on an inpatient or outpatient basis.
- 14) Outpatient laboratory test expenses.
- 15) Physiotherapy (physical medicine) expenses on an inpatient or outpatient basis limited to one visit per day; expenses include treatment and office visits connected with such treatment when prescribed by a Physician, including diathermy, ultrasonic, whirlpool, heat treatments, chiropractic, adjustments, manipulation, massage or any form of physical therapy.
- 16) Post-surgical physical medicine expenses and office visits connected with such treatment when prescribed by a Physician.
- 17) X-ray expenses (including reading charges) not including dental x-rays.

- 18) Diagnostic imaging expenses including magnetic resonance imaging (MRI) and CAT scans.
- 19) Dental expenses including dental x-rays for the repair or treatment of each injured tooth that is whole sound and a natural tooth at the time of the Covered Accident.
- 20) Dental expenses related to the installation of crowns, caps, bridges and dentures; oral surgery and endodontics and repair or replacement of caps and crowns that existed prior to the Covered Accident.
- 21) Outpatient registered nurse services if ordered by a Physician.
- 22) Ambulance expenses for transportation from the Accident site to the Hospital.
- 23) Rehabilitative braces or appliances prescribed by a Physician. It must be durable medical equipment that is primarily and customarily used to serve a medical purpose and can withstand repeated use and generally is not useful to a person in the absence of Injury. No benefits will be paid for rental charges in excess of the purchase price.
- 24) Prescription drug expenses prescribed by a Physician and administered on an outpatient basis.
- 25) Medical equipment rental expenses for a wheelchair or other medical equipment that has therapeutic value for the Covered Person. We will not cover computers, motor vehicles or modifications to a motor vehicle, ramps and installation costs.
- 26) Medical services and supplies for blood and blood transfusions; oxygen and its administration.
- 27) Eyeglasses, contact lenses and hearing aids when damage occurs in a Covered Accident that requires medical treatment.
- 28) Artificial limbs, eyes and larynx for initial acquisition and fitting. We will not pay for repair or replacement of artificial limbs, eyes or larynx.
- 29) Extended Care Facility expenses for confinement if it begins within 5 straight days after a Covered Person is Hospital Confined as a result of a Covered Accident. We will pay for treatment if a Physician visits the Covered Person at least once every 30 days and certifies the confinement is Medically Necessary.

TERMS OF PAYMENT FOR ACCIDENT MEDICAL AND DENTAL EXPENSE BENEFIT

Full Excess: Covered Medical Expenses incurred by a Covered Person, subject to any cost containment limits set out in the Summary above, will be paid on an excess basis after any other valid and collectible insurance payments.

EXCLUSIONS

The Policy does not cover any loss resulting in whole or part from, or contributed to by, or as a natural or probable consequence of any of the following even if the immediate cause of the loss is an accidental bodily Injury, unless otherwise covered under the policy by Additional Benefits:

1. Suicide, self-destruction, attempted self-destruction or intentional self-inflicted Injury while sane or insane.
2. War or any act of war, declared or undeclared.
3. Service or Active Duty in the armed forces, National Guard, military, naval or air service or organized reserve corps of any country or international organization.
4. Sickness, disease or any bacterial infection, except one that results from an accidental cut or wound or pyogenic infections that result from accidental ingestion of contaminated substances.
5. Disease or disorder of the body or mind.
6. Asphyxiation from voluntarily or involuntarily inhaling gas and not the result of the Covered Person's job.
7. Voluntarily taking any drug or narcotic unless the drug or narcotic is prescribed by a Physician.
8. Intoxication or being under the influence of any drug or narcotic.
9. Violation or in violation or attempt to violate any duly-enacted law or regulation, or commission or attempt to commit an assault or felony, or that occurs while engaged in an illegal occupation.
10. Conditions that are not caused by a Covered Accident.
11. Covered Expenses for which the Covered Person would not be responsible in the absence of this Policy.
12. Injuries paid under Workers' Compensation, Employer's liability laws or similar occupational benefits or while

engaging in activity for monetary gain from sources other than the Policyholder.

13. Travel or activity outside the United States.
14. Participation in any motorized race or speed contest.
15. Aggravation or re-injury of a prior Injury that the Covered Person suffered prior to his or her coverage Effective Date, unless We receive a written medical release from the Covered Person's Physician.
16. Heart attack, stroke or other circulatory disease or disorder, whether or not known or diagnosed, unless the immediate cause of Loss is external trauma.
17. Any Injury requiring treatment which arises out of, or in the course of fighting, brawling assault or battery.
18. Injury caused by, contributed to or resulting from the Covered Person's use of alcohol, illegal drugs or medicines that are not taken in the dosage or for the purpose as prescribed by the Covered Person's Physician.
19. Services or treatment rendered by a Physician, Nurse or any other person who is employed or retained by the Policyholder; or an Immediate Family member of the Covered Person.
20. Treatment of a hernia whether or not caused by a Covered Accident.
21. Treatment of Osgood-Schlatter's disease, osteochondritis, appendicitis, osteomyelitis, cardiac disease or conditions, pathological fractures, congenital weakness, whether or not caused by a Covered Accident.
22. Treatment of a detached retina unless caused by an Injury suffered from a Covered Accident.
23. Pregnancy, childbirth, miscarriage, abortion or any complications of any of these conditions.
24. Mental or nervous disorders, except as specifically provided in this policy.
25. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment, except as specifically provided in this Policy.
26. Expense incurred for treatment of temporomandibular or craniomandibular joint dysfunction and associated myofascial pain, except as specifically provided in this Policy.
27. Loss resulting from participation in any activity not specifically covered by this Policy.
28. Any treatment, service or supply not specifically covered by this Policy.
29. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in the Policy.
30. Travel or flight in or on any vehicle for aerial navigation, including boarding or alighting from:
 - i. While riding as a passenger in any aircraft not intended or licensed for the transportation of passengers;
or
 - ii. While being used for any test or experimental purpose; or
 - iii. While piloting, operating, learning to operate or serving as a member of the crew thereof; or
 - iv. while traveling in any such aircraft or device which is owned or leased by or on behalf of the Policyholder of any subsidiary or affiliate of the Policyholder, or by the Covered Person or any member of his household.

Except as a fare paying passenger on a regularly scheduled commercial airline.

IMPORTANT INFORMATION:

This Renewal Quote presents only a summary of the benefits, terms, conditions, limitations and exclusions provided under insurance policy form series AH51051 and is based on the information submitted and rates in effect on the Quote Date. Please refer to the actual policy for a complete description of all the coverages and benefits along with all the conditions, limitations and exclusions applicable under the policy. If there is a conflict between this Renewal Quote and the issued policy, the issued policy will prevail.

The insurance described in this Renewal Quote provides limited benefits. Limited benefits plans are insurance products with reduced benefits intended to supplement comprehensive health insurance plans. This insurance is not an alternative to comprehensive coverage. It does not provide major medical or comprehensive medical coverage and is not designed to replace major medical insurance. Further, this insurance is not minimum essential benefits as set forth under the Patient Protection and Affordable Care Act.

This Renewal Quote does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit us from offering or providing insurance. To the extent any such provisions apply, this Renewal Quote is void. If any of the information submitted for this Renewal Quote is altered or if material new information is received, we reserve the right to change this quote accordingly. *Coverage under the policy may not be available in all states.*

Insurance coverage offered by Berkley Accident and Health is underwritten by Berkley Life and Health Insurance Company (domiciled in Iowa - California Certificate of Authority #08527) and/or StarNet Insurance Company (domiciled in Delaware - California Certificate of Authority #6978), 2445 Kuser Road, Suite 201, Hamilton Square, NJ 08690, both member companies of W. R. Berkley Corporation and both rated A+ (Superior) by A.M. Best

© 2016 Berkley Accident and Health. All rights reserved.

Thank you for giving Berkley Accident & Health the opportunity to provide you with a Renewal Quote, please do not hesitate to contact your sales representative or underwriter with any questions.

Sincerely,

John Griesbach
Area Vice President
First Agency, a Gallagher Company
269-775-3730

ACCEPTANCE OF RENEWAL QUOTE

Policyholder Name: Northern Valley USD 212

Renewal Policy Effective Date: August 1, 2023

This Renewal Quote provides a summary of the Policy features only and does not cover all the terms, conditions and limitations. The Policy will contain the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between the summary in this Renewal Quote and the Policy, the Policy will govern in all cases. Acceptance of this Renewal Quote is contingent upon and subject to the actual terms of the Policy as issued. **Please note that this quote is valid for 120 days (the valid period of 120 days does not extend beyond the expiration date of the current policy period).**

To bind coverage for this risk, simply complete the below acceptance of this Renewal Quote and remit via e-mail to John_Griesbach@AJG.com.

Signature

Name (Printed)

Insurance coverage offered by Berkley Accident and Health is underwritten by Berkley Life and Health Insurance Company (domiciled in Iowa - California Certificate of Authority #08527) and/or StarNet Insurance Company (domiciled in Delaware - California Certificate of Authority #6978), 2445 Kuser Road, Suite 201, Hamilton Square, NJ 08690, both member companies of W. R. Berkley Corporation and both rated A+ (Superior) by A.M. Best.



RISK ADMINISTRATION SERVICES, INC.

May 23, 2023

USD 212 Northern Valley
PO Box 217 512 W Bryant
Almena, KS 67622

RE: Workers Compensation Coverage
Carrier Name: First Dakota Indemnity Company
Policy Number: WC020-0050826-2023A
Policy Period: 6/30/2023 – 6/30/2024

Dear Amber Brown:

Thank you for partnering with Risk Administration Services, Inc. (RAS) and its group of companies for your Workers' Compensation needs.

RAS is committed to building strong partnerships distinguished by frequent communication with employers, fair treatment of injured workers and proactive claims management. To aid us in this commitment, we offer a spectrum of online tools and services via our insured portal. To gain access to our online portal, please contact Policy Services at 800.732.1486 ext. 5556 or email polycyservices@RASCompanies.com.

Online Tools and Services Offered:

- Online Bill Payment
- Claims Management
 - Report a Claim Online
 - View Claim Detail
- View and Download Your Policy
- Resource Hub
 - Loss Control and Safety Resources
 - Education and Reference Materials
 - State Claim Kits and Posters as applicable (can also be requested via email at firstreports@RASCompanies.com or call 877.585.1117)
- Ad Hoc Reporting
 - Loss Runs
 - Account Overview
 - Claims Summary

Thank you for the opportunity to be your Workers' Compensation partner. We look forward to working with you.



RISK ADMINISTRATION SERVICES, INC.

May 23, 2023

USD 212 Northern Valley
PO Box 217 512 W Bryant
Almena, KS 67622

RE: WORKPLACE SAFETY SURVEY

Dear Amber Brown:

Workplace safety programs are an important tool in controlling overall expenses and maintaining employee productivity. Enclosed is a Workplace Safety Survey that we respectfully request you complete and return to our office at your earliest convenience. The Workplace Safety Survey includes recommendations and best work practices we hope will be of value to your ongoing injury prevention and risk management efforts.

Should you have any questions or are interested in additional workplace safety services, please contact our office by telephone at 800.732.1486 or by e-mailing us at polycyservices@RASCompanies.com.

Thank you in advance for your time and attention to this matter.

Sincerely,

RAS

Enclosure

cc: Iron Insurance Partners, LLC | Aaron Hale



RISK ADMINISTRATION SERVICES, INC.

PLEASE COMPLETE & RETURN BOTH PAGES OF THIS SURVEY WITHIN 10 DAYS FROM THE DATE RECEIVED BY ONE OF THE FOLLOWING METHODS:

Mail: PO Box 89310 Sioux Falls, SD 57109-9310

Email: polycyservices@RASCompanies.com

WORKPLACE SAFETY SURVEY

Date: May 23, 2023

Insured Name: USD 212 Northern Valley

Address: PO Box 217 512 W Bryant, Alma, KS 67622

Policy No.: WC020-0050826-2023A

Premium: 13544

1. Have you performed a hazard analysis of your job tasks to determine which specific safety policies and appropriate Personal Protective Equipment (PPE) are required to perform the task safely? Yes No

SAFETY RECOMMENDATION:

Osha requires hazard analysis of each job to help determine the potential injury exposures and the protective equipment /procedures needed to protect the employee from the potential hazard(s). Example, are there potential exposures from falling items which would require a hard hat or steel toe shoes, exposures to flying particles or objects which would require safety glasses, or exposures to fumes that could be inhaled etc. which may require respiratory protection? The hazard analysis should be the basic foundation for your safety policies and training.

2. Do you have a written disciplinary policy? Yes No

SAFETY RECOMMENDATION:

Unsafe behavior is often a pattern rather than a one-time event. Having a disciplinary procedure that is enforced can be a valuable tool to help ensure everyone is following the safe work practices. We recommend the development and implementation of a disciplinary policy that includes not only general behaviors such as showing up late to work but also safe work practices.

3. Do you provide initial and ongoing safety training? If so, please indicate how often and list what topics are covered in the space provided. Yes No Ongoing Safety Training: _____

SAFETY RECOMMENDATION:

Safety in the workplace should be an ongoing process rather than a product.

- A. We recommend routine safety reminder training for all employees. Generally, safety training is most effective if it occurs more frequently and covers only one to two topics. Short weekly or monthly meetings are typically more effective than a single large annual training session. Routinely ask your employees what can be done to make the job safer.
- B. Regular safety training and reminders can aid in reducing injuries by helping your employees to keep safety in mind while they work. Please feel free to contact RAS if you have any safety training needs.

4. Do you provide and /or require Personal Protective Equipment? If so, please list the items in the space provided? Yes No Items _____

SAFETY RECOMMENDATION:

As indicated above, all of your jobs should have a basic hazard analysis. Evaluate all of the jobs to determine what types of personal protective equipment (PPE) are needed. Employees should be provided the proper equipment and be trained on its use, care, and cleaning. Management is responsible for enforcing the use of PPE.

5. Are you within 5 minutes of emergency service and/or do you have trained first responders? Yes No

SAFETY RECOMMENDATION:

Quick medical attention can be a critical part of injury recovery. Workplaces that are outside of a 5-minute response time by an emergency service should have personnel trained in basic first aid and have basic first-aid supplies on hand. This will give the injured employee a better chance at a quick recovery and a little more time to get to a clinic.

6. Do you have a housekeeping policy? Yes No

SAFETY RECOMMENDATION:

Slips, trips, and falls are a leading cause of injury in the workplace. One of the best ways to avoid these injuries is to maintain good housekeeping. We recommend that you develop and enforce written housekeeping policies and make plans to deal with water, snow, ice, and other slip, trip, and fall concerns in or around your facility.

7. Do you have a comprehensive Return to Work Program? Yes No

SAFETY RECOMMENDATION:

We recommend an effective Stay at Work/Return to Work Program which can help you keep control of your injury and premium costs while helping your employees maintain a normal functional life. A comprehensive program begins with your commitment to establish and utilize a consistent approach. It also includes a company Stay at Work/Return to Work Policy, a list of company procedures, a primary contact for workers' compensation coordination within your company, establishing a relationship with a medical provider, and developing of a list of possible transitional work tasks.

8. Do you hire only out of your main office and interview in person? Yes No

SAFETY RECOMMENDATION:

- A. We recommend an in-person interview for all positions.
- B. We recommend that all new hires be trained on basic safety rules, expected work practices, and hazards of the job along with required protective equipment before being allowed to start their job. Employees should be trained on each piece of equipment before they are allowed to use it.

9. Do you test for alcohol/drugs? Yes No

SAFETY RECOMMENDATION:

Alcohol and drug testing can be an effective screening and hazard identification tool. We recommend performing pre-employment alcohol and drug testing. With a program in place, you will find that certain people will screen themselves out. As a second option, we recommend post-injury alcohol and drug testing as a way to encourage employees to avoid all alcohol and drugs during and prior to work. It is important that when an alcohol and drug testing program is put in place there is a written policy, training is performed, and the test is performed on a consistent basis with all affected employees.

10. Do you investigate all incidents and implement corrective actions to prevent the incident in the future?

Yes No

SAFETY RECOMMENDATION:

Accidents sometimes happen. Learning from those accidents is an effective method to reduce hazards in the future. All accidents should be investigated. The scene should be visited as soon as possible after the accident to identify the core causes of the accident before the area is cleaned-up or items moved. Making a change to eliminate those hazards will reduce potential for future injuries. Remember, the reason of the investigation is always to determine the cause of the accident, not to find blame. Focus on identifying and implementing corrective actions.

11. Do you have a written safety program? Yes No

SAFETY RECOMMENDATION:

We recommend that your safety rules be documented, communicated, and enforced. Safety rules should be short and simple.

Name and Title (Please Print):	Email Address:	Date:
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Due to ever changing nature of governmental regulations and the changes that occur during the daily operations and procedures of a business, it is impossible to guarantee the accuracy of the recommendations of RAS Inc. Therefore, **Dakota Truck Underwriters, First Dakota Indemnity Company, Risk Administration Services, Inc.**, shall not be held responsible for omissions, errors, or ambiguity of this information. Further, customer agrees to hold harmless and indemnify the above-named entities from damages ensuing from any loss, injury or death.

Workers' Compensation and Employers Liability Policy



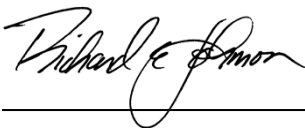
FIRST DAKOTA INDEMNITY
C O M P A N Y

A member of the
RAS portfolio of services

PO Box 89310
Sioux Falls, SD 57109-9310
800.732.1486
Fax 877.884.6573

Visit us online at www.rascompanies.com

IN WITNESS WHEREOF, the Company has caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by a duly authorized representative of the Company.



Richard E. Johnson
President



Robert J. Hollan
Secretary

Policy No.: WC020-0050826-2023A
Renewal of No.: WC020-0050826-2022A
Fed. I.D. No.: 480721575
Risk I.D. No.: 154023224
Association No:
Unemployment No.:

1. Insured

The insured: USD 212 Northern Valley
Mailing address: PO Box 217 512 W Bryant
Almena, KS 67622

Other workplaces not shown above: (See Attached Schedule) (WC 99 06 06)

Insured is a School

2. Policy Period

The policy period is from 6/30/2023 to 6/30/2024 12:01 AM at the insured's mailing address.

3. Coverage

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: KS,

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3A.

The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	each accident
Bodily Injury by Disease	\$ 1,000,000	policy limit
Bodily Injury by Disease	\$ 1,000,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
All other states except those designated in item 3A or monopolistic states.

D. This policy includes these endorsements and schedules: (See Attached Schedule) (WC 99 06 04)

4. Premium

The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Code No.	Classifications	Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
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(See Attached Schedule) (WC 99 06 05)

Minimum Premium:	\$570			
Expense Constant:	\$200	Total Estimated Annual Premium:		\$13,544

Date: 5/23/2023

Agent: Iron Insurance Partners, LLC
Mailing: PO Box 517
Address: Garden City, KS 67846

ENDORSEMENT SCHEDULE

This endorsement completes the information shown under Item D on the Information Page.

Loc	Number	End. Date	Description
	WC 99 06 02		99 06 02 - Cover Page
	WC 00 00 01 A		00 00 01 A - Declaration Page
	WC 99 06 05		99 06 05 - Extension of Information Page
	WC 99 06 06		99 06 06 - Other Workplaces Schedule
	WC 00 00 00 C		00 00 00 C - Workers Compensation and Employers Liability Insurance Policy
	WC 00 01 15		00 01 15 - Notification Endorsement of Pending Law Change to Terrorism Risk Insurance Program Reauthorization Act of 2015
	WC 00 04 06		00 04 06 - Premium Discount Endorsement
	WC 00 04 14 A		00 04 14 A - 90-Day Reporting Requirement-Notification of Change in Ownership Endorsement
	WC 00 04 19		00 04 19 - Premium Due Date Endorsement
	WC 00 04 21 F		00 04 21 F - Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement
	WC 00 04 22 C		00 04 22 C - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement
	WC 00 04 24		00 04 24 - Audit Non-Compliance Charge Endorsement
	WC 00 04 25		00 04 25 - Experience Rating Modification Factor Revision Endorsement
	WC 15 04 01 A		15 04 01 A - KS Final Premium Endorsement
	WC 15 06 01 A		15 06 01 A - KS Cancellation & Nonrenewal Endorsement Form
	WC 99 06 14		99 06 14 - Sliding Scale Dividend Plan A
	WC 99 06 08		99 06 08 - Installment Billing Schedule

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No: WC020-0050826-2023A
 Endorsement Effective: 6/30/2023 0
 Insured: USD 212 Northern Valley
 Additional Premium: \$13,544
 Insurance Company: First Dakota Indemnity Company
 Countersigned by: _____

EXTENSION OF INFORMATION PAGE SCHEDULE

This endorsement completes the information shown under Item 4. Premium on the Information Page.

Rate change as of: **6/30/2023**

NCCI Rate Effective: **6/30/2023**

State: **KS**

Unit: **1 - USD 212 Northern Valley**

Rating Period: **6/30/2023 To 6/30/2024**

<u>Code No.</u>	<u>Classifications</u>	<u>Effective</u>	<u>Total Estimated Annual Remuneration</u>	<u>Rates Per \$100 of Remuneration</u>	<u>Estimated Annual Premium</u>
7380	DRIVERS, CHAUFFEURS, MESSENGERS AND THEIR HELPERS NOC-COMMERCIAL	6/30/2023	\$49,067	3.34	\$1,639
8868	COLLEGE: PROFESSIONAL EMPLOYEES & CLERICAL	6/30/2023	\$1,945,887	0.35	\$6,811
9101	COLLEGE: ALL OTHER EMPLOYEES	6/30/2023	\$237,875	2.75	\$6,542

Employer Liability Limits: Workers' Compensation \$1,000,000 / \$1,000,000 / \$1,000,000

Total Manual Premium		\$14,992
\$1,000,000/1,000,000/1,000,000	1.1%	\$165
Subject Premium		\$15,157
Unmodified Premium		\$15,157
Experience Mod	1.22	\$3,335
Modified Premium		\$18,492
Schedule Credit/Debit	25%	(\$4,623)
Standard Premium		\$13,869
Premium Discount	7%	(\$971)
Expense Constant		\$200
Terrorism Act	1%	\$223
DTEC Act	1%	\$223
Policy Premium		\$13,544
Total Premium & Surcharges		\$13,544

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No: WC020-0050826-2023A
 Endorsement Effective: 6/30/2023 0
 Insured: USD 212 Northern Valley
 Additional Premium: \$13,544
 Insurance Company: First Dakota Indemnity Company
 Countersigned by: _____

OTHER WORKPLACES SCHEDULE

It is agreed that Item 1. Insured of the Information Page includes the following Other Workplaces:

Loc	Name and Address
50826 - 1 - 1	USD 212 Northern Valley 500 W Bryant St Almena, KS 67622
50826 - 1 - 2	USD 212 Northern Valley 512 W Bryant St Almena, KS 67622
50826 - 1 - 3	USD 212 Northern Valley 500 Washington St Long Island, KS 67647

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No:	WC020-0050826-2023A	
Endorsement Effective:	6/30/2023	0
Insured:	USD 212 Northern Valley	
Additional Premium:	\$13,544	
Insurance Company:	First Dakota Indemnity Company	
	Countersigned by:	_____

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION**A. The Policy**

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

**PART ONE
WORKERS COMPENSATION INSURANCE****A. How This Insurance Applies**

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;
2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other

(Ed. 1-15)

insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. Payments You Must Make

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. Recovery From Others

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

H. Statutory Provisions

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the

workers compensation law that apply to:

- a. benefits payable by this insurance;
 - b. special taxes, payments into security or other special funds, and assessments payable by us under that law.
6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO

EMPLOYERS LIABILITY INSURANCE

A. How This Insurance Applies

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. We Will Pay

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against

such third party as a result of injury to your employee;

2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Nonappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651–1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901–944), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;

9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;

10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;

11. Fines or penalties imposed for violation of federal or state law; and

12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding, or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

(Ed. 1-15)

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for “bodily injury by accident—each accident” is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for “bodily injury by disease—policy limit” is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for “bodily injury by disease—each employee” is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and

2. The amount you owe has been determined with our consent or by actual trial and final judgment.

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

PART THREE OTHER STATES INSURANCE

A. How This Insurance Applies

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the Information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

PART FOUR YOUR DUTIES IF INJURY OCCURS

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal

papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE—PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. all your officers and employees engaged in work covered by this policy; and
2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

PART SIX—CONDITIONS**A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with the law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

NOTIFICATION ENDORSEMENT OF PENDING LAW CHANGE TO TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2015

This endorsement is being attached to your workers compensation and employers liability insurance policy. This endorsement does not replace the separate Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 B) that is attached to your current policy and which remains in effect as applicable.

The Terrorism Risk Insurance Act of 2002 (TRIA), as previously amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2015 (TRIPRA 2015), provides for a program under which the federal government will share in the payment of insured losses caused by certain acts of terrorism. In the absence of affirmative US Congressional action to extend, update, or otherwise reauthorize TRIPRA 2015, in whole or in part, TRIPRA 2015 is scheduled to expire on December 31, 2020.

Since the timetable for any further Congressional action regarding TRIPRA 2015 is presently unknown, and exposure to acts of terrorism remains, we are providing policyholders with relevant information concerning their workers compensation policies in the event of the TRIPRA 2015’s expiration.

Your policy provides coverage for workers compensation losses caused by acts of terrorism, including workers compensation benefit obligations dictated by state law, except in Pennsylvania, where injuries or deaths resulting from certain war-related activities are excluded from workers compensation coverage. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy.

The premium charge for the coverage that your policy provides for terrorism losses is shown in Item 4 of the policy Information Page or the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 B) Schedule that is attached to your policy. This amount may continue or change for new, renewal, and in-force policies in effect on or after December 31, 2020, in the event of TRIPRA 2015’s expiration, subject to regulatory review in accordance with applicable state law.

You need not do anything further at this time.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023 12:00:00 AM	Policy No. WC020-0050826-2023A	Endorsement 0
Insured USD 212 Northern Valley		Premium \$13,544
Insurance Company	Countersigned by	_____
First Dakota Indemnity Company		

PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy and the policies, if any, listed in Item 3 of the Schedule may be eligible for a discount. This endorsement shows your estimated discount in Items 1 or 2 of the Schedule. The final calculation of premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

Schedule

1. **State** KS

Estimated Eligible Premium

Min Premium	Max Premium	Discount
\$0	\$5,000	0.0%
\$5,000	\$100,000	10.9%
\$100,000	\$500,000	12.6%
\$500,000	\$999,999,999	14.4%

2. Average percentage discount: 7.0%

3. Other policies:

4. If there are no entries in Items 1, 2 and 3 of the Schedule, see the Premium Discount Endorsement attached to your policy number:

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023
 Insured USD 212 Northern Valley

Policy No. WC020-0050826-2023A

Endorsement No. 0
 Premium \$13,544

Insurance Company
 First Dakota Indemnity Company

Countersigned by _____

90-DAY REPORTING REQUIREMENT—NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium

Insurance Company

Countersigned by _____

WC 00 04 14 A
(Ed. 1-19)

PREMIUM DUE DATE ENDORSEMENT

This endorsement is used to amend:

Section D. of Part Five of the policy is replaced by this provision.

**PART FIVE
PREMIUM**

D. **Premium** is amended to read:

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. **The due date for audit and retrospective premiums is the date of the billing.**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023
Insured USD 212 Northern Valley

Policy No. WC020-0050826-2023A

Endorsement 0
Premium \$13,544

Insurance Company First Dakota Indemnity
Company

Countersigned by _____

WC 00 04 19
(Ed. 1-01)

CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT

This endorsement is notification that we are charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). Coverage for such losses is subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations. This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement attached to this policy.

For purposes of this endorsement,

Catastrophe (Other Than Certified Acts of Terrorism) is defined as: A single event or peril resulting in a group of claims with aggregate workers compensation losses in excess of \$50 million. This \$50 million threshold applies per occurrence, across all states for which claims arise from a single event or peril.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (other than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule		
State	Rate	Premium
KS	1.00%	\$223.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated. **(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective 6/30/2023	Policy No. WC020-0050826-2023A	Endorsement No. 0
Insured USD 212 Northern Valley		Premium \$13,544
Insurance Company First Dakota Indemnity Company	Countersigned by _____	

WC000421F
(Ed. 8-22)

Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

“Act” means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

“Act of Terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property, or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums during the immediately preceding calendar year.

(Ed. 01-2021)

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

	Schedule	
State	Rate	Premium
KS	1.00%	\$223.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023

Policy No. WC020-0050826-2023A

Endorsement No. 0

Insured USD 212 Northern Valley

Premium \$13,544

Insurance Company First Dakota Indemnity Company

Countersigned by _____

WC 00 04 22 C
(Ed. 01-2021)

AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT

Part Five—Premium, Section G. (Audit) of the Workers Compensation and Employers Liability Insurance Policy is revised by adding the following:

If you do not allow us to examine and audit all of your records that relate to this policy, and/or do not provide audit information as requested, we may apply an Audit Noncompliance Charge. The method for determining the Audit Noncompliance Charge by state, where applicable, is shown in the Schedule below.

If you allow us to examine and audit all of your records after we have applied an Audit Noncompliance Charge, we will revise your premium in accordance with our manuals and Part 5—Premium, E. (Final Premium) of this policy.

Failure to cooperate with this policy provision may result in the cancellation of your insurance coverage, as specified under the policy.

Note:

For coverage under state-approved workers compensation assigned risk plans, failure to cooperate with this policy provision may affect your eligibility for coverage.

Schedule

State(s) **Basis of Audit Noncompliance Charge** **Maximum Audit Noncompliance Charge Multiplier**

KS	Estimated Annual Premium	2.00
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This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023	Policy No. WC020-0050826-2023A	Endorsement 0
Insured USD 212 Northern Valley		Premium \$13,544
Insurance Company	Countersigned by _____	

EXPERIENCE RATING MODIFICATION FACTOR REVISION ENDORSEMENT

This endorsement is added to Part Five—Premium of the policy.

The premium for the policy is adjusted by an experience rating modification factor. The factor shown on the Information Page may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023
Insured USD 212 Northern Valley

Policy No. WC020-0050826-2023A

Endorsement 0
Premium \$13,544

Insurance Company
First Dakota Indemnity Company

Countersigned by _____

WC 00 04 25
(Ed. 5-17)

KANSAS FINAL PREMIUM ENDORSEMENT

This endorsement changes how the final premium is determined. The change applies only to the premium charged because Kansas is shown in Item 3.A. of the Information Page

- Kansas final premium will not be less than the highest minimum premium for the classifications covered by this policy unless there are two or more classifications covered and the highest rated classification has less than \$500 payroll.
- When this occurs the final premium will not be less than one-half of the sum of the two highest minimum premiums for any classifications covered by the policy other than Clerical Office and Salespersons.
- When the highest rated classification has less than \$500 payroll and Standard Exception classifications are the only classifications showing payrolls, the final premium will not be less than the minimum premium for the classification showing the highest payroll.
- Final premium for a multiple state policy will be that of the state with the single highest minimum premium, even if that state is on an "if any" basis. If two or more states have the same highest minimum premium, the minimum premium is determined by the state with the largest amount of standard premium.
- Minimum premium is subject to final adjustment at audit and will be determined only on the basis of the classifications developing premium.
- If the final earned premium is less than the minimum premium determined at audit, then that minimum premium must be charged.
- If no classification develops premium, the final premium shall be a flat charge of \$200.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 6/30/2023 12:00:00 AM
Insured USD 212 Northern Valley

Policy No. WC020-0050826-2023A

Endorsement No. 0
Premium \$13,544

Insurance Company

Countersigned by

First Dakota Indemnity Company

WC 15 04 01 A
(Ed. 1-10)

KANSAS CANCELATION AND NONRENEWAL ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Kansas is shown in Item 3.A. of the Information Page.

The **Cancellation** Condition of the policy is replaced by these two Conditions:

Cancellation

1. You may cancel this policy. You will mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. If we cancel because you fail to pay all premium when due, we will mail or deliver to you not less than 10 days advance written notice stating when the cancellation is to take effect. If we cancel for any other reason, we will mail or deliver to you not less than 30 days advance written notice stating when the cancellation is to take effect. Mailing notice to you at your last known address will be sufficient to prove notice.
3. If this policy has been in effect for 90 days or more, we may cancel only for one of the following reasons:
 - a. nonpayment of premium;
 - b. the policy was issued because of a material misrepresentation;
 - c. you violated any of the material terms and conditions of the policy;
 - d. there are unfavorable underwriting factors, specific to you, that were not present when the policy took effect;
 - e. the Commissioner has determined that our continuation of coverage could place us in a hazardous financial condition or in violation of the laws of Kansas; or
 - f. the Commissioner has determined that we no longer have adequate reinsurance to meet our needs.
4. Our notice of cancellation will state our reasons for canceling.
5. The policy period will end on the day and hour stated in the cancellation notice.

Nonrenewal

1. We may elect not to renew the policy. We will mail to you not less than 60 days advance written notice when the nonrenewal will take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
2. Our notice of nonrenewal will state our reasons for not renewing.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	6/30/2023 12:00:00 AM	Policy No.	WC020-0050826-2023A	Endorsement No.	0
Insured	USD 212 Northern Valley			Premium	\$13,544

Insurance Company	Countersigned by	_____
First Dakota Indemnity Company		

WC 15 06 01 A
(Ed. 1-87)



Sliding Scale Dividend Plan "A"

Plan Eligibility

- Insured must have earned premium of \$5,000 or more (after allowance for any applicable premium discount).
- Policy must be in effect for full term.
- The application of the dividend will not reduce the retained earned premium below \$5000.
- Cancelled policies will not be eligible unless re-written by FDI. Policies cancelled by the Company for non payment of premium will not be eligible for a dividend. Policies cancelled by the insured will not be eligible for a dividend.

Dividend Eligibility

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- All premiums must be paid in full, including audit premium, endorsements or any other premium charges.
- Insured must provide all necessary information for completion of audit.
- Final premium audit must be completed.
- Any dividend provided is specific to this policy and is independent of any other policy issued by the Company.

Computation and Payment

- FDI will pay dividends as outlined in the schedule based on earned premium and losses.
- The sliding scale dividend calculation will be computed approximately 6 months after the expiration of the policy.
- Losses will be valued and any dividend will be paid no earlier than 6 months after the policy term has expired.
- Losses include all paid indemnity, medical, rehabilitation, managed care and legal expenses and reserves for future payments of claims.
- The Company's determination of losses and reserves shall be conclusive and binding upon the insured.
- Once calculated, the dividend plan will be considered closed and final.

Dividends cannot be guaranteed and are payable at the discretion of the Board of Directors.

First Dakota Indemnity Sliding Scale Dividend Plan "A"

Incurred Loss Ratio	\$5,000 to \$10,000	10,001 to \$25,000	\$25,001 to \$50,000	\$50,001 to \$100,000	\$100,001 and Over
0% to 5.0%	10%	12%	16%	21%	26%
5.1% to 10%	8%	10%	13%	17%	22%
10.1% to 15%	6%	8%	10%	13%	18%
15.1% to 20%	5%	6%	7%	9%	12%
20.1% to 25%	4%	5%	6%	7%	10%
25.1% to 30%	3%	4%	5%	6%	8%
30.1% to 35%	2%	3%	3%	4%	6%
35.1% to 40%	0%	2%	2%	2%	3%
40.1% to 45%	0%	1%	1%	1%	2%
>45%	0%	0%	0%	0%	0%

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No.: WC020-0050826-2023A
 Endorsement Effective: 6/30/2023
 Insured: USD 212 Northern Valley
 Additional Premium: \$13,544
 Insurance Company: First Dakota Indemnity Company

Countersigned by:

INSTALLMENT BILLING SCHEDULE

<u>Premium Due Date</u>	<u>Premium Due</u>	<u>Assessment</u>	<u>Surplus Contribution</u>	<u>Total</u>
06/30/2023	\$13,544.00	\$0.00		\$13,544.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No:	WC020-0050826-2023A	
Endorsement Effective:	6/30/2023	0
Insured:	USD 212 Northern Valley	
Additional Premium:	\$13,544	
Insurance Company:	First Dakota Indemnity Company	
	Countersigned by: _____	

Important Information Concerning Your Privacy

Risk Administration Services, Inc. and its affiliate companies appreciate the trust you have placed in us and want to maintain that confidence. That's why we want you to understand how we protect your privacy when we collect and use information about you.

Please review the Privacy Statement printed on the reverse of this letter. It details our commitment to our customers and to the safeguarding of the information we collect in the course of serving you, our customers.

Thank you for the confidence you have expressed in Risk Administration Services, Inc. and its affiliate companies. It is our pleasure and privilege to serve you.

Privacy Statement

Recently enacted laws prohibit unauthorized disclosure of nonpublic personal information. In compliance with those regulations, this document sets forth the privacy policies and practices of the following companies: Dakota Truck Underwriters, First Dakota Indemnity Company, TLC Advantage, LLC, OHARA Managed Care, LLC, Insurance Alternatives, LLC, Precision Bill Review, LLC, and Risk Administration Services, Inc.

Information We Obtain

To assist in underwriting and servicing our clients, we may obtain non-public personal information. For example, we routinely obtain information through applications, forms related to our products or services, and client transactions with us. We may obtain such information from our affiliates, third parties or consumer reporting agencies. The information may contain name, address, telephone number and payment, credit and claim information. We may obtain medical history with permission.

Limited Disclosure

Risk Administration Services, Inc. and its affiliates will not disclose any nonpublic personal information about their clients or former clients to any non-affiliated third parties without your prior authorization, except as necessary to conduct our business or as permitted or required by law.

Protecting Confidentiality

Our employees are bound by this Privacy Notice and are educated on implementing our privacy and information security policies. Only employees actively engaged in their assigned duties are authorized to access or use client information. We maintain physical, electronic and procedural safeguards to comply with federal standards to store and secure information about our clients.

JUNE 2023 UPDATED KASB POLICIES AND FORMS

The KASB June 2023 policy updates are now available, which means another school year has come to an end. The following policy recommendations have been edited and revised by the KASB Legal/Policy Services staff. The table below explains in detail the changes in policies.

Finally, as previously noted, the KASB policies have undergone a facelift. The font and spacing has been updated to 11 pt. Times New Roman with 1.5 inches between lines.

If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB’s Policy Specialist/Legal Coordinator, at lgarner@kasb.org or at 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	RECOMMENDED ACTION
AG Closing of School Buildings (revised)	This policy was updated to reflect the changes in the building closure procedure as outlined in HB 2138, Section 3.	Review and adopt to promote compliance with state law effective January 1, 2024
GAAF Emergency Safety Interventions (revised)	This policy was revised to reflect changes made to K.A.R. 91-42-1 and K.A.R. 91-42-2 regarding the definitions and use of emergency safety interventions.	Review and adopt to promote compliance with state regulation effective May 25, 2023
GAOA Drug-Free Workplace (revised)	Technical change to remove repeated language that was not needed.	Review and adopt.
GARID Military Leave (revised)	This policy was updated to align with the applicable federal regulation.	Review and adopt to promote compliance with federal law
GBQA Reduction of Teaching Staff (revised)	This policy was updated to clarify whether language of the professional agreement or the policy would be applicable.	Review and adopt if preferred to former policy
IFCC Overnight Accommodations (NEW)	This policy was created to outline the requirements of overnight accommodations for students during school district sponsored travel. This change is necessitated by the passage of HB 2138. See Section 1 of the bill. <u>This law requires the board to adopt a policy.</u>	Review and adopt to promote compliance with state law effective July 1, 2023

JBC Enrollment (revised)	This policy was revised to remove the language regarding nonresident students due to changes in state law. Provisions regarding nonresident students are now in Policy JBCC.	Review and adopt to promote compliance with state law effective January 1, 2024
JBCC Enrollment of Nonresident Students (NEW)	<p>Prior to adopting this policy, the board of education shall call and hold a hearing on the proposed policy.</p> <ul style="list-style-type: none"> • The board of education shall provide notice of such hearing, which shall include the time, date and place of the public hearing to be held on the proposed policy. • Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district and shall also be posted on the school district's website. <p>This policy was created to outline the requirements for the enrollment of nonresident students, including required actions such as determining capacity, accepting applications, and admitting nonresident students. This change was necessitated by the passage of S Sub for HB 2567 and H Sub for SB 113.</p> <p><u>This law requires the board to adopt a policy.</u></p>	Review and adopt to promote compliance with state law effective January 1, 2024
JGFGA Administration of Emergency Opioid Antagonists (NEW)	This policy was drafted to provide guidance to districts regarding the administration of emergency opioid antagonists, such as naloxone or Narcan.	Review and adopt if desired
JH Student Activities (revised)	This policy was drafted to reflect the changes in state law regarding participation in student activities and athletics by homeschool and part-time students. This change was necessitated by the passage of H Sub for SB 113. See Sections 5 and 6.	Review and adopt to promote compliance with state regulation effective June 8, 2023
KK Disposal of District Property (revised) (new title)	This policy was amended to reflect the new procedure required prior to the sale of a district building, ultimately giving the state the right of first refusal to purchase said building. This change is necessitated by the passage of H Sub for SB 113. See Section 4 of the bill.	Review and adopt to promote compliance with state regulation effective June 8, 2023
KN Complaints(revised)	This policy was updated to clarify the role of the appeal officer when the initial determination in a formal complaint has been appealed.	Review and adopt

	FORM UPDATED	
JGFGA Naloxone Incident Report (NEW FORM)	This form was created in conjunction with Policy JGFGA and should be utilized when naloxone or Narcan has been administered on school property.	Review and adopt if desired
TOTALS =	Existing Policy Revisions – 9 New Policies – 3 New Form - 1 Existing Table of Contents – A; I; J; K	

Closing School Buildings

AG

(See AD)

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers.

Building Closure Process

The board, by adoption of a resolution, may close any school building at any time it determines the closure would improve the school system of the district. The board may close more than one school building in one resolution. Such a resolution shall require a majority vote of the members of the board and shall require no other approval.

Prior to adopting a resolution closing any school building, the board shall call and hold a hearing on the proposal. The notice of such hearing shall include the reasons for the proposed closing, the name of any affected school building, and the name of any school building to which the involved students shall be reassigned. Such notice also shall include the time, date, and place of the public hearing to be held on the proposal. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district. The last publication shall be at least 10 but not more than 20 days prior to the date of the public hearing.

At any such hearing, the board shall hear testimony as to the advisability of the proposed closing, and a representative of the board shall present the board's proposal for such closing. Following the public hearing, or any continuation of such hearing, and after considering all of the testimony and evidence presented or submitted at the public hearing, the board shall determine whether the school building should be closed to improve the school system of the unified school district.

State Board Administrative Review

If a valid request is made not later than 45 days after the adoption of a resolution to close a school building or buildings, the state board of education shall conduct an administrative review of the resolution and issue an advisory determination, not later than 45 days after receipt of the request, to the school district that states whether the school district's resolution is reasonable under the totality of the circumstances.

Upon receipt of an advisory determination, including any advisory determination that the resolution is reasonable, the board of education of such school district shall reconsider such resolution. In reconsidering such resolution, the board of education shall hold a public hearing as provided in current law and may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.

Closing School Buildings

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No resolution adopted in regard to a school closing shall be effective until, at minimum, the 45-day time period has elapsed without a request for administrative review.

Approved:

KASB Recommendation – 1/01; 4/07; 6/23

Emergency Safety Interventions

GAAF

(See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

Emergency Safety Interventions

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- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

Emergency Safety Interventions

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- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

Emergency Safety Interventions

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- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day

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using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

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For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

Emergency Safety Interventions

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If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/23

Drug-Free Workplace

GAOA

(See LDD)

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Alternative II

As a condition of employment in the _____ program, which is wholly or partially funded with federal grant monies, employees in the program shall abide by the terms of this policy.

Employees in the _____ program shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

Drug-Free Workplace

GAOA-2

Any employee in the _____ program who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any other action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Each employee in the _____ shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Approved:

KASB Recommendation - 9/97; 2/98; 4/07; 6/12; 12/13; 6/23

Military Leave

GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Rights Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the

Military Leave

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individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used, but is not required, while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON MILITARY DUTY	RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- The application for reemployment is timely;
- the five-year service limitation has not been exceeded; and
- separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more

Military Leave**GARID-3**

reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions regarding military leave should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved:

KASB Recommendation 9/97; 4/07; 6/08; 6/09; 6/10; 6/23

Reduction of Teaching Staff

GBQA

Unless otherwise provided in the negotiated agreement, if the board decides that the size of the teaching staff must be reduced, the following guidelines shall be followed.

Insofar as possible, reduction of staff shall be accomplished by attrition due to resignations and retirement. Following attrition, if additional reductions are required, the following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board.
- The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests.

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

Approved:

KASB Recommendation – 2/98; 4/07; 6/14; 6/23

Overnight Accommodations

IFCC

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Definitions

“Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

Notice to Parents

This policy will be provided to parents prior to a student’s participation in a school district sponsored activity or travel that requires overnight stays by students.

Approved:

KASB Recommendation – 6/23

(See IIBGB, JBCA, JBCB, JBCC, and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Nonresident Students

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Enrollment

JBC-2

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Enrollment

JBC-3

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22; 6/23

Enrollment of Nonresident Students

JBCC

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the open enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
 - i. Is liable by law to maintain, care for or support the child;
 - ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
 - iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
 - iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

Enrollment of Nonresident Students

JBCC-3

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1 of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From June 1 through June 30, district administration shall accept applications from nonresident students.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

Priority in Filling Open Seats

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications;

Enrollment of Nonresident Students

JBCC-4

- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications;
- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;
- any nonresident student who has a parent or person acting as parent employed by the district shall be permitted to enroll in and attend school in the district as if the student is a resident of the district while the parent or person acting as a parent remains employed by the district;
- any nonresident students residing outside of the state of Kansas but attending school in the district during the 2023-2024 school year shall be treated as if resident students and not required to apply for nonresident status, although continued enrollment may be evaluated each year under the factors outlined below; or
- any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Nonresident Students

The district, by virtue of being a receiving school district of a nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state

and/or federal law, as a related service through a student's individualized education program, or as an accommodation pursuant to the student's Section 504 plan. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall submit or have submitted to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level and whether the denials were based on capacity or in accordance with the policy's terms, as required.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who have previously been accepted for enrollment by the school district will be allowed to continue enrolling in the district as specified above. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student unless the district provides notification to the parent, person acting as a parent, or student that enrollment is not going to be continued for the upcoming school year for reasons specified as follows.

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by district administration to determine standing for continued enrollment.

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall

Enrollment of Nonresident Students

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consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a resident of Kansas;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out of school suspensions in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by the district in the current school year.

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than _____.

Approved:

KASB Recommendation – 6/23

Administration of Emergency Opioid Antagonists

JGFGA

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration (“FDA”) to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to prioritize student health and safety in its schools, programs, and activities, the board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other opioid antagonists for emergency use in its schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, naloxone and Narcan, by members of district staff.

Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter “the product”) shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent’s designee, so that they may be trained in proper protocol and included in the school or district’s crisis response plan regarding potential opioid overdose.

Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

Storage

The following storage protocols shall be followed:

Administration of Emergency Opioid Antagonists

JGFGA-2

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box and replace the product once it has expired.

Use of the Product

In case of a suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

Approved:

KASB Recommendation – 6/23

JGFGA - NALOXONE (NARCAN) INCIDENT REPORT

NALOXONE (NARCAN) INCIDENT REPORT

Instructions: To be completed as soon as possible after the incident occurred and appropriate response actions/interventions were taken. File form with the building principal.

Date of report: _____

Name of person completing this report: _____

Patient name: _____

Date of birth: _____ Grade: _____

Date incident occurred: _____ Time: _____ am pm

Person providing medication: _____

Dose: _____

SUMMARY OF INCIDENT

Provide a summary of the incident and describe how it occurred: _____

ACTION TAKEN/INTERVENTION

911 Called: Yes No

School nurse notified: Yes, Date: _____ Time: _____ No N/A

Parent/Guardian notified: Yes, Date: _____ Time: _____ No N/A

If yes, name of the parent/guardian who was notified: _____

Describe interventions taken and outcome: _____

FOLLOW-UP AND PREVENTION (To be completed by building principal)

List any follow-up information related to the incident and prevention measures enacted to prevent similar incidents in the future: _____

Building administrator's signature: _____

Date: _____

Name of District: _____

Student Activities

JH

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirements include:

- being a resident of the school district;
- being enrolled and attending a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA; and
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Student Activities

JH-2

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved:

KASB Recommendation – 6/00; 4/07; 11/12; 12/15; 6/23

Disposal of District Property

KK

(See DFM)

Except when disposing of a school district building, the board may dispose of property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Disposal of a School District Building

Within 30 days after the board of education adopts a resolution to dispose of a school district building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the house of representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- the reason for such building's disuse and the decision to dispose of such building;
- the legal description of the real property that is to be disposed; and
- a copy of the resolution adopted by the board of education.

Upon receipt of the notice, the legislature may adopt a concurrent resolution state the legislature's intention that the state acquire the school district building in the following manner.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt a concurrent resolution as outlined below.

If the notice is received when the legislature is not in regular session, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined below.

If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.

Such concurrent resolution shall include:

- The name of the school district that owns such building;
- the information contained in the written notice as outlined above; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

Disposal of District Property

KK-2

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such school district building and take title to the real property. Upon request of the state agency acquiring the school district building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey such building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the state agency does not take title to the property within the 180-day period or any extension thereof, then the school district may proceed with disposition of such school district building in accordance with state law and any written agreements entered into between such state agency and the school district.

For purposes of this policy, the term "state agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Approved:

KASB Recommendation – 3/00; 4/07; 6/23

Complaints

KN

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures of this policy, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Complaints

KN-2

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy will be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
 - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10

Complaints

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days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

Complaints

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For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved:

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20; 12/22; 6/23

PARENT APPLICATION FOR OUT OF DISTRICT SCHOOL ATTENDANCE

I am requesting my child(ren) attend: USD 212 Northern Valley

for the 2023-2024 school year. My child(ren) and I reside in Prairie View, KS

I understand that the school district I am applying for my family member(s) to attend, is under no obligation to accept and or approve this application.

Please provide names, grade, gender and addresses for every child you are making application for

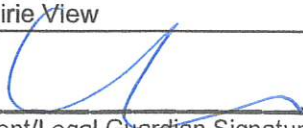
CHILD Number:	<u>Nolan</u> Child Legal First Name <u>1230 W Mohawk</u> Street Address	<u>Kinderknecht</u> Child Legal Last Name <u>Prairie View</u> City	<u>12</u> Grade <u>Kansas</u>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<u>67664</u> Zip Code
CHILD Number:	_____ Child Legal First Name _____ Street Address	_____ Child Legal Last Name _____ City	_____ Grade <u>Kansas</u>	<input type="radio"/> Male <input type="radio"/> Female	_____ Zip Code
CHILD Number:	_____ Child Legal First Name _____ Street Address	_____ Child Legal Last Name _____ City	_____ Grade <u>Kansas</u>	<input type="radio"/> Male <input type="radio"/> Female	_____ Zip Code
CHILD Number:	_____ Child Legal First Name _____ Street Address	_____ Child Legal Last Name _____ City	_____ Grade <u>Kansas</u>	<input type="radio"/> Male <input type="radio"/> Female	_____ Zip Code

PARENT APPLICATION FOR OUT OF DISTRICT TRANSPORTATION

I am requesting out of district transportation for the child(ren) listed above: YES NO
 I hereby certify my child(ren) and I are residents of USD # 326 and we reside 2.5 miles or more from the attendance center my child(ren) should attend in our resident school district. I understand that the school district I am applying to for transportation is under no obligation to accept and or approve this application. I also understand if the address(es) listed above change(s), this application will be re-evaluated.

Parent/Legal Guardian Initials: nk

PARENT/LEGAL GUARDIAN INFORMATION

Niki Kinderknecht
 PRINTED Parent/Legal Guardian Name
1230 W Mohawk
 Address
Prairie View KS
 City State

 Parent/Legal Guardian Signature

Please Note: This form cannot be used for school districts with territory in Johnson County.

OFFICIAL SCHOOL DISTRICT

USD # Toego 208?

PARENT APPLICATION FOR OUT OF DISTRICT SCHOOL ATTENDANCE

I am requesting my child(ren) attend: USD 212 Northern Valley
for the 23-24 school year. My child(ren) and I reside in Norton, KS
I understand that the school district I am applying for my family member(s) to attend, is under no obligation to accept and or approve this application.

Please provide names, grade, gender and addresses for every child you are making application for

CHILD Number:	<u>Jalio</u> Child Legal First Name	<u>Dockendorf</u> Child Legal Last Name	<u>Pre-K</u> Grade	<input checked="" type="radio"/> Male	<input checked="" type="radio"/> Female	<u>67654</u> Zip Code
	<u>307 N. Wabash</u> Street Address	<u>Norton</u> City	<u>Kansas</u> Grade	<input type="radio"/> Male	<input type="radio"/> Female	<u>67654</u> Zip Code
CHILD Number:	_____	_____	<u>Kansas</u> Grade	<input type="radio"/> Male	<input type="radio"/> Female	_____
	_____	_____	<u>Kansas</u> Grade	<input type="radio"/> Male	<input type="radio"/> Female	_____
CHILD Number:	_____	_____	<u>Kansas</u> Grade	<input type="radio"/> Male	<input type="radio"/> Female	_____
	_____	_____	<u>Kansas</u> Grade	<input type="radio"/> Male	<input type="radio"/> Female	_____

PARENT APPLICATION FOR OUT OF DISTRICT TRANSPORTATION

I am requesting out of district transportation for the child(ren) listed above: YES NO
I hereby certify my child(ren) and I are residents of USD # _____ and we reside 2.5 miles or more from the attendance center my child(ren) should attend in our resident school district. I understand that the school district I am applying to for transportation is under no obligation to accept and or approve this application. I also understand if the address(es) listed above change(s), this application will be re-evaluated.

Parent/Legal Guardian Initials: JLW

PARENT/LEGAL GUARDIAN INFORMATION

Jessica Weisz
PRINTED Parent/Legal Guardian Name
307 N. Wabash
Address
Norton
City
KS
State
67654
Zip Code
Jessica Weisz
Parent/Legal Guardian Signature
6-11-23
Date

Please Note: This form cannot be used for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties

OFFICIAL SCHOOL DISTRICT USE

PARENT APPLICATION FOR OUT OF DISTRICT SCHOOL ATTENDANCE

I am requesting my child(ren) attend: USD 212 Northern Valley
 for the 23-24 school year. My child(ren) and I reside in Norton, KS
 I understand that the school district I am applying for my family member(s) to attend, is under no obligation to accept and or approve this application.

Please provide names, grade, gender and addresses for every child you are making application for

CHILD Number:	<u>heeban</u> Child Legal First Name	<u>Dackendorf</u> Child Legal Last Name	<u>8</u> Grade	<input checked="" type="radio"/> Male	<input type="radio"/> Female	<u>Kansas</u> State	<u>67654</u> Zip Code
	<u>307 N. Wabash</u> Street Address	<u>Norton</u> City	<u>5</u> Grade	<input checked="" type="radio"/> Male	<input type="radio"/> Female	<u>Kansas</u> State	<u>67654</u> Zip Code
CHILD Number:	<u>Deason</u> Child Legal First Name	<u>Dackendorf</u> Child Legal Last Name	<u>4</u> Grade	<input checked="" type="radio"/> Male	<input type="radio"/> Female	<u>Kansas</u> State	<u>67654</u> Zip Code
	<u>307 N. Wabash</u> Street Address	<u>Norton</u> City	<u>1</u> Grade	<input checked="" type="radio"/> Male	<input type="radio"/> Female	<u>Kansas</u> State	<u>67654</u> Zip Code
CHILD Number:	<u>Byukun</u> Child Legal First Name	<u>Dackendorf</u> Child Legal Last Name		<input checked="" type="radio"/> Male	<input type="radio"/> Female	<u>Kansas</u> State	<u>67654</u> Zip Code
	<u>307 N. Wabash</u> Street Address	<u>Norton</u> City					

PARENT APPLICATION FOR OUT OF DISTRICT TRANSPORTATION

I am requesting out of district transportation for the child(ren) listed above: YES NO
 I hereby certify my child(ren) and I are residents of USD # _____ and we reside 2.5 miles or more from the attendance center my child(ren) should attend in our resident school district. I understand that the school district I am applying to for transportation is under no obligation to accept and or approve this application. I also understand if the address(es) listed above change(s), this application will be re-evaluated.

Parent/Legal Guardian Initials: JW

PARENT/LEGAL GUARDIAN INFORMATION

Jessica Wenzl
 PRINTED Parent/Legal Guardian Name
307 N. Wabash
 Address
Norton
 City
KS
 State
[Signature]
 Parent/Legal Guardian Signature

67654
 Zip Code
6-11-23
 Date

Please Note: This form cannot be used for school districts with territory in Johnson, Sedgwick, Shawnee or Wyandotte counties

OFFICIAL SCHOOL DISTRICT USE