



NORTHERN VALLEY SCHOOLS USD 212



ALMENA

MONTHLY MEETING
MONDAY, NOVEMBER 10, 2025, AT 6:30 PM
ALMENA HIGH SCHOOL
512 W BRYANT STREET
ALMENA, KS 67622
PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, November 10, 2025, beginning at 6:30 PM in the Almena High School
512 W Bryant Street
Almena, KS 67622.

I. Call to Order	
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B. Angie Knuth	
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X. Reports of Board Members	
XI. Adjournment	



NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE
512 WEST BRYANT PO BOX 217
ALMENA KS 67622



ALMENA

PHONE (785) 669-2445

LONG ISLAND

A Monthly Meeting of the Board of Trustees of Northern Valley Schools was held Monday, October 13, 2025, beginning at 6:30 PM in the Long Island Middle School, 627 Washington, Long Island, KS 67647.

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

Mr. Ken Tharman (HS Principal / Superintendent)

Mr. Marvin Gebhard (GS / MS Principal)

Mrs. Amber Brown (Board Clerk)

Visitors include: Brian Thompson (Mapes and Miller), Jacque Horacek, Amy McKinney (Business Teacher), and Max Boehler (GS/MS PE).

I. Call to Order

II. Adoption of Agenda

I recommend the board approve the agenda as presented. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

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

Yea: 7, Nay: 0

III. Approval of Minutes

I recommend the board approve the minutes as presented. This motion, made by Rich Wenzl and seconded by Brandi Keith, Carried.

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

Yea: 7, Nay: 0

IV. Approval of Bills

The board asked about some charges on the credit card. Mr. Tharman was not able to answer all of the questions in regard to the charges, but will get that information to them at a later date. I recommend the board approve the bills as presented. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.



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- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

V. Hearing of Visitors

A. Amy McKinney

Mrs. McKinney presented an activity she uses in Business Essentials. They study the business cycle (prosperity, recession, depression, and recovery). Students are given 20 descriptors, and each team has to properly place them on the cycle. Everything from what economic indicators might measure, places people shop during these cycles, etc. She really enjoys this class because of all the different areas they get to cover.

B. Max Boehler

Mr. Boehler shared two projects with the board: an 8th-grade computer project (NVJH News video) and a 3D illustration of the Long Island school, created by the 7th-grade computer class, using SketchUp.

C. Mapes & Miller (Brian Thompson)

I recommend the board approve the FY25 audit report from Mapes and Miller as presented by Brian Thompson. This motion, made by Steven Whitney and seconded by Laquita Smith, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

Brian Thompson left the meeting at this time.

D. Jacque Horacek

Jacque wanted to thank the board for the opportunity to work here for the last ten years, wanted them to know that she has really enjoyed it, and shared about a concern she had. The board thanked her for sharing and stated that any personnel decisions would be made in executive session. Jacque thanked the board for its consideration in the matter. Jacque, Mrs. McKinney, and Mr. Boehler left at this time.

VI. Old Business

A. Transportation

Mr. Gebhard gave an update on transportation. The cost of repairs on the bus with the tree damage was \$31,000. This had been turned into the insurance company; however, since that vehicle had already been totaled out in the hail damage claim a couple of years ago, Mr. Tharman had Mr. Gebhard list it on Purple Wave.

B. Building Accessibility

Mr. Gebhard shared that the elevator company had brought out the correct keys for operating the elevator; however, we still need a better door installed on the top floor. Christensen Construction has looked at the project and is confident that an affordable solution can be installed. Mr. Gebhard has opened the conversations about classroom locations with the Elementary teachers and hopes to continue to explore options that will maximize effective use of space.



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C. Superintendents Organization Report (SO66) and Principal Building Reports (PBR)
Mr. Tharman shared which data is collected from PowerSchool and uploaded to KSDE KIDS. He provided copies of the Principal Building Reports and Superintendent's Organization Report, where those numbers populate. The accuracy of the PowerSchool data allows for a smoother KSDE audit when calculating the FTE and weightings.

VII. Personnel

A. Staffing

I recommend the board go into executive session to discuss non-elected 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 7:34 PM. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

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

Yea: 7, Nay: 0

At 7:34 PM the meeting returned to open session. I recommend the board go into executive session to discuss non-elected 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 7:39 PM. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

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

Yea: 7, Nay: 0

At 7:39 PM the meeting returned to open session. I recommend the board go into executive session to discuss non-elected 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 7:45 PM. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

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

Yea: 7, Nay: 0

At 7:45 PM, the meeting returned to open session; no action taken.

B. Leave Request



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I recommend the board approve the leave request for Jessica Ledbetter. This motion, made by Steven Whitney and seconded by Brandi Keith, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

C. Supplemental Position

I recommend the board hire Bailey Sides for the HS Boys Assistant Basketball coach. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

VIII. New Business

A. Enrollment Numbers

I recommend the board go into executive session to discuss non-elected 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 8:09 PM. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

At 8:09 PM, the board returned to open session; no action taken.

B. KESA Compliance

Mr. Tharman explained the confusion KSDE had created in developing a new survey to account for compliance with the Jason Flatt Act, Bullying Prevention, and Mandated Reporting. It seems like there is more emphasis starting on showing compliance on the school website in addition to the handbooks. Mr. Tharman stated that over the next couple of months, he will be putting together information for the board to approve before posting it.

IX. Administrative Reports

A. Superintendent / 9-12 Principal Report

Mr. Tharman shared about each of the following: Professional Development Plan was officially approved by the state through Smoky Hill / State Assessment scores / Every Student Succeeds Act expenditure



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report / Local Consolidated Plan Application / Food Service inspections / Boiler inspections / Continued sports and activities / Parent-Teacher conferences on Oct. 20th & 27th / New sound system for the HS gym / Fire escapes have been repaired / Mark Tallman (KASB) will be coming on October 29th to interview and visit with individuals to highlight the achievements of Northern Valley Schools.

B. K-8 Principal Report

Mr. Gebhard shared the grade students went to the Pumpkin Patch in Beaver City / All GS and MS students went to the Dane G. Hansen Museum's Astronaut exhibit / Mr. Gebhard wanted to thank Mrs. Chandler for her heroic Heimlich Maneuver a couple of weeks ago / William Allen White trip to Emporia / Open House in Long Island was huge success with thanks to the Long Island American Legion for the watermelon / Thank you to Austin Thalheim and Mr. Pugh for organizing a flag display in recognition of Patriot Day / Final JH football game this Thursday with the final JH volleyball game next week. By the next board meeting, it will be basketball season.

X. Reports of Board Members

XI. Adjournment

I recommend the meeting adjourn. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

- Shanna Hammond: Yea
- Brandi Keith: Yea
- Christopher Rogers: Yea
- Laquita Smith: Yea
- Hilary Van Patten: Yea
- Rich Wenzl: Yea
- Steven Whitney: Yea

Yea: 7, Nay: 0

USD 212

Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 00 (05/01/2025 - 06/30/2025) ; Ending Period: Period 05 (11/01/2025 - 11/30/2025) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created

Year						
Current						
Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
06	GENERAL FUND	\$0.08	\$905,599.70	(\$459,474.68)	\$0.00	\$446,125.10
07	FEDERAL FUNDS	(\$0.03)	\$0.00	(\$13,939.45)	\$0.00	(\$13,939.48)
08	SUPPLEMENTAL GENERAL FUND	\$114,245.78	\$82,111.79	(\$147,640.66)	\$0.00	\$48,716.91
11	FOUR YEAR OLD AT RISK FUND	\$25,344.64	\$0.00	(\$10,752.34)	\$0.00	\$14,592.30
13	K-12 AT RISK FUND	\$25,532.18	\$0.00	(\$50,209.36)	\$0.00	(\$24,677.18)
14	BILINGUAL EDUCATION	\$1,090.00	\$0.00	\$0.00	\$0.00	\$1,090.00
16	CAPITAL OUTLAY	\$152,418.64	\$22,821.15	(\$60,111.96)	\$0.00	\$115,127.83
18	DRIVER TRAINING	\$5,355.83	\$1,120.00	\$0.00	\$0.00	\$6,475.83
24	FOOD SERVICE	\$52,793.37	\$29,519.43	(\$50,939.44)	\$0.00	\$31,373.36
26	PROFESSIONAL DEVELOPMENT FUND	\$10,793.75	\$0.00	(\$3,634.97)	\$0.00	\$7,158.78
30	SPECIAL EDUCATION	\$71,981.96	\$45,840.29	(\$108,231.58)	\$0.00	\$9,590.67
34	VOCATIONAL EDUCATION	\$36,409.20	\$1,255.00	(\$2,041.98)	\$0.00	\$35,622.22
35	GIFTS/GRANTS	\$66,923.95	\$300.00	(\$6,200.00)	\$0.00	\$61,023.95
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	\$38,867.33	\$6,279.68	(\$1,890.46)	\$0.00	\$43,256.55
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		\$829,625.84	\$1,094,847.04	(\$915,066.88)	\$0.00	\$1,009,406.00
Grand Total		\$829,625.84	\$1,094,847.04	(\$915,066.88)	\$0.00	\$1,009,406.00

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Cash Summary Report

Accounting Cycle: FY 25-26; Beginning Period: Period 00 (05/01/2025 - 06/30/2025) ; Ending Period: Period 05 (11/01/2025 - 11/30/2025) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 11/7/2025 8:49:31 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Payments on PY Expense	Cash Journal Entries	Other Total
06	GENERAL FUND	(\$192.00)	\$0.00	\$0.00	\$192.00	\$0.00
07	FEDERAL FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08	SUPPLEMENTAL GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	FOUR YEAR OLD AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	K-12 AT RISK FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	BILINGUAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	DRIVER TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	PROFESSIONAL DEVELOPMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	SPECIAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	GIFTS/GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
51	KPERS RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
53	CONTINGENCY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
55	TEXTBOOK RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
81	LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
85	KS COORDINATED SCHOOL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		(\$192.00)	\$0.00	\$0.00	\$192.00	\$0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 11/30/2025.

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	9,445.60	9,317.05	9,412.24	0.00	9,350.41
	3022		HS Football Team	0.00	0.00	0.00	0.00	0.00
	3040		High School Girls Basketball	1,336.00	0.00	0.00	0.00	1,336.00
	A Totals:			10,781.60	9,317.05	9,412.24	0.00	10,686.41
B	CLUBS & ORGANIZATIONS							
	2010		STUDENT COUNCIL	10,777.84	250.00	602.31	0.00	10,425.53
	2020		KAY	4,362.58	419.00	1,425.21	0.00	3,356.37
	2050		HUSKY MUSIC CLUB	2,160.33	100.00	0.00	0.00	2,260.33
	2060		FFA	7,984.56	755.00	1,689.03	0.00	7,050.53
	2070		SCHOLARS BOWL	88.77	0.00	0.00	0.00	88.77
	2080		DANCE AND CHEER	2,603.01	1,875.00	2,553.67	0.00	1,924.34
	2090		FORENSICS	1,939.96	0.00	0.00	0.00	1,939.96
	3000		TECHNOLOGY CLUB	828.76	0.00	0.00	0.00	828.76
	3010		Food Science	66.10	0.00	0.00	0.00	66.10
	3020		VOLLEYBALL CLUB	1,288.33	0.00	99.26	0.00	1,189.07
	3030		FACS	1,324.23	196.00	0.00	0.00	1,520.23
	3050		Interactive Media	92.34	0.00	0.00	0.00	92.34
	B Totals:			33,516.81	3,595.00	6,369.48	0.00	30,742.33
C	GRADUATING CLASSES							
	3119		CLASS OF 2019	2,003.91	0.00	0.00	0.00	2,003.91
	3121		CLASS OF 2021	1,767.59	0.00	0.00	0.00	1,767.59
	3125		CLASS OF 2025	27.00	0.00	0.00	0.00	27.00
	3126		CLASS OF 2026-Seniors	6,407.37	0.00	102.63	0.00	6,304.74
	3127		Class Of 2027- Juniors	1,653.47	9,461.50	6,574.12	0.00	4,540.85
	3128		Class of 2028- Sophomores	2,402.77	66.00	56.98	0.00	2,411.79
	3129		Class of 2029- Freshmen	122.67	500.00	0.00	0.00	622.67
	C Totals:			14,384.78	10,027.50	6,733.73	0.00	17,678.55
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	12,159.98	4,405.00	3,458.09	0.00	13,106.89
	E Totals:			12,159.98	4,405.00	3,458.09	0.00	13,106.89
F	MISC							
	7030		GREENHOUSE	41.47	0.00	0.00	0.00	41.47
	7060		BOX TOPS FOR EDUCATION	1,553.18	710.00	133.25	0.00	2,129.93
	8011		Interest Paid To Account	928.19	28.41	0.00	0.00	956.60
	F Totals:			2,522.84	738.41	133.25	0.00	3,128.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2025 to 11/30/2025.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
G	SALES TAX							
	8010		SALES TAX	-85.62	0.00	0.00	0.00	-85.62
	G Totals:			-85.62	0.00	0.00	0.00	-85.62
	NVHS Activity Totals:			74,405.39	28,082.96	26,106.79	0.00	76,381.56

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
NVHS Checking:			28,082.96	26,106.79		
NVHS Investment:						
NVHS Bank Balances:	74,405.39		28,082.96	26,106.79	0.00	76,381.56

	74,405.39	28,082.96	26,106.79	0.00	76,381.56
Report Activity Totals:					

USD 212

Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 10/14/2025; End Date: 11/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 11/10/2025 3:47:51 PM

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 10/15/2025	First National Bank & Trust	003174	67084
Vendor	PO Number	Invoice #	Account Code
Amy Chandler	25-0245	Bills Paid 10/15/2025	06-1000-610-02-04
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 10/15/2025	First National Bank & Trust	003174	67085
Vendor	PO Number	Invoice #	Account Code
FHSU Math Relays	25-0244	Bills Paid 10/15/2025	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 10/15/2025	First National Bank & Trust	003174	67086
Vendor	PO Number	Invoice #	Account Code
Midwest Energy	25-0246	Bills Paid 10/15/2025	06-2600-621-01-00
Midwest Energy	25-0246	Bills Paid 10/15/2025	06-2600-621-03-00
Midwest Energy	25-0246	Bills Paid 10/15/2025	34-2600-621-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 10/15/2025	First National Bank & Trust	003174	67087
Vendor	PO Number	Invoice #	Account Code
NCKSEC	25-0243	Bills Paid 10/15/2025	30-1000-564-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Hop-a-Long Monthly Pay. 10/25	First National Bank & Trust	003174	67088
Vendor	PO Number	Invoice #	Account Code
Hop-A-Long IT Services	25-0252	Hop-a-Long Monthly Pay. 10/25	08-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Marvin Gebhard 10/29/2025	First National Bank & Trust	003174	67112
Vendor	PO Number	Invoice #	Account Code
Marvin Gebhard	25-0272	Marvin Gebhard 10/29/2025	06-1000-890-00-02
Marvin Gebhard	25-0272	Marvin Gebhard 10/29/2025	06-2720-626-00-03

Marvin Gebhard	25-0272	Marvin Gebhard 10/29/2025	06-2720-626-00-15
Sub Total			
Voucher Number NWKMEA Music 11/8/25	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67113
Vendor Northwest KMEA (NWK)	PO Number 25-0281	Invoice # NWKMEA Music 11/8/25	Account Code 06-1000-890-01-09
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67114
Vendor 4 Throws	PO Number 25-0253	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-1000-890-01-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67115
Vendor Advocate Of Phillips Co., The	PO Number 25-0286	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-590-00-02
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67116
Vendor AFPLANSERV	PO Number 25-0268	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-300-00-00
Vendor AFPLANSERV	PO Number 25-0269	Invoice # 2- Bills for Board Mt. 11/10/2025	Account Code 06-2300-300-00-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67117
Vendor All American Glass	PO Number 25-0258	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2720-730-00-06
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67118
Vendor Amber Brown	PO Number 25-0263	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-810-00-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67119
Vendor Blossoms and Butterflies by Brenda	PO Number 25-0250	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-590-00-00

Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67120
Vendor CDW Government, Inc.	PO Number 25-0251	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-1000-610-01-11
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67121
Vendor CEI Security and Sound	PO Number 25-0273	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-300-00-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67122
Vendor Cindy Mordecai	PO Number 25-0264	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-890-00-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67123
Vendor City Of Long Island	PO Number 25-0257	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-411-03-00
City Of Long Island	25-0257	Bills for Board Mt. 11/10/2025	08-2600-412-03-00
City Of Long Island	25-0257	Bills for Board Mt. 11/10/2025	08-2600-421-03-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67124
Vendor Damm Music Center, Inc.	PO Number 25-0277	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-1000-610-00-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67125
Vendor Dealers First Financial L.L.C.	PO Number 25-0255	Invoice # Bills for Board Mt. 11/10/2025	Account Code 16-1000-700-03-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67126
Vendor Gone Logo	PO Number 25-0287	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-1000-890-01-01

Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67127
Vendor H&J Repair	PO Number 25-0262	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-700-00-02
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67128
Vendor Harco Athletic Reconditioning, Inc	PO Number 25-0288	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-1000-890-03-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67129
Vendor Hardy Electric L.L.C.	PO Number 25-0256	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-300-00-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67130
Vendor Hinklel Termite and Pest Control	PO Number 25-0260	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-425-00-00
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67131
Vendor HTMC	PO Number 25-0279	Invoice # Bills for Board Mt. 11/10/2025	Account Code 06-2300-590-00-02
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67132
Vendor Jacobs Sales	PO Number 25-0275	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-300-00-01
Vendor Jacobs Sales	PO Number 25-0275	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-2600-400-00-01
Sub Total			
Voucher Number Bills for Board Mt. 11/10/2025	Bank Name First National Bank & Trust	Account Number 003174	Check Number 67133
Vendor Junior Class	PO Number 25-0261	Invoice # Bills for Board Mt. 11/10/2025	Account Code 08-3400-890-01-01
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67134
Vendor	PO Number	Invoice #	Account Code
Knowbuddy Resources	25-0270	Bills for Board Mt. 11/10/2025	06-2200-640-02-00
Knowbuddy Resources	25-0290	2- Bills for Board Mt. 11/10/202	06-2200-640-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67135
Vendor	PO Number	Invoice #	Account Code
Kowpoke Supply	25-0282	Bills for Board Mt. 11/10/2025	08-2600-430-00-00
Kowpoke Supply	25-0282	Bills for Board Mt. 11/10/2025	08-2600-430-00-01
Kowpoke Supply	25-0282	Bills for Board Mt. 11/10/2025	08-2600-430-00-02
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67136
Vendor	PO Number	Invoice #	Account Code
KSHSAA	25-0278	Bills for Board Mt. 11/10/2025	06-1000-890-01-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67137
Vendor	PO Number	Invoice #	Account Code
Long Island Feed and Grain, LLC	25-0259	Bills for Board Mt. 11/10/2025	06-2600-626-00-02
Long Island Feed and Grain, LLC	25-0259	Bills for Board Mt. 11/10/2025	06-2720-626-00-14
Long Island Feed and Grain, LLC	25-0259	Bills for Board Mt. 11/10/2025	06-2720-626-00-20
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67139
Vendor	PO Number	Invoice #	Account Code
Nex-Tech (Nex-Tech)	25-0283	Bills for Board Mt. 11/10/2025	06-2300-532-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67140
Vendor	PO Number	Invoice #	Account Code
NEX-Tech Wireless	25-0254	Bills for Board Mt. 11/10/2025	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67141

Vendor	PO Number	Invoice #	Account Code
Northern Valley	25-0249	Bills for Board Mt. 11/10/2025	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67142
Vendor	PO Number	Invoice #	Account Code
Northwestern Office Supplies	25-0276	Bills for Board Mt. 11/10/2025	06-1000-610-02-09
Northwestern Office Supplies	25-0276	Bills for Board Mt. 11/10/2025	06-1000-610-03-09
Northwestern Office Supplies	25-0285	2-Bills for Board Mt. 11/10/2025	06-1000-610-01-11
Northwestern Office Supplies	25-0285	2-Bills for Board Mt. 11/10/2025	06-1000-610-02-09
Northwestern Office Supplies	25-0285	2-Bills for Board Mt. 11/10/2025	06-1000-610-03-09
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67143
Vendor	PO Number	Invoice #	Account Code
NVHS Activity Fund	25-0247	Bills for Board Mt. 11/10/2025	06-1000-890-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67144
Vendor	PO Number	Invoice #	Account Code
NWKESC	25-0267	Bills for Board Mt. 11/10/2025	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67145
Vendor	PO Number	Invoice #	Account Code
Phillips County Health Department	25-0248	Bills for Board Mt. 11/10/2025	06-2300-500-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67146
Vendor	PO Number	Invoice #	Account Code
Red Brick	25-0271	Bills for Board Mt. 11/10/2025	06-2200-640-02-00
Red Brick	25-0289	2- Bills for Board Mt. 11/10/202	06-2200-640-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67147
Vendor	PO Number	Invoice #	Account Code
Uline	25-0266	Bills for Board Mt. 11/10/2025	24-3100-700-00-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67148
Vendor	PO Number	Invoice #	Account Code
Unifirst Corporation	25-0284	Bills for Board Mt. 11/10/2025	08-2600-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67149
Vendor	PO Number	Invoice #	Account Code
Usd #211	25-0265	Bills for Board Mt. 11/10/2025	06-2300-700-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills for Board Mt. 11/10/2025	First National Bank & Trust	003174	67150
Vendor	PO Number	Invoice #	Account Code
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-1000-610-01-09
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-1000-610-03-03
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-1000-890-03-01
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-2200-640-02-00
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-2300-810-00-02
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-2300-890-00-00
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	06-2400-890-00-00
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	08-2600-430-00-00
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	08-2600-610-00-01
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	08-3400-890-01-01
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	24-3100-680-00-00
VISA (VISA1)	25-0274	Bills for Board Mt. 11/10/2025	30-1000-610-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67151
Vendor	PO Number	Invoice #	Account Code
4B Farm, LLC	25-0306	Bills Paid 11/10/2025	24-3100-630-01-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67152
Vendor	PO Number	Invoice #	Account Code
Access Elevator and Lifts Inc.	25-0301	Bills Paid 11/10/2025	16-4200-710-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67153

Vendor	PO Number	Invoice #	Account Code
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2600-626-00-01
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-01
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-05
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-06
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-11
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-12
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-15
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-19
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-20
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-626-00-22
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-890-00-01
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-890-00-05
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-890-00-11
Almena Lumber & Supply	25-0291	Bills Paid 11/10/2025	06-2720-891-00-05
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67154

Vendor	PO Number	Invoice #	Account Code
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	06-1000-610-01-09
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	06-1000-610-01-10
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	06-2400-890-00-00
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	08-3400-890-01-01
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	24-3100-630-01-00
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	24-3100-630-03-00
Almena Market Inc.	25-0307	Bills Paid 11/10/2025	24-3100-680-01-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67155

Vendor	PO Number	Invoice #	Account Code
Broad Reach	25-0294	Bills Paid 11/10/2025	06-2200-640-03-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67156

Vendor	PO Number	Invoice #	Account Code
Cash-Wa Distributing Co Inc	25-0303	Bills Paid 11/10/2025	24-3100-630-01-00
Cash-Wa Distributing Co Inc	25-0303	Bills Paid 11/10/2025	24-3100-630-03-00
Cash-Wa Distributing Co Inc	25-0303	Bills Paid 11/10/2025	24-3100-680-01-00
Cash-Wa Distributing Co Inc	25-0303	Bills Paid 11/10/2025	24-3100-680-03-00
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67157
Vendor	PO Number	Invoice #	Account Code
Cindy Mordecai	25-0302	Bills Paid 11/10/2025	06-1000-610-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67158
Vendor	PO Number	Invoice #	Account Code
City Of Almena	25-0299	Bills Paid 11/10/2025	08-2600-411-01-00
City Of Almena	25-0299	Bills Paid 11/10/2025	08-2600-411-02-00
City Of Almena	25-0299	Bills Paid 11/10/2025	08-2600-412-01-00
City Of Almena	25-0299	Bills Paid 11/10/2025	08-2600-412-02-00
City Of Almena	25-0299	Bills Paid 11/10/2025	08-2600-421-01-00
City Of Almena	25-0299	Bills Paid 11/10/2025	34-2600-411-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67159
Vendor	PO Number	Invoice #	Account Code
Cliff's Welding	25-0297	Bills Paid 11/10/2025	34-1000-610-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67160
Vendor	PO Number	Invoice #	Account Code
ComplianceOne	25-0308	Bills Paid 11/10/2025	06-2720-890-00-17
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67161
Vendor	PO Number	Invoice #	Account Code
Engel's Sales & Service, Inc	25-0296	Bills Paid 11/10/2025	08-2600-300-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67162
Vendor	PO Number	Invoice #	Account Code
F & A Sales Inc	25-0304	Bills Paid 11/10/2025	24-3100-630-01-00
F & A Sales Inc	25-0304	Bills Paid 11/10/2025	24-3100-630-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67163

Vendor	PO Number	Invoice #	Account Code
Kansas Coaches Association- Attn: Steve Curran	25-0300	Bills Paid 11/10/2025	08-3400-890-01-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67164
Vendor	PO Number	Invoice #	Account Code
Nex-Generation Round Up for Youth	25-0292	Bills Paid 11/10/2025	06-1000-610-01-11
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67165
Vendor	PO Number	Invoice #	Account Code
Ostmeyer Inc dba Culligan Soft Water Service	25-0295	Bills Paid 11/10/2025	08-2600-411-02-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67166
Vendor	PO Number	Invoice #	Account Code
Prairie Land Electric Cooperative, Inc.	25-0309	Bills Paid 11/10/2025	06-2600-622-01-00
Prairie Land Electric Cooperative, Inc.	25-0309	Bills Paid 11/10/2025	06-2600-622-03-00
Prairie Land Electric Cooperative, Inc.	25-0309	Bills Paid 11/10/2025	34-2600-622-00-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67167
Vendor	PO Number	Invoice #	Account Code
Purchase Power	25-0298	Bills Paid 11/10/2025	06-2300-590-00-01
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67168
Vendor	PO Number	Invoice #	Account Code
US Foods	25-0305	Bills Paid 11/10/2025	24-3100-630-03-00
US Foods	25-0305	Bills Paid 11/10/2025	24-3100-680-03-00
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
Bills Paid 11/10/2025	First National Bank & Trust	003174	67169
Vendor	PO Number	Invoice #	Account Code
Willow Lane	25-0293	Bills Paid 11/10/2025	06-2200-640-03-00
Sub Total			
Grand Total			

Payee	Amount	Type
Amy Chandler	\$27.18	Accounts Payable
Description	Issue Date	Amount
Reimbursement	10/15/2025	\$27.18
		\$27.18
Payee	Amount	Type
FHSU Math Relays	\$45.00	Accounts Payable
Description	Issue Date	Amount
Math Relays	10/15/2025	\$45.00
		\$45.00
Payee	Amount	Type
Midwest Energy	\$114.82	Accounts Payable
Description	Issue Date	Amount
October 2025 Bill	10/15/2025	\$66.50
October 2025 Bill	10/15/2025	\$16.59
October 2025 Bill	10/15/2025	\$31.73
		\$114.82
Payee	Amount	Type
NCKSEC	\$41,551.00	Accounts Payable
Description	Issue Date	Amount
COOP Flow through	10/15/2025	\$41,551.00
		\$41,551.00
Payee	Amount	Type
Hop-A-Long IT Services	\$7,500.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 3377	10/20/2025	\$7,500.00
		\$7,500.00
Payee	Amount	Type
Marvin Gebhard	\$121.75	Accounts Payable
Description	Issue Date	Amount
Reimbursements	10/29/2025	\$10.00
Reimbursements	10/29/2025	\$80.89

Reimbursements	10/29/2025	\$30.86
		\$121.75
Payee	Amount	Type
Northwest KMEA (NWK)	\$135.00	Accounts Payable
Description	Issue Date	Amount
Northern Valley Schools Music invoice	11/04/2025	\$135.00
		\$135.00
Payee	Amount	Type
4 Throws	\$389.97	Accounts Payable
Description	Issue Date	Amount
Hs Track and Field	10/21/2025	\$389.97
		\$389.97
Payee	Amount	Type
Advocate Of Phillips Co., The	\$48.00	Accounts Payable
Description	Issue Date	Amount
Annual Subscription	11/06/2025	\$48.00
		\$48.00
Payee	Amount	Type
AFPLANSERV	\$24.00	Accounts Payable
Description	Issue Date	Amount
INovice: 25083163020	11/06/2025	\$12.00
IN: 25093063020	11/06/2025	\$12.00
		\$24.00
Payee	Amount	Type
All American Glass	\$600.00	Accounts Payable
Description	Issue Date	Amount
IN: 36698	11/06/2025	\$600.00
		\$600.00
Payee	Amount	Type
Amber Brown	\$25.00	Accounts Payable
Description	Issue Date	Amount
Notary Fee Reimbursement	11/06/2025	\$25.00
		\$25.00
Payee	Amount	Type
Blossoms and Butterflies by Brenda	\$50.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 15378	11/06/2025	\$50.00

		\$50.00
Payee	Amount	Type
CDW Government, Inc.	\$105.75	Accounts Payable
Description	Issue Date	Amount
Invoice: AG3JT3Y	11/06/2025	\$105.75
		\$105.75
Payee	Amount	Type
CEI Security and Sound	\$240.20	Accounts Payable
Description	Issue Date	Amount
Invoice: WO-2971	11/06/2025	\$240.20
		\$240.20
Payee	Amount	Type
Cindy Mordecai	\$150.00	Accounts Payable
Description	Issue Date	Amount
Rental Truck and Trailer for Pianos	11/06/2025	\$150.00
		\$150.00
Payee	Amount	Type
City Of Long Island	\$153.79	Accounts Payable
Description	Issue Date	Amount
City Bill 10/2025	11/06/2025	\$92.00
City Bill 10/2025	11/06/2025	\$40.79
City Bill 10/2025	11/06/2025	\$21.00
		\$153.79
Payee	Amount	Type
Damm Music Center, Inc.	\$52.49	Accounts Payable
Description	Issue Date	Amount
Invoice: 2174	11/06/2025	\$52.49
		\$52.49
Payee	Amount	Type
Dealers First Financial L.L.C.	\$295.00	Accounts Payable
Description	Issue Date	Amount
In:205073	11/06/2025	\$295.00
		\$295.00
Payee	Amount	Type
Gone Logo	\$256.00	Accounts Payable
Description	Issue Date	Amount
IN: 20725NVHS	11/06/2025	\$256.00

		\$256.00
Payee	Amount	Type
H&J Repair	\$523.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 14998	11/06/2025	\$523.00
		\$523.00
Payee	Amount	Type
Harco Athletic Reconditioning, Inc	\$880.00	Accounts Payable
Description	Issue Date	Amount
IN: 31275	11/06/2025	\$880.00
		\$880.00
Payee	Amount	Type
Hardy Electric L.L.C.	\$1,251.43	Accounts Payable
Description	Issue Date	Amount
Invoice: 983348	11/06/2025	\$1,251.43
		\$1,251.43
Payee	Amount	Type
Hinklel Termite and Pest Control	\$135.75	Accounts Payable
Description	Issue Date	Amount
Almena and Long Island invoices	11/06/2025	\$135.75
		\$135.75
Payee	Amount	Type
HTMC	\$294.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 2888 and 2889	11/06/2025	\$294.00
		\$294.00
Payee	Amount	Type
Jacobs Sales	\$237.16	Accounts Payable
Description	Issue Date	Amount
Invoice: Parts	11/06/2025	\$87.16
Invoice: Parts	11/06/2025	\$150.00
		\$237.16
Payee	Amount	Type
Junior Class	\$125.00	Accounts Payable
Description	Issue Date	Amount
Concessions Reimbursement	11/06/2025	\$125.00
		\$125.00

Payee	Amount	Type
Knowbuddy Resources	\$349.34	Accounts Payable
Description	Issue Date	Amount
Order: K319821	11/06/2025	\$141.70
Order: K318391	11/06/2025	\$207.64
		\$349.34
Payee	Amount	Type
Kowpoke Supply	\$869.85	Accounts Payable
Description	Issue Date	Amount
October 2025 Invoices	11/06/2025	\$553.02
October 2025 Invoices	11/06/2025	\$136.84
October 2025 Invoices	11/06/2025	\$179.99
		\$869.85
Payee	Amount	Type
KSHSAA	\$90.00	Accounts Payable
Description	Issue Date	Amount
Invoice: 26-2668	11/06/2025	\$90.00
		\$90.00
Payee	Amount	Type
Long Island Feed and Grain, LLC	\$467.76	Accounts Payable
Description	Issue Date	Amount
September Invoices	11/06/2025	\$216.52
September Invoices	11/06/2025	\$113.95
September Invoices	11/06/2025	\$137.29
		\$467.76
Payee	Amount	Type
Nex-Tech (Nex-Tech)	\$61.00	Accounts Payable
Description	Issue Date	Amount
November invoice	11/06/2025	\$61.00
		\$61.00
Payee	Amount	Type
NEX-Tech Wireless	\$109.02	Accounts Payable
Description	Issue Date	Amount
In: 11442163	11/06/2025	\$109.02
		\$109.02
Payee	Amount	Type
Northern Valley	\$75.00	Accounts Payable

Description	Issue Date	Amount
Concessions Reimbursement	11/06/2025	\$75.00
		\$75.00
Payee	Amount	Type
Northwestern Office Supplies	\$1,505.53	Accounts Payable
Description	Issue Date	Amount
IN: 1140 and 1143	11/06/2025	\$98.00
IN: 1140 and 1143	11/06/2025	\$98.00
INVOICE: 1165	11/06/2025	\$475.57
INVOICE: 1165	11/06/2025	\$476.46
INVOICE: 1165	11/06/2025	\$357.50
		\$1,505.53
Payee	Amount	Type
NVHS Activity Fund	\$500.00	Accounts Payable
Description	Issue Date	Amount
Donation	11/06/2025	\$500.00
		\$500.00
Payee	Amount	Type
NWKESC	\$218.00	Accounts Payable
Description	Issue Date	Amount
IN # Ending in: 892,210,150,206	11/06/2025	\$218.00
		\$218.00
Payee	Amount	Type
Phillips County Health Department	\$4,000.00	Accounts Payable
Description	Issue Date	Amount
1/2 Nursing Contract	11/06/2025	\$4,000.00
		\$4,000.00
Payee	Amount	Type
Red Brick	\$377.57	Accounts Payable
Description	Issue Date	Amount
Order: D319819	11/06/2025	\$267.77
Order: D 318390	11/06/2025	\$109.80
		\$377.57
Payee	Amount	Type
Uline	\$18.38	Accounts Payable
Description	Issue Date	Amount
Order # 38843786	11/06/2025	\$18.38
		\$18.38

Payee	Amount	Type
Unifirst Corporation	\$63.04	Accounts Payable
Description	Issue Date	Amount
IN: 1940126592,1940125218, 1940126591	11/06/2025	\$63.04
		\$63.04
Payee	Amount	Type
Usd #211	\$300.00	Accounts Payable
Description	Issue Date	Amount
Pianos	11/06/2025	\$300.00
		\$300.00
Payee	Amount	Type
VISA (VISA1)	\$1,268.10	Accounts Payable
Description	Issue Date	Amount
October Visa Bil	11/06/2025	\$35.99
October Visa Bil	11/06/2025	\$79.72
October Visa Bil	11/06/2025	\$125.97
October Visa Bil	11/06/2025	\$36.19
October Visa Bil	11/06/2025	\$50.00
October Visa Bil	11/06/2025	\$151.57
October Visa Bil	11/06/2025	\$197.87
October Visa Bil	11/06/2025	\$14.36
October Visa Bil	11/06/2025	\$319.02
October Visa Bil	11/06/2025	\$158.18
October Visa Bil	11/06/2025	\$64.87
October Visa Bil	11/06/2025	\$34.36
		\$1,268.10
Payee	Amount	Type
4B Farm, LLC	\$147.20	Accounts Payable
Description	Issue Date	Amount
Invoice: 8596	11/10/2025	\$147.20
		\$147.20
Payee	Amount	Type
Access Elevator and Lifts Inc.	\$14,826.44	Accounts Payable
Description	Issue Date	Amount
Invoice: 40871	11/10/2025	\$14,826.44
		\$14,826.44
Payee	Amount	Type
Almena Lumber & Supply	\$3,365.80	Accounts Payable

Description	Issue Date	Amount
October 2025 Invoices	11/10/2025	\$116.38
October 2025 Invoices	11/10/2025	\$724.41
October 2025 Invoices	11/10/2025	\$129.91
October 2025 Invoices	11/10/2025	\$207.00
October 2025 Invoices	11/10/2025	\$331.35
October 2025 Invoices	11/10/2025	\$144.85
October 2025 Invoices	11/10/2025	\$115.48
October 2025 Invoices	11/10/2025	\$29.00
October 2025 Invoices	11/10/2025	\$337.60
October 2025 Invoices	11/10/2025	\$530.47
October 2025 Invoices	11/10/2025	\$170.00
October 2025 Invoices	11/10/2025	\$10.00
October 2025 Invoices	11/10/2025	\$67.35
October 2025 Invoices	11/10/2025	\$452.00
		\$3,365.80

Payee	Amount	Type
Almena Market Inc.	\$1,065.26	Accounts Payable

Description	Issue Date	Amount
October Charges	11/10/2025	\$15.16
October Charges	11/10/2025	\$152.10
October Charges	11/10/2025	\$6.83
October Charges	11/10/2025	\$217.96
October Charges	11/10/2025	\$458.39
October Charges	11/10/2025	\$209.24
October Charges	11/10/2025	\$5.58
		\$1,065.26

Payee	Amount	Type
Broad Reach	\$116.79	Accounts Payable

Description	Issue Date	Amount
Middle School Library	11/10/2025	\$116.79
		\$116.79

Payee	Amount	Type
Cash-Wa Distributing Co Inc	\$10,925.43	Accounts Payable

Description	Issue Date	Amount
October Invoices: See Attached	11/10/2025	\$6,668.91
October Invoices: See Attached	11/10/2025	\$3,580.62
October Invoices: See Attached	11/10/2025	\$416.55
October Invoices: See Attached	11/10/2025	\$259.35
		\$10,925.43

Payee	Amount	Type
Cindy Mordecai	\$62.95	Accounts Payable
Description	Issue Date	Amount
Reimbursement for Music	11/10/2025	\$62.95
		\$62.95
Payee	Amount	Type
City Of Almaena	\$1,251.49	Accounts Payable
Description	Issue Date	Amount
November 2025 Bill	11/10/2025	\$107.64
November 2025 Bill	11/10/2025	\$373.90
November 2025 Bill	11/10/2025	\$70.33
November 2025 Bill	11/10/2025	\$141.53
November 2025 Bill	11/10/2025	\$450.00
November 2025 Bill	11/10/2025	\$108.09
		\$1,251.49
Payee	Amount	Type
Cliff's Welding	\$14.14	Accounts Payable
Description	Issue Date	Amount
Invoice: 62583	11/10/2025	\$14.14
		\$14.14
Payee	Amount	Type
ComplianceOne	\$54.00	Accounts Payable
Description	Issue Date	Amount
Number 333573	11/10/2025	\$54.00
		\$54.00
Payee	Amount	Type
Engel's Sales & Service, Inc	\$98.38	Accounts Payable
Description	Issue Date	Amount
Invoice: 322338	11/10/2025	\$98.38
		\$98.38
Payee	Amount	Type
F & A Sales Inc	\$1,772.90	Accounts Payable
Description	Issue Date	Amount
October Invoices: See attached	11/10/2025	\$1,334.99
October Invoices: See attached	11/10/2025	\$437.91
		\$1,772.90
Payee	Amount	Type
Kansas Coaches Association- Attn: Steve Curran	\$320.00	Accounts Payable

Description	Issue Date	Amount
Athletics	11/10/2025	\$320.00
		\$320.00
Payee	Amount	Type
Nex-Generation Round Up for Youth	\$175.00	Accounts Payable
Description	Issue Date	Amount
Nex- Generation in March	11/10/2025	\$175.00
		\$175.00
Payee	Amount	Type
Ostmeyer Inc dba Culligan Soft Water Service	\$75.25	Accounts Payable
Description	Issue Date	Amount
In: Almena	11/10/2025	\$75.25
		\$75.25
Payee	Amount	Type
Prairie Land Electric Cooperative, Inc.	\$3,256.38	Accounts Payable
Description	Issue Date	Amount
October 2025 Bill Paid in November 2025	11/10/2025	\$2,268.61
October 2025 Bill Paid in November 2025	11/10/2025	\$864.87
October 2025 Bill Paid in November 2025	11/10/2025	\$122.90
		\$3,256.38
Payee	Amount	Type
Purchase Power	\$200.00	Accounts Payable
Description	Issue Date	Amount
Account: 8000-9000-0121-3648	11/10/2025	\$200.00
		\$200.00
Payee	Amount	Type
US Foods	\$812.55	Accounts Payable
Description	Issue Date	Amount
Invoice: 4242204	11/10/2025	\$565.30
Invoice: 4242204	11/10/2025	\$247.25
		\$812.55
Payee	Amount	Type
Willow Lane	\$153.94	Accounts Payable
Description	Issue Date	Amount
Middle School Library	11/10/2025	\$153.94
		\$153.94
		\$104,297.78

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Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 10/14/2025; End Date: 11/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 11/10/2025 3:47:51 PM

Check Date	Check Number	Payee	Type	Amount
10/15/2025	67084	Amy Chandler	Accounts Payable	\$27.18
10/15/2025	67085	FHSU Math Relays	Accounts Payable	\$45.00
10/15/2025	67086	Midwest Energy	Accounts Payable	\$114.82
10/15/2025	67087	NCKSEC	Accounts Payable	\$41,551.00
10/20/2025	67088	Hop-A-Long IT Services	Accounts Payable	\$7,500.00
10/29/2025	67112	Marvin Gebhard	Accounts Payable	\$121.75
11/04/2025	67113	Northwest KMEA (NWK)	Accounts Payable	\$135.00
11/06/2025	67114	4 Throws	Accounts Payable	\$389.97
11/06/2025	67115	Advocate Of Phillips Co., The	Accounts Payable	\$48.00
11/06/2025	67116	AFPLANSERV	Accounts Payable	\$24.00
11/06/2025	67117	All American Glass	Accounts Payable	\$600.00
11/06/2025	67118	Amber Brown	Accounts Payable	\$25.00
11/06/2025	67119	Blossoms and Butterflies by Brenda	Accounts Payable	\$50.00
11/06/2025	67120	CDW Government, Inc.	Accounts Payable	\$105.75
11/06/2025	67121	CEI Security and Sound	Accounts Payable	\$240.20
11/06/2025	67122	Cindy Mordecai	Accounts Payable	\$150.00
11/06/2025	67123	City Of Long Island	Accounts Payable	\$153.79
11/06/2025	67124	Damm Music Center, Inc.	Accounts Payable	\$52.49
11/06/2025	67125	Dealers First Financial L.L.C.	Accounts Payable	\$295.00
11/06/2025	67126	Gone Logo	Accounts Payable	\$256.00
11/06/2025	67127	H&J Repair	Accounts Payable	\$523.00
11/06/2025	67128	Harco Athletic Reconditioning, Inc	Accounts Payable	\$880.00
11/06/2025	67129	Hardy Electric L.L.C.	Accounts Payable	\$1,251.43
11/06/2025	67130	Hinkiel Termite and Pest Control	Accounts Payable	\$135.75
11/06/2025	67131	HTMC	Accounts Payable	\$294.00
11/06/2025	67132	Jacobs Sales	Accounts Payable	\$237.16
11/06/2025	67133	Junior Class	Accounts Payable	\$125.00
11/06/2025	67134	Knowbuddy Resources	Accounts Payable	\$349.34
11/06/2025	67135	Kowpoke Supply	Accounts Payable	\$869.85
11/06/2025	67136	KSHSAA	Accounts Payable	\$90.00
11/06/2025	67137	Long Island Feed and Grain, LLC	Accounts Payable	\$467.76
11/06/2025	67139	Nex-Tech (Nex-Tech)	Accounts Payable	\$61.00
11/06/2025	67140	NEX-Tech Wireless	Accounts Payable	\$109.02
11/06/2025	67141	Northern Valley	Accounts Payable	\$75.00
11/06/2025	67142	Northwestern Office Supplies	Accounts Payable	\$1,505.53
11/06/2025	67143	NVHS Activity Fund	Accounts Payable	\$500.00
11/06/2025	67144	NWKESC	Accounts Payable	\$218.00

11/06/2025	67145	Phillips County Health Department	Accounts Payable	\$4,000.00
11/06/2025	67146	Red Brick	Accounts Payable	\$377.57
11/06/2025	67147	Uline	Accounts Payable	\$18.38
11/06/2025	67148	Unifirst Corporation	Accounts Payable	\$63.04
11/06/2025	67149	Usd #211	Accounts Payable	\$300.00
11/06/2025	67150	VISA (VISA1)	Accounts Payable	\$1,268.10
11/10/2025	67151	4B Farm, LLC	Accounts Payable	\$147.20
11/10/2025	67152	Access Elevator and Lifts Inc.	Accounts Payable	\$14,826.44
11/10/2025	67153	Almena Lumber & Supply	Accounts Payable	\$3,365.80
11/10/2025	67154	Almena Market Inc.	Accounts Payable	\$1,065.26
11/10/2025	67155	Broad Reach	Accounts Payable	\$116.79
11/10/2025	67156	Cash-Wa Distributing Co Inc	Accounts Payable	\$10,925.43
11/10/2025	67157	Cindy Mordecai	Accounts Payable	\$62.95
11/10/2025	67158	City Of Almena	Accounts Payable	\$1,251.49
11/10/2025	67159	Cliff's Welding	Accounts Payable	\$14.14
11/10/2025	67160	ComplianceOne	Accounts Payable	\$54.00
11/10/2025	67161	Engel's Sales & Service, Inc	Accounts Payable	\$98.38
11/10/2025	67162	F & A Sales Inc	Accounts Payable	\$1,772.90
11/10/2025	67163	Kansas Coaches Association- Attn: Steve Curran	Accounts Payable	\$320.00
11/10/2025	67164	Nex-Generation Round Up for Youth	Accounts Payable	\$175.00
11/10/2025	67165	Ostmeyer Inc dba Culligan Soft Water Service	Accounts Payable	\$75.25
11/10/2025	67166	Prairie Land Electric Cooperative, Inc.	Accounts Payable	\$3,256.38
11/10/2025	67167	Purchase Power	Accounts Payable	\$200.00
11/10/2025	67168	US Foods	Accounts Payable	\$812.55
11/10/2025	67169	Willow Lane	Accounts Payable	\$153.94
Sub Total				\$104,297.78

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Check Listing Report

Accounting Cycle: FY 25-26; Begin Date: 10/14/2025; End Date: 11/10/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 11/10/2025 3:47:51 PM

Check Date	Check Number	Payee	Description	Type
11/06/2025	67114	4 Throws	Invoice: 40231	Accounts Payable
11/10/2025	67151	4B Farm, LLC	Invoice: 8596	Accounts Payable
11/10/2025	67152	Access Elevator and Lifts Inc.	Invoice: 40871	Accounts Payable
11/06/2025	67115	Advocate Of Phillips Co., The	Annual Subscription	Accounts Payable
11/06/2025	67116	AFPLANSERV	Invoice: 25093063020	Accounts Payable
11/06/2025	67116	AFPLANSERV	Invoice: 25083163020	Accounts Payable
11/06/2025	67117	All American Glass	Invoice: 36698	Accounts Payable
11/10/2025	67153	Almena Lumber & Supply	October 2025 Invoices	Accounts Payable
11/10/2025	67154	Almena Market Inc.	October 2025 Charges	Accounts Payable
11/06/2025	67118	Amber Brown	Notary Fee Reimbursement	Accounts Payable
10/15/2025	67084	Amy Chandler	Inv: Bills Paid 10/15/2025	Accounts Payable
11/06/2025	67119	Blossoms and Butterflies by Brenda	Invoice: 15378	Accounts Payable
11/10/2025	67155	Broad Reach	Order Number: I665881	Accounts Payable
11/10/2025	67156	Cash-Wa Distributing Co Inc	October Invoices See Attached	Accounts Payable
11/06/2025	67120	CDW Government, Inc.	Invoice: AD3JT3Y	Accounts Payable
11/06/2025	67121	CEI Security and Sound	Invoice: WO-2971	Accounts Payable
11/06/2025	67122	Cindy Mordecai	Rental Truck and trailer	Accounts Payable
11/10/2025	67157	Cindy Mordecai	Reimbursement	Accounts Payable
11/10/2025	67158	City Of Almena	November 2025 City Bill	Accounts Payable
11/06/2025	67123	City Of Long Island	City Bill 10/25	Accounts Payable
11/10/2025	67159	Cliff's Welding	Invoice: 62583	Accounts Payable
11/10/2025	67160	ComplianceOne	Number 333573	Accounts Payable
11/06/2025	67124	Damm Music Center, Inc.	Invoice: 2174	Accounts Payable
11/06/2025	67125	Dealers First Financial L.L.C.	Invoice: 205073	Accounts Payable
11/10/2025	67161	Engel's Sales & Service, Inc	Invoice: 322338	Accounts Payable
11/10/2025	67162	F & A Sales Inc	October Invoices See attached	Accounts Payable
10/15/2025	67085	FHSU Math Relays	Math Relays	Accounts Payable
11/06/2025	67126	Gone Logo	IN: 20725NVHS	Accounts Payable
11/06/2025	67127	H&J Repair	Invoice: 14998	Accounts Payable
11/06/2025	67128	Harco Athletic Reconditioning, Inc	Invoice: 31275	Accounts Payable
11/06/2025	67129	Hardy Electric L.L.C.	Invoice: 983348	Accounts Payable
11/06/2025	67130	Hinklel Termite and Pest Control	Invoice: 72057 and 72111	Accounts Payable
10/20/2025	67088	Hop-A-Long IT Services	Hop-a-Long Monthly Pay. 10/25	Accounts Payable
11/06/2025	67131	HTMC	Invoice: 2888 and 2889	Accounts Payable
11/06/2025	67132	Jacobs Sales	Invoice: Parts	Accounts Payable
11/06/2025	67133	Junior Class	Concessions Reimbursement	Accounts Payable
11/10/2025	67163	Kansas Coaches Association- Attn: Steve Curran	Inv: Bills Paid 11/10/2025	Accounts Payable

11/06/2025	67134	Knowbuddy Resources	Order: K318391	Accounts Payable
11/06/2025	67134	Knowbuddy Resources	Order: K319821	Accounts Payable
11/06/2025	67135	Kowpoke Supply	October 2025 Invoices	Accounts Payable
11/06/2025	67136	KSHSAA	Invoice: 26-2668	Accounts Payable
11/06/2025	67137	Long Island Feed and Grain, LLC	September Invoices	Accounts Payable
10/29/2025	67112	Marvin Gebhard	Gas and Meal Reimbursements	Accounts Payable
10/15/2025	67086	Midwest Energy	Inv: Bills Paid 10/15/2025	Accounts Payable
10/15/2025	67087	NCKSEC	Flow Through payment	Accounts Payable
11/10/2025	67164	Nex-Generation Round Up for Youth	Nex- Generation in March	Accounts Payable
11/06/2025	67139	Nex-Tech (Nex-Tech)	November Invoices	Accounts Payable
11/06/2025	67140	NEX-Tech Wireless	Invoice: 11442163	Accounts Payable
11/06/2025	67141	Northern Valley	Concessions Reimbursement	Accounts Payable
11/04/2025	67113	Northwest KMEA (NWK)	JH and HS honor band and Choir	Accounts Payable
11/06/2025	67142	Northwestern Office Supplies	Invoice: 1165	Accounts Payable
11/06/2025	67142	Northwestern Office Supplies	Invoice: 1140 and 1143	Accounts Payable
11/06/2025	67143	NVHS Activity Fund	Donation form Blackbaud Giving Fund	Accounts Payable
11/06/2025	67144	NWKESC	Invoices ending in: 892,210,150,206	Accounts Payable
11/10/2025	67165	Ostmeyer Inc dba Culligan Soft Water Service	IN: Almena	Accounts Payable
11/06/2025	67145	Phillips County Health Deparment	1/2 Nursing Contract	Accounts Payable
11/10/2025	67166	Prairie Land Electric Cooperative, Inc.	October 2025 Bill	Accounts Payable
11/10/2025	67167	Purchase Power	Account: 8000-9000-0121-3648	Accounts Payable
11/06/2025	67146	Red Brick	Order: D318390	Accounts Payable
11/06/2025	67146	Red Brick	Order #: D319819	Accounts Payable
11/06/2025	67147	Uline	Order# 38843786	Accounts Payable
11/06/2025	67148	Unifirst Corporation	Invoices: 1940126592,1940125218, 1940126591	Accounts Payable
11/10/2025	67168	US Foods	Invoice: 4242204	Accounts Payable
11/06/2025	67149	Usd #211	Pianos	Accounts Payable
11/06/2025	67150	VISA (VISA1)	October 2025 Bill	Accounts Payable
11/10/2025	67169	Willow Lane	Order Number R665882	Accounts Payable
Sub Total				

Amount
\$389.97
\$147.20
\$14,826.44
\$48.00
\$12.00
\$12.00
\$600.00
\$3,365.80
\$1,065.26
\$25.00
\$27.18
\$50.00
\$116.79
\$10,925.43
\$105.75
\$240.20
\$150.00
\$62.95
\$1,251.49
\$153.79
\$14.14
\$54.00
\$52.49
\$295.00
\$98.38
\$1,772.90
\$45.00
\$256.00
\$523.00
\$880.00
\$1,251.43
\$135.75
\$7,500.00
\$294.00
\$237.16
\$125.00
\$320.00

\$207.64
\$141.70
\$869.85
\$90.00
\$467.76
\$121.75
\$114.82
\$41,551.00
\$175.00
\$61.00
\$109.02
\$75.00
\$135.00
\$1,309.53
\$196.00
\$500.00
\$218.00
\$75.25
\$4,000.00
\$3,256.38
\$200.00
\$109.80
\$267.77
\$18.38
\$63.04
\$812.55
\$300.00
\$1,268.10
\$153.94
\$104,297.78

Compliance Area – Jason Flatt Act

Contacts -

Primary: Trish Backman (Trish.Backman@ksde.gov)

Secondary: Kent Reed (Kent.Reed@ksde.gov)

Compliance Expectation:

- Anti-bullying policy
 - Implementation of a plan to address bullying.
- Training for all employees addressing child abuse and neglect reporting requirements for suspected physical, mental, or emotional abuse or neglect or sexual abuse.
 - Written Policy Developed and Implemented
- 72-6284
 - Suicide awareness and prevention programming to all school staff
 - Parent or legal guardian notification that training materials at trainings are available.
 - Programming to include at a minimum: at least one hour of training each calendar year.
 - A building crisis plan developed for each school building that includes: steps for recognizing suicide ideation, appropriate methods of interventions, and a crisis recovery plan.

In	Not
<p>District has submitted a link to their district website that demonstrates policies, procedures, and practices in these required areas:</p> <p>Jason Flatt Regulation</p> <p>The district trained each employee or staff who engages with their students in at least 1 hour of suicide prevention training that addresses risk and protective factors for prevention signaling, screening protocols and expectations, safe reintegration practices, and postvention measures.</p> <p>Each building in the district has identified members of their School Mental Health Team as well as the lead of the District Mental Health Team.</p> <p>The district has a plan for prevention, intervention, reintegration, and postvention approved by the local Board of Education and</p>	<p>District does not have one of more components of the Jason Flatt requirements listed in the left column.</p>

available, either in print or electronically, for parents to view.	
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Welcome to the Online Classroom.

EXCITING NEW FEATURE HAS BEEN ADDED! You're now able to sign in with your mobile number—no more remembering passwords! Once you add your mobile number to your account, at sign-in you'll choose the Login with One-Time Password, and we'll text you a one-time code for quick and secure access. New users will also add their mobile number during registration, making setup seamless. While you're at it, don't forget to opt in for text updates—we'll occasionally share upcoming free webinars and training opportunities you won't want to miss!

Trauma Informed Education (1) Neuropsychological Principles for All

Presented By

Rebecca Chambers

[Click To Play Module In a New Browser Tab](#)

Description

Developmental trauma can significantly impact brain function, bringing with it challenging implications in the school setting. By understanding how the brain works, we can bring meaning to why students behave in particular ways and subsequently how to promote their wellbeing with growth and resilience.


Objectives: (1) Define developmental trauma and its most common causes. (2) Describe the Stress Response System, the impact of developmental trauma on stress response, and its effect on the body. (3) Describe the five categories of stressors. (4) Reframe behavior and learning through the lens of state dependent functioning.


School districts may elect to use this Infitec training as a component to address Illinois State-mandated training requirements for schools and school personnel regarding Isolated Time Out/Restraint or Mental Illness, Trauma and Suicide or Trauma-Informed Practices. Districts should refer to the applicable statutes and regulations concerning required training to ensure that the training program they design meets their specific compliance needs.

Take Quiz

What's included

Passing the quiz unlocks 1.25 Learning Credits available on the certificates below.

Certificate Upon Completion 

ISBE Certificate of Completion 

Additional Resources

[Presentation Handout](#)

[Presentation Handout - accessible](#)

Campaign Id 5f357a9767e361a7dba57888
 Campaign Name 2025 - 26 Required Trainings
 Campaign Type assignment
 Campaign Start Date 08/11/2025
 Campaign Due Date 10/10/2025
 Training Administrator ken tharman

Dates and times are based on Central Time

First Name	Last Name	Email Address	Training Title	Completion Date	Required	Quiz Date	Quiz Completion	Quiz Status	Quiz Score	Quiz Passing Threshold	Learning Credits	Supervisor
Gebhard	Marvin	mgebhard@nvhuskies.org	Anti-Harassment and Sexual Harassment Preventi	08/18/2025 10:56 am	CD Passed	08/18/2025 10:56 am	CD Passed	91%	80%	80%	1.25	1.25
Gebhard	Marvin	mgebhard@nvhuskies.org	Supporting the Education of Children and Youth E Yes	08/18/2025 11:01 am	CD Passed	08/18/2025 11:01 am	CD Passed	90%	80%	80%	1.25	1.25
Gebhard	Marvin	mgebhard@nvhuskies.org	Bullying Stature Training 08/18/2025 11:02 am	CD No	N/A	08/18/2025 11:06 am	CD Passed	80%	80%	80%	0.75	0.75
Gebhard	Marvin	mgebhard@nvhuskies.org	Supporting the Education of Children and Youth E Yes	08/18/2025 11:14 am	CD Passed	08/18/2025 11:14 am	CD Passed	100%	80%	80%	0.5	0.5
Gebhard	Marvin	mgebhard@nvhuskies.org	Understanding Diversity in Our Schools	Yes	08/18/2025 11:17 am	CD Passed	08/18/2025 11:17 am	90%	80%	80%	1.25	1.25
Gebhard	Marvin	mgebhard@nvhuskies.org	Trauma Informed Education (1) Neuropsychologic Yes	Yes	08/18/2025 11:17 am	CD Passed	08/18/2025 11:17 am	90%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Anti-Harassment and Sexual Harassment Preventi	Yes	N/A	08/11/2025 10:57 am	CD Passed	91%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	N/A	08/11/2025 01:39 pm	CD Passed	80%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/11/2025 01:28 pm	CD Yes	N/A	08/11/2025 03:10 pm	CD Passed	90%	80%	80%	0.75	0.75
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	08/11/2025 03:26 pm	CD Passed	08/11/2025 03:26 pm	100%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/11/2025 03:25 pm	CD Yes	08/11/2025 03:57 pm	CD Passed	08/11/2025 03:57 pm	90%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Emergency Safety Interventions: All Staff - Initial 1 Yes	Yes	08/11/2025 04:32 pm	CD Passed	08/11/2025 04:32 pm	80%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Trauma Informed Education (1) Neuropsychologic Yes	Yes	08/11/2025 10:17 am	CD Passed	08/11/2025 10:17 am	100%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Anti-Harassment and Sep 08/11/2025 03:47 pm	CD Yes	08/11/2025 10:25 am	CD Passed	08/11/2025 10:25 am	100%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	N/A	08/21/2025 10:37 am	CD Passed	80%	80%	80%	0.75	0.75
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/11/2025 04:12 pm	CD Yes	08/21/2025 10:44 am	CD Passed	08/21/2025 10:44 am	80%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	08/21/2025 11:54 am	CD Passed	08/21/2025 11:54 am	100%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/13/2025 02:48 pm	CD No	N/A	08/21/2025 12:09 pm	CD Passed	80%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Trauma Informed Education (1) Neuropsychologic Yes	Yes	08/11/2025 03:47 pm	CD Passed	08/11/2025 03:47 pm	83%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Anti-Harassment and Sep 08/11/2025 02:08 pm	CD Yes	08/21/2025 05:04 pm	CD Passed	08/21/2025 05:04 pm	90%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	N/A	08/11/2025 10:39 am	CD Passed	80%	80%	80%	0	0
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/11/2025 04:22 am	CD Yes	08/11/2025 04:58 pm	CD Passed	08/11/2025 04:58 pm	80%	80%	80%	0.75	0.75
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	08/11/2025 04:51 pm	CD Passed	08/11/2025 04:51 pm	90%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Emergency Safety Interventions: All Staff - Initial 1 Yes	Yes	08/11/2025 04:39 pm	CD Passed	08/11/2025 04:39 pm	80%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Trauma Informed Education (1) Neuropsychologic Yes	Yes	08/18/2025 09:04 am	CD Passed	08/18/2025 09:04 am	100%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Anti-Harassment and Sep 08/18/2025 09:02 am	CD Yes	08/18/2025 09:30 am	CD Passed	08/18/2025 09:30 am	90%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	N/A	08/12/2025 10:39 am	CD Passed	80%	80%	80%	0	0
Tharman	Ken	ktharman@nvhuskies.org	Bullying Stature Training 08/11/2025 03:49 pm	CD No	08/11/2025 04:39 am	CD Passed	08/11/2025 04:39 am	80%	80%	80%	0.75	0.75
Tharman	Ken	ktharman@nvhuskies.org	Supporting the Education of Children and Youth E Yes	Yes	08/11/2025 09:46 am	CD Passed	08/11/2025 09:46 am	80%	80%	80%	0.5	0.5
Tharman	Ken	ktharman@nvhuskies.org	Emergency Safety Interventions: All Staff - Initial 1 Yes	Yes	08/18/2025 09:53 am	CD Passed	08/18/2025 09:53 am	80%	80%	80%	1.25	1.25
Tharman	Ken	ktharman@nvhuskies.org	Trauma Informed Education (1) Neuropsychologic Yes	Yes	08/13/2025 05:30 pm	CD Passed	08/13/2025 05:30 pm	91%	80%	80%	1.25	1.25

Lowry	Emily	elowry@nvhuskies.org	Bloodborne Pathogens, § 08/13/2025 12:51 pm	CC	Yes	08/13/2025 12:55 pm	CC	Passed	90%	80%	0.5	
Lowry	Emily	elowry@nvhuskies.org	Emergency Safety Interv	08/13/2025 12:55 pm	CC	Yes	08/13/2025 12:57 pm	CC	Passed	100%	80%	0.5
Thalheim	Emily	elowry@nvhuskies.org	Trauma Informed Educat	08/13/2025 12:57 pm	CC	Yes	08/13/2025 01:06 pm	CC	Passed	90%	80%	1.25
Thalheim	Jessie	jthalheim@nvhuskies.org	Anti-Harassment and Se	08/19/2025 03:29 pm	CC	Yes	08/19/2025 02:48 pm	CC	Passed	83%	80%	1.25
Thalheim	Jessie	jthalheim@nvhuskies.org	Supporting the Education	08/19/2025 03:29 pm	CC	Yes	08/19/2025 02:52 pm	CC	Passed	80%	80%	1.25
Thalheim	Jessie	jthalheim@nvhuskies.org	Bullying Statute Trainin	08/19/2025 03:03 pm	CC	No						
Thalheim	Jessie	jthalheim@nvhuskies.org	Understanding Diversity	08/19/2025 03:05 pm	CC	Yes	08/19/2025 03:19 pm	CC	Passed	80%	80%	0.75
Thalheim	Jessie	jthalheim@nvhuskies.org	Bloodborne Pathogens, §	08/19/2025 03:29 pm	CC	Yes	08/19/2025 03:22 pm	CC	Passed	80%	80%	0.5
Thalheim	Jessie	jthalheim@nvhuskies.org	Emergency Safety Interv	08/19/2025 03:30 pm	CC	Yes	08/19/2025 03:25 pm	CC	Passed	80%	80%	0.5
Thalheim	Jessie	jthalheim@nvhuskies.org	Trauma Informed Educat	08/19/2025 03:30 pm	CC	Yes	08/19/2025 03:28 pm	CC	Passed	100%	80%	1.25
Davis	Melinda	mdavis@nvhuskies.org	Anti-Harassment and Se	08/24/2025 02:58 pm	CC	Yes	08/24/2025 03:09 pm	CC	Passed	91%	80%	1.25
Davis	Melinda	mdavis@nvhuskies.org	Supporting the Education	08/24/2025 03:29 pm	CC	Yes	08/24/2025 03:38 pm	CC	Passed	90%	80%	1.25
Davis	Melinda	mdavis@nvhuskies.org	Bullying Statute Training	08/24/2025 03:12 pm	CC	No						
Davis	Melinda	mdavis@nvhuskies.org	Understanding Diversity	08/24/2025 03:14 pm	CC	Yes	08/24/2025 03:20 pm	CC	Passed	90%	80%	0.75
Davis	Melinda	mdavis@nvhuskies.org	Bloodborne Pathogens, §	08/24/2025 02:43 pm	CC	Yes	08/24/2025 02:57 pm	CC	Passed	90%	80%	0.5
Davis	Melinda	mdavis@nvhuskies.org	Emergency Safety Interv	08/24/2025 03:22 pm	CC	Yes	08/24/2025 03:28 pm	CC	Passed	100%	80%	0.5
Davis	Melinda	mdavis@nvhuskies.org	Trauma Informed Educat	08/24/2025 03:39 pm	CC	Yes	08/24/2025 03:43 pm	CC	Passed	100%	80%	1.25
Davis	Melinda	mdavis@nvhuskies.org	Anti-Harassment and Sexual	Harassment Preventi	Yes							
Ankerman	Adriana	aankenman@nvhuskies.org	Supporting the Education	of Children and Youth	E	Yes						
Ankerman	Adriana	aankenman@nvhuskies.org	Bullying Statute Training	for School Districts	In Kar	No						
Ankerman	Adriana	aankenman@nvhuskies.org	Understanding Diversity	In Our Schools		Yes						
Ankerman	Adriana	aankenman@nvhuskies.org	Bloodborne Pathogens, Standard	Precautions, and Yes								
Ankerman	Adriana	aankenman@nvhuskies.org	Emergency Safety Interventions:	All Staff - Initial 1	Yes							
Ankerman	Adriana	aankenman@nvhuskies.org	Trauma Informed Education	(1) Neuropsychologic	Yes							
Pugh	Mitch	mpugh@nvhuskies.org	Anti-Harassment and Se	08/11/2025 03:55 pm	CC	Yes	08/11/2025 03:58 pm	CC	Passed	100%	80%	1.25
Pugh	Mitch	mpugh@nvhuskies.org	Supporting the Education	08/11/2025 07:41 pm	CC	Yes	08/11/2025 07:46 pm	CC	Passed	80%	80%	1.25
Pugh	Mitch	mpugh@nvhuskies.org	Bullying Statute Training	08/11/2025 03:55 pm	CC	No						
Pugh	Mitch	mpugh@nvhuskies.org	Understanding Diversity	08/11/2025 07:47 pm	CC	Yes	08/11/2025 07:51 pm	CC	Passed	90%	80%	0.75
Pugh	Mitch	mpugh@nvhuskies.org	Bloodborne Pathogens, §	08/11/2025 07:52 pm	CC	Yes	08/11/2025 07:54 pm	CC	Passed	90%	80%	0.5
Pugh	Mitch	mpugh@nvhuskies.org	Emergency Safety Interv	08/11/2025 07:55 pm	CC	Yes	08/11/2025 07:57 pm	CC	Passed	100%	80%	0.5
Pugh	Mitch	mpugh@nvhuskies.org	Trauma Informed Educat	08/11/2025 07:58 pm	CC	Yes	08/11/2025 08:01 pm	CC	Passed	90%	80%	1.25
Pugh	Mitch	mpugh@nvhuskies.org	Anti-Harassment and Se	08/23/2025 10:22 am	CD	Yes	08/23/2025 10:30 am	CD	Passed	91%	80%	1.25
Logemann	Terry	tlogemann@nvhuskies.org	Supporting the Education	09/01/2025 01:24 pm	CC	Yes	09/01/2025 01:29 pm	CC	Passed	80%	80%	1.25
Logemann	Terry	tlogemann@nvhuskies.org	Bullying Statute Training	08/14/2025 03:05 pm	CC	No						
Logemann	Terry	tlogemann@nvhuskies.org	Understanding Diversity	09/01/2025 01:58 pm	CC	Yes						
Logemann	Terry	tlogemann@nvhuskies.org	Bloodborne Pathogens, Standard	Precautions, and Yes								
Logemann	Terry	tlogemann@nvhuskies.org	Emergency Safety Interventions:	All Staff - Initial 1	Yes							
Logemann	Terry	tlogemann@nvhuskies.org	Trauma Informed Education	(1) Neuropsychologic	Yes							
Logemann	Terry	tlogemann@nvhuskies.org	Anti-Harassment and Sexual	Harassment Preventi	Yes							
Logemann	Terry	tlogemann@nvhuskies.org	Supporting the Education	of Children and Youth	E	Yes						
Boehler	Max	mboehler@nvhuskies.org	Bullying Statute Training	for School Districts	In Kar	No						
Boehler	Max	mboehler@nvhuskies.org	Supporting the Education	of Children and Youth	E	Yes						
Boehler	Max	mboehler@nvhuskies.org	Understanding Diversity	In Our Schools		Yes						
Boehler	Max	mboehler@nvhuskies.org	Bloodborne Pathogens, Standard	Precautions, and Yes								
Boehler	Max	mboehler@nvhuskies.org	Emergency Safety Interventions:	All Staff - Initial 1	Yes							
Boehler	Max	mboehler@nvhuskies.org	Trauma Informed Education	(1) Neuropsychologic	Yes							
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Anti-Harassment and Sexual	Harassment Preventi	Yes							
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Supporting the Education	of Children and Youth	E	Yes	08/31/2025 03:23 pm	CC	Passed	90%	80%	0.75
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Bullying Statute Training	08/31/2025 03:15 pm	CC	No						
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Understanding Diversity	In Our Schools		Yes	08/31/2025 03:26 pm	CC	Passed	80%	80%	0.5
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Bloodborne Pathogens, Standard	Precautions, and Yes			08/31/2025 03:30 pm	CC	Passed	80%	80%	0.5
Mordcaai	Cindy	cmordcaai@nvhuskies.org	Emergency Safety Interventions:	All Staff - Initial 1	Yes		08/31/2025 03:34 pm	CC	Passed	90%	80%	1.25

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Northern Valley USD 212
Crisis Plan

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Kansas Pipeline Association- Emergency Response Exercise



Emergency Phone Numbers

Police.....	911/Almena 785-877-5780 Long Island 785-543-6885
Fire.....	911/Almena 785-669-2425 Long Island 785-854-7628
Ambulance.....	911
Paramedics.....	911/Almena 785-877-5784 Long Island 785-543-6805
Poison Control.....	1-800-222-1222
Water.....	Almena 785-669-2425 Long Island 785-871-0616
Gas.....	1-800-222-3121
Electrical.....	1-800-577-3323
School Safety Hotline.....	1-877-626-8203
Ken Tharman.....	785-854-8796
Marvin Gebhard.....	785-664-8231

NEED HELP NOW?

STOP AND CALL:

911

Purpose: The Purpose of the **Crisis Violence Plan (CVP)** is to provide a controlled plan of action to ensure direction, support, coordination of resources, and effective communication to students, staff and community. Any situation with the school or community which threatens the health, safety, and/or security of students, faculty or staff shall be considered a crisis. The crisis situations include, but may not be limited to the following situations: grief situations, (death, terminal/chronic illness) suicide, accidents, acts of violence, (intruder, hostage situation, bomb threat, rape, kidnapping, verbal/physical assault, harassment) and man-made or natural disasters.

Acts of Violence

1. Summon emergency help from listed emergency numbers.
2. Take control and stabilize situation.
3. Isolate the intruder.
4. Take appropriate action for the situation including any or all the following:
 - a. Evacuate the building, or see B
 - b. Move students to another location within the building
 - c. Stay in classroom with doors closed and/or locked
 - d. Take attendance

District Management Coordinator- Ken Tharman

1. Notifies Emergency Response Team
2. Contains the media in the specified area and may read a statement
3. Determine time and method for communicating the prepared statement to staff, students and the public

Building Level Coordinators- HS-Ken Tharman & Kacie Yocum/ MS-Marvin Gebhard & Sommer Yocum/ GS- Marvin Gebhard & Kenzi Sheley

1. Gather information to account for personnel and students who are in the building
2. Arranges for traffic control around campus
3. Establishes follow-up of staff and students who were affected by the incident

Communications Coordinator- Ken Tharman

1. Directs family members to a secured area to await the release of information, and/or facilitate the orderly release of students to parents

Student Coordinator- Nita Lewis

1. Obtains student lists from office personnel to assist in identification for release of students.
2. Moves all those who witnessed the incident to a central holding area under supervision.
3. Relocates students if deemed necessary by emergency services.
4. Documents release of students to parents.



Bomb Threat

1. Use Threat Call Sheet- *Located on the next page.*
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
 - A. Prolong the conversation as much as possible.
 - B. Identify background noises.
 - C. Note distinguishing voice characteristics.
 - D. Interrogate the caller as to description if possible.
 - E. Determine the caller's knowledge of the facility.
 - F. **DO NOT HANG-UP** (use another phone to call authorities).
3. When a written threat is received:
 - A. Save all materials, including the envelope container.
 - B. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided.
 - C. Every possible effort should be made to retain evidence such as fingerprints, handwriting, computer/typing paper, and postal marks.
 - D. Written messages should never be ignored.
4. Summon emergency help from listed emergency numbers.

Building Level Coordinator- HS- Ken Tharman & Kacie Yocum/ MS- Marvin Gebhard & Sommer Yocum/ GS- Marvin Gebhard & Kenzi Sheley

- Confirms notification of the police and whether to evacuate the building.
- Follow standard fire drill.
- Move students to an alternate location during inclement weather for a possible prolonged search.
- Check absentee list for possible clues to who might have phoned in the bomb scare.

Teachers

- Check attendance when students are assembled away from the school.

Custodians

- Shut off gas and electric power after all students have been evacuated.

Bomb/Threat Call Check List

DON'T HANG UP THE PHONE (GET AS MUCH INFORMATION AS POSSIBLE-USE ANOTHER PHONE TO CALL 911)

Facility Name: _____ Date of Call: _____
Person receiving call: _____ Time of Call: _____
at which call was received: _____ Length of call: _____

Record the exact words used by the caller:

Ask:
What time will it explode: _____ Did you place the bomb: _____
Where is it: _____ Why did you do this: _____
What does it look like: _____
What is your address: _____
What kind is it: _____ What is your name: _____
What will cause it to explode: _____
Phone number: _____

Voice on the phone:
Man ___ Woman ___ Child ___ Age range _____
Calm ___ Nasal ___ Soft ___ Lisp/ Stutter _____
Loud ___ Excited ___ Crying ___ Slow _____
Laughter ___ Angry ___ Rasp ___ Rapid _____
Slurred ___ Whispered ___ Deep breathing _____
Familiar (If voice is familiar, who does it sound like?) _____

Background Noises:
Street Noises ___ Animals ___ Machines ___ Typing _____
Voices/Children ___ PA System/ Traffic ___ Airplane _____
Music ___ Static ___ Other (Please specify) _____
*Stay calm, do the best you can to get all the information. *

Police: 911 Almena: 785-877-5780 Long Island: 785-543-6885

Person receiving call must immediately notify authorities and give above information, then notify person in charge and alert District Management Coordinator.

Date: _____ Time of Call: _____
Received by: _____

Distribute copies immediately to District Management Coordinators and Building Level Coordinators.

Death Situations-Off Campus

District Management Coordinator- Ken Tharman

1. Notify the Emergency Response Team.
2. Gathers accurate facts and relays information to appropriate administrators.
3. Notifies district staff through telephone tree.
4. Makes all appropriate announcements to radio and TV stations if school schedule is to be revised to accommodate staff who wishes to attend memorial service.

Building Level Coordinator- HS-Ken Tharman & Kacie Yocum/ MS- Marvin Gebhard & Sommer Yocum/ HS- Marvin Gebhard & Kenzi Sheley

1. Calls a full staff meeting.
2. Issues a statement of facts known regarding death.
3. Informs staff of plans.
4. Recommends how staff should respond to student's questions.
5. Informs staff of available support.
6. Polls the staff to see how many wishes to attend memorial services.
7. Determines whether to dismiss school (partial/all day) to accommodate students, and staff who wish to attend memorial service.



Death Situations-On Campus Death During School Hours

1. Summon emergency help from listed emergency numbers.
2. Take control and stabilize the situation.
3. Isolate and secure area where death occurred.
4. Move all those who witnessed death to a designated area under supervision.
5. Notify **District Management Coordinator-Ken Tharman**

District Management Coordinator-Ken Tharman

1. Notifies the Emergency Response Team.
2. Gathers accurate facts and relays information to appropriate administrators.
3. Notifies district staff through telephone tree.
4. Makes all appropriate announcements to radio and TV stations if schools schedule needs to be revised to accommodate staff and/or students who wish to attend memorial service.

Building Level Coordinator-HS Ken Tharman & Kacie Yocum/ MS Marvin Gebhard & Sommer Yocum/ GS Marvin Gebhard & Kenzi Sheley

1. Confirms Death through Law Enforcement or Hospital.
2. Determines if there is a need to change the schedule, location of a class, class coverage, or reassign staff.
3. Determines whether or not to dismiss school (partial or all day) to accommodate students/staff who wish to attend memorial service.

Communications Coordinator-Ken Tharman

1. Meets with family members of victim(s): informs them of school plans.
2. Contains the media in a specified area and may read a statement when it is prepared.

Student Coordinator-Nita Lewis

1. Checks with classroom teachers to determine whether or not support services should be made available to discuss the death with students and/or staff.
2. Arranges the removal of victim's name from mailing list, billing list, memos, absentee call list, etc.
3. Gathers victim's personal belongings for family.

Accidents

During the School Day, at a School Day event or School-Sponsored event:

1. Secure **PARENTAL PERMISSION SLIPS** prior to taking **ANY** students on field trips, activity trips, etc.
2. Take control and stabilize situation.
3. Summon emergency help from listed emergency numbers.
4. If **FIRST AID** is needed; make certain that proper procedures for *blood borne pathogens* are followed.
5. *Clean up any body fluids*, if needed.



District Management Coordinator- Ken Tharman

- Notifies Emergency Response Team

Building Level Coordinator- HS Ken Tharman & Kacie Yocum/ MS Marvin Gebhard & Sommer Yocum/ GS Marvin Gebhard & Kenzi Sheley

1. Determines if there is a need to change the schedule, class location, class coverage, or reassign staff.
2. Arranges for traffic control around campus.
3. Makes sure certain accidents are filled out.

Communications Coordinator- Ken Tharman

1. Notifies parents and guardians of students involved in the accident.
2. Contains the media in a specified area and may read a statement when it is prepared.

Student Coordinator- HS Nita Lewis/ MS Sommer Yocum / GS Kenzi Sheley

- Identifies witnesses and/or others, such as close friends on campus, who need to be dealt with individually.

Accident involving bus or other school owned vehicle

1. If bus radio remains operational, bus driver will immediately notify the central office, building principal, or the transportation director of the accident.
2. Central office or building principal will summon emergency help from listed emergency numbers.
3. The superintendent building principal, and/or transportation director will go to the scene of the accident to assess the situation and get accurate information.
4. If there are any injuries requiring a doctor or hospitalization, follow crisis plan for accidents.
5. If there are no injuries requiring medical treatment, office personnel will notify building coordinator who will take action.

Basic First Aid Priorities

1. Survey the scene to make sure it is safe. You cannot help by becoming a victim yourself.
2. Do not move victim if you suspect neck or back injury.
3. Make certain the person is breathing.
4. Make certain the person's heart is beating.
5. Control the severe bleeding.
6. CALL 911.
7. Do CPR as necessary.
8. Treat all body fluids as potentially infectious.

In serious emergencies, in which medical care if needed, call 911!



Universal Precautions

- All body fluids of all persons should be considered to potentially contain infectious agents. (Germs)
- When possible, avoid direct contact with body fluids.
Disposable gloves are available for emergency use, as necessary.
- Vigorous hand washing should always be a first priority whenever one comes into contact with any body fluids.
- Disposable gloves, plastic bags and a 1:10 solution of Clorox or any other accepted disinfectant needs to be used for protection and clean-up in all situations.
- When items contaminated with body fluids (such as bloody bandages or disposable diapers) are being disposed, place in plastic bags and tie the bag securely. Follow protocol for disposal of contaminated items.

Requesting Police

- Use common sense when calling 911, then discuss with office personnel and building principal of why you called.
- Provide a “call back” number so dispatch and officers know the call is legitimate.

Ken Tharman, or authorized designee remains in charge of school premises and personnel.

- The police will have primary responsibility for the enforcement of the law and will insist on making the final decision on all matters involving their sworn obligations.

Assigning Clear Roles

In developing a crisis plan, the first step is to have Ken Tharman or authorized designee assign specific roles to individual staff members that they will take on if an emergency occurs.

Personnel should be designated:

- To go to the hospital or emergency medical site where injured students have been taken.
- To over-see telephones.
- To inform administrators in the central office about the emergency and how it is being dealt with.
- To work with media.
- To over-see transportation needs.
- To assist in identifying students and adults who may be injured.
- To review students and personnel records and notify parents and spouses.

Administrators should describe in writing what needs to be done and who is responsible for each task. Also, keep on hand a list of who has keys and a floor plan that shows room numbers and the locations of windows, doors, storerooms, restrooms and offices.

Emergency Response Team

District Management Coordinator:

1. Develop crisis plan and assign specific roles to individual staff members that they will assume if an emergency occurs.
2. Coordinates **Emergency Response Team** and the specific duties of each individual.
3. Interacts with law enforcement personnel as needed.
4. Interacts with news media as needed.
5. Has, on hand, a floor plan of all building in the district that shows room number, locations of windows, doors, store rooms, restrooms and offices.
6. Keep on hand a list of who has building and room keys for all building in the district.

Communications Coordinator- Ken Tharman/Calling Tree

- Coordinates phone calls and the release of information to the parents.
- Notifies the response team.
- Talks to media with a prepared statement.

Building Level Coordinator- HS Ken Tharman & Kacie Yocum/ MS Marvin Gebhard & Sommer Yocum/ GS Marvin Gebhard & Kenzi Sheley

- Handles emergency as it relates to *building and staff*.
- Notifies and updates staff in the event of an emergency as directed by the communication coordinator.
- Gathers information to account for personnel and students for the communication coordinator.

Student Coordinators- HS Kacie Yocum/ MS Sommer Yocum/ GS Kenzi Sheley

- Handles emergency as it relates to students.
- Locates students in the appropriate areas.
- Coordinates the release of students to parents.

Potential Suicide

Notify: Student Coordinator-Nita Lewis and Emergency Response Team

Determine the level of risk:

- A. **Life-Threatening Crisis**-Validated suicide attempt
- B. **High Risk**- Indicators, signs and/or events that make protection necessary.
- C. **Seriously at Risk**- Not life threatening but a serious concern.
- D. **Reasonable Concern**- Based on comments, threats, gestures, etc.

Student Coordinator- Nita Lewis

1. Take appropriate action for level of risk.
2. Document concerns and actions taken.

Terminal/Chronic Illness

Building Level Coordinator: HS Ken Tharman & Kacie Yocum/ MS Marvin Gebhard & Sommer Yocum/ GS Marvin Gebhard & Kenzi Sheley

- Gather information and facts regarding the terminal or chronic illness.
- Calls a staff meeting.
- Issue a statement of facts known regarding illness.

MESSAGING AND SUICIDE CONTAGION

Research has shown a link between certain kinds of suicide-related media coverage and increases in suicide deaths. Suicide contagion has been observed when:

- the number of stories about individual suicides increases,
- a particular death is reported in great detail,
- the coverage of a suicide death is prominently featured in a media outlet, or
- when the headlines about specific deaths are framed dramatically (e.g., “Bullied Gay Teen Commits Suicide By Jumping From Bridge”).

Research also shows that suicide contagion can be avoided when the media report on suicide responsibly, such as by following the steps outlined in “Recommendations for Reporting on Suicide” at www.reportingonsuicide.org.

Contagion can also play a role in cases of self-harm behavior. These behaviors may originate with one student and can spread to other students through imitation. Because adolescents are especially vulnerable to the risk of contagion, in the case of a suicide death, it is important to memorialize the student in a way that does not inadvertently glamorize or romanticize either the student or the death. Schools can do this by seeking opportunities to emphasize the connection between suicide and underlying mental health issues such as depression or anxiety that can cause substantial psychological pain but may not be apparent to others (or that may manifest as behavioral problems or substance abuse).

However, schools should strive to treat all deaths in the same way. Having one approach for memorializing a student who died of cancer or in a car accident and a different approach for a student who died by suicide reinforces stigma and may be deeply and unfairly painful to the student’s family and friends. Refer to the American Foundation for Suicide Prevention’s “After a Suicide” resource listed in the Resources section for sample notification statements for students and parents/guardians, sample media statements, and other model language.

Finally, after a death by suicide it is important for schools to encourage parents/guardians to monitor their child’s social networking pages. Students often turn to social networking websites as an outlet for communicating information and for expressing their thoughts and feelings about the death. Parents/guardians should be advised to monitor the websites for warning signs of suicidal behavior.

intervention phase to meeting underlying or ongoing mental health needs.

f) **Develop memorial plans.** The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

2. **External Communication** The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

- a) Keep the district suicide prevention coordinator and superintendent informed of school actions relating to the death.
- b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
- c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

POSTVENTION

1. Development and Implementation of an Action Plan

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

- a) **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
- b) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.
- c) **Share information.** Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to

DISTRICT LIABILITY

Schools have been sued and found liable for failing to take proper action, particularly for failing to notify parents/guardians, when a student was thought to be suicidal. The key issues in court cases have been foreseeability and negligence and have included cases in which schools did not warn parents/guardians about both verbal and written statements about suicide as well as cases in which the school failed to provide supervision and counseling for suicidal students.

Schools have also been sued over more complex issues, such as school climate and failure to reduce bullying, that were claimed to contribute to the suicide of a student. As the U.S. Department of Education Office for Civil Rights has emphasized, schools have legal obligations under anti-discrimination laws. Once a school knows or reasonably should know of possible student harassment, it must take immediate action to investigate, take steps to end the harassment, eliminate a hostile environment, and prevent its recurrence. These duties are a school's responsibility even if the misconduct also is covered by an anti-bullying policy and regardless of whether the student makes a complaint. For more information, including example cases, see: <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>.

support students, the warning signs of suicidal behavior, and a list of resources available.

- d) **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.
- e) **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis

Procedures in Case of Illness or Injury

1. Administer First Aid in accordance with standard practices. Make sure the student is made as comfortable as possible.
2. Promptly notify parent(s) when it is possible to do so; The Building Coordinator will wait for instructions from the parents before proceeding further. There should be a definite understanding that the responsibility for arranging for or providing medical care rests with the parents, not with the school. (Promptly notify the person designated by the parents on the students Emergency card, when after reasonable attempts is not possible to notify parents.)
3. Get the students home or to the physician safely and as promptly as possible.
4. No student may be dismissed from school until parents or designated responsible adult sign them out, with permission from parent/guardian.
5. No ill or injured child should be sent home alone in accordance with district policy.
6. If it's a serious emergency, call 911.
 - a. Notify the parent of the emergency as soon as possible. Inform them that the ambulance has been called and the hospital to which the student has/is being taken too.
 - b. Ambulance transports student to the closest hospital.
 - c. If ambulance personnel determine that the situation does not warrant use of this service, notify the parent or physician who has been designated by the parents. If you are unable to reach the child's physician, seek advice from the closest ER.
7. If the parent wishes to use private ambulance, it must be understood that the cost will be borne by the parent.
8. Poison Control: 1-800-222-1222
9. Poison Control: 1-800-332-6633

Disasters

NATURAL AND MAN-MADE DISASTERS

1. Summon emergency help from listed emergency numbers.
2. Take control of the situation.

FIRE EXPLOSION

1. Sound appropriate alarm to alert all staff and students.
2. Evacuate students to designated holding area.
3. Custodians shut off gas and electric power.
4. Contact proper authorities.

TORNADO

1. Sound appropriate alarm to alert all staff and students.
2. Evacuate students to designated areas within building.
3. Custodians shut off gas and electric power.
4. If First Aid is needed, please follow First Aid protocol found on page 8.

HAZARDOUS MATERIALS (INSIDE/OUTSIDE)

1. Hazardous material inside, treat as fire drill.
2. Hazardous materials outside, do the following:
 - a. Take all students inside the building.
 - b. Close all the doors, windows and ventilation systems.
3. Notify District Management Coordinator-Ken Tharman

Teachers

- Check attendance and make lists of those missing.

District Management Coordinator-Ken Tharman

- Notifies Emergency Response Team.
- Determines the time and method for communication, and prepare a statement to the remaining staff, students and public.

Building Level Coordinator- HS Ken Tharman & Kacie Yocum/ MS Marvin Gebhard & Sommer Yocum/ GS Marvin Gebhard & Kenzi Sheley

- Gathers information to account for personnel and students who were in the building.
- Assesses the situation to determine what locations require emergency services.
 - a. Directs or escorts persons with non-life threatening injuries to an emergency medical treatment area.
 - b. Attends to persons with life-threatening injuries while awaiting emergency service.
- Arranges for traffic control around campus.

Communications Coordinator- Ken Tharman & calling tree

- Contains the media in a specified area and may read a statement when it is prepared.
- Directs family members to a secured area to await the release of information and/or facilitate the orderly release of students to parents.

Student Coordinator-Nita Lewis

- Relocates students if deemed necessary by emergency services.
- Documents release of students to parents.

Prevention/Preparation

Identify potential problem sites

1. Internal: Exits, restrooms, gyms, cafeteria, shops, boiler rooms, etc.
2. External: Bus zones, commons area, parking areas, adjacent property, athletic grounds, etc.

List available resource people who could quickly respond to the above sites

- Include: School security, teaching and non-teaching staff, traditional and non-traditional student leadership, parents, community and police.

Specify tasks for each resource person and develop a communication network to the Central Command Post

1. Clearly define chain of command for both school and police officials.
2. Initiate a program of presenting critical information to school and police officials.

Other considerations:

1. Provide separate and joint in-service training to police and school personnel on skills and techniques for dealing with school disruptions.
2. Give school staff clear operational instructions.
3. Establish a signal system for announcing an emergency and its termination.
4. Have an emergency list of telephone numbers available.
5. Establish a central command post.
6. Develop a way of assisting injured people.
7. Develop a method of isolating and removing disruptive students from school premises.
8. Develop ways of communication quickly with parents and community groups.
9. Establish a written reporting process to be used in disruptive situations.
10. Develop a coordinated press relations policy in cooperation with police.
11. Advise police of any specific problem for schools created by the police plan.

Review, update and reissue school security plan

- Develop a procedure requiring annual review and update of all forgoing plans. Reissue revised plans to all involved personnel.

CRISIS MANAGEMENT TIPS

Tip #1

Don't make the emergency worse than it actually is. Don't let people take foolish chances and become part of the problem.

Tip #2

Control the information flow. The problem generally is too much, not too little. Reliable filters must be established so you can get some isolation from all the information clamoring for your attention. Equally important is the formulation of a plan to pass information to others quickly. Others need to have an overview of what you are doing in order to support the needed logistics efforts to bring in additional resources.

Tip #3

Delegate! Start putting problems in "boxes" early and give them to others to work, while insuring smooth pass off. You can't possibly deal with everything, so start trying to identify coherent aspects of the problem to give to someone else. Insist on feedback-review and summary of actions taken and results.

Tip #4

Refuse to be drawn into trivia. Demands that you personally deal with even the most mundane problems will be made constantly. Don't do that! Keep your focus on important things and refuse to deal with lesser items.

Tip #5

Remember personalities! You may feel that you are dealing with all that one human can handle and that everyone should understand your problems, state of mind, fatigue, etc. and act accordingly. Many will, some won't. Rivalries among the staff can surface and people will act irrationally. Be prepared to deal with these facts of human nature and don't let them frustrate you.

Tip #6

Insist subordinates get adequate rest. They won't otherwise and you will be left with people who are performing poorly because of exhaustion. Remember this rule, it also applies to yourself.

Tip #7

Bring key organizations and people together fairly often to disseminate information and exchange views. People and organizations react negatively or irrationally when there is a dearth of information; counter this by scheduled meetings. Here and in everyday management, insist on economy of communications.

CRISIS MANAGEMENT TIPS CON'T

Tip #8

In the face of uncertainty remember to select the option that leaves the greatest freedom for subsequent actions.

Tip #9

Accountability. Litigation may follow! Keep a good audit of actions, conditions and decisions to facilitate your defense should it be necessary. Establish from the outset a systematic effort to gather and store data to assist you in the future.

Tip #10

Do not let individuals or organizations abdicate their responsibilities. For various reasons some will want to do this. Insist they carry out their own responsibilities regardless of how painful it may be to them.

Tip #11

Establish relationships with other organizations and their capabilities, limitations and lines of communication, well in advance.

Tip #12

Critically reexamine assumptions. Here and in everyday management most of our decisions are based on assumptions. Some of these are in the fore front of our thought process, many are not. Critical reviews update of all assumptions going in the decision making process are vital.

Tip #13

Return to normal operations as soon as possible. In the meantime appoint a responsible staff officer whose only job is to supervise normal day to day operations.



Emergency Site Plan

<p>EXTERNAL DISTURBANCE</p> <p>Disturbance on school grounds</p> <ul style="list-style-type: none"> • Keep students inside • Delay dismissal • Go to designated shelter areas • Stay out of hallways 	<hr/> <hr/> <hr/> <hr/>
<p>Neighborhood disturbance</p> <ul style="list-style-type: none"> • Keep students inside • Delay dismissal • Go to designated shelter areas • Stay out of hallways 	<hr/> <hr/> <hr/> <hr/>
<p>Intruder on school grounds with weapon</p> <ul style="list-style-type: none"> • Keep students inside • Delay dismissal • Go to the ground or classroom floor • Stay out of hallways 	<hr/> <hr/> <hr/> <hr/>
<p>Shots fired at playground or building</p> <ul style="list-style-type: none"> • Drop to the ground or classroom floor • Crawl to building 	<hr/> <hr/> <hr/> <hr/>
<p>Civil Defense Siren/Weather related</p> <ul style="list-style-type: none"> • Delay dismissal • Go to designated shelter areas 	<hr/> <hr/> <hr/> <hr/>

Emergency Site Plan

<p>INTERNAL DISTURBANCE</p> <p>Unauthorized Individual(s) in Building</p> <ul style="list-style-type: none"> • Crisis Signal • Notify staff to remain in rooms and lock doors • Stay out of hallways • Support staff to office to assist 	<hr/> <hr/> <hr/> <hr/>
<p>Intruder in the building with weapon</p> <ul style="list-style-type: none"> • Crisis signal • Notify staff to remain in rooms and lock doors • Evacuate some sections • Support staff to office to assist 	<hr/> <hr/> <hr/> <hr/>
<p>Student/Adult with disruptive/assaultive behavior</p> <ul style="list-style-type: none"> • Crisis signal • Notify staff to remain in rooms and lock doors • Evacuate some sections • Support staff to office to assist 	<hr/> <hr/> <hr/> <hr/>
<p>Hostage Situation</p> <ul style="list-style-type: none"> • Crisis signal • Notify staff to remain in rooms • Evacuate some sections • Support staff to office to assist 	<hr/> <hr/> <hr/> <hr/>
<p>Bomb Threat</p> <ul style="list-style-type: none"> • Evacuate building only as directed by police • Fire alarm may activate bomb (use intercom or other signal) • Extended time out of building (Make arrangements with close, large facility to temporarily house students) 	<hr/> <hr/> <hr/> <hr/>
<p>Explosion</p> <ul style="list-style-type: none"> • Fire Alarm to evacuate students • Extended time out of building (Make arrangements with close, large facility to temporarily house students) 	<hr/> <hr/> <hr/>

Cardiac Emergency Response Plan (CERP) Protocol

USD #212 / Northern Valley Schools

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped with advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

- 1) **Recognize the following signs of sudden cardiac arrest** and act quickly in the event of one or more of the following:
 - a. The person is not moving, unresponsive, or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - c. The person may appear to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If the person is having a seizure without a sudden cardiac arrest an AED will not deliver a shock.
 - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- 2) **Facilitate immediate access to professional medical help:**
 - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the facility address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort emergency responders to the victim.
 - b. Immediately contact the members of the Cardiac Emergency
All CERP resources and materials are available at heart.org/CERP

Response Team (CERT) using your facility's designated communication system (i.e. Phones, runners, walkie talkies).

- c. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

3) **Start CPR as soon as possible.** The first person who can start CPR should begin immediately and, if additional bystanders are available, other tasks can be delegated.

- a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to the *Act Now. Save a Life.* (Simplified Adult Basic Life Support) graphic below.
- b. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of at least 2 Inches (or 1/3rd the depth of the chest for children under 8 years old).
Follow the 9- 1-1 telecommunicator's instructions, if provided.
- c. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.

4) **AED Access.** The person who can retrieve the AED the fastest (ideally in route to the scene) should get it to the site and leave the AED cabinet door open as a signal that the AED. was retrieved.

5) Additional communication measures

- a. Give the exact location of the emergency. ("Mr. /Ms. _ Classroom, Office or Room#, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter.
- b. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

6) Use the nearest AED.

- a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown In the diagram

All CERP resources and materials are available at heart.org/CERP

on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and be aware if you will need to press the shock button or if it will deliver automatically.

- i. *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- b. Minimize interruptions of compressions when placing AED pads to patient's bare chest.
- c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate individuals doing compression to avoid fatigue.
- d. Do not remove AED pads even if the patient regains consciousness - the pads should be left in place until handoff to EMS occurs. This precaution is necessary in case the patient has a relapse.
- e. If the AED is used, be sure to have a plan to download the data, store the data, and deliver to the patient's cardiology care team.

7) Transition care to EMS.

- a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
- b. Team focus should now be on assisting EMS safely out of the building / parking lot.
- c. Provide EMS a copy of the patient's emergency Information sheet.

8) Action to be taken by Office / Administrative Staff.

- a. Confirm the exact location and the condition of the patient.
- b. Activate the Cardiac Emergency Response Team and give the exact location.
- c. Confirm that the Cardiac Emergency Response Team has responded.
- d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- e. Assign a *staff* member to direct EMS to the scene.
- f. Perform "Crowd Control" -directing others away from the scene.

All CERP resources and materials are available at heart.org/CERP

- g. Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, leadership, sports facilities manager, etc.
- h. Plan for ongoing coverage following an emergency response in case a subsequent event occurs.
- i. Consider having the people (e.g., *staff*, students) stay in place (e.g., delaying class changes or hallway traffic, services provided, dismissal, recess, or other changes) to facilitate CPR and EMS functions.
- j. Designate people to *cover* the duties of the CPR responders.
- k. Copy the patient's emergency information for EMS.
- 1. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- m. Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule or services.
- n. Contact organization leadership (e.g., school district administration), human resources and/or other facility management (e.g., sports facility management).

9) Debrief

- a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
- b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific Incident. The post-event review may include discussions with medical personnel (ideally through the organization's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
- c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors.

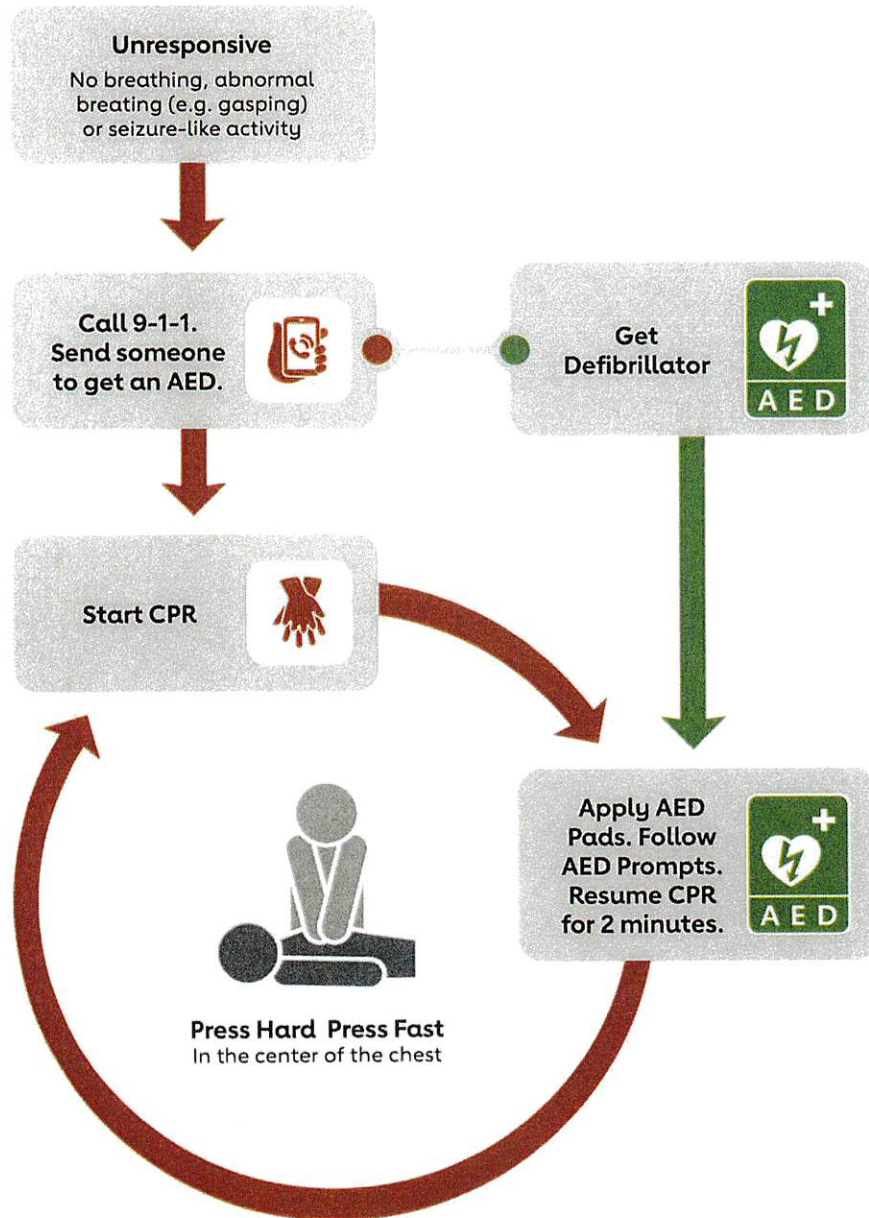
All CERP resources and materials are available at heart.org/CERP

Tips

This document should be posted everywhere, and everyone should be familiar with this as it summarizes the Cardiac Emergency Response Protocol.

Act Now. Save a Life.

Follow these steps to take action.



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Cardiac Emergency Response Plan (CERP) Summary **USD #212 Northern Valley Grade School**

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Angie Knuth
- Max Boehler
- Shelby Preston

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: By the girls' bathroom in the cafeteria

Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

- Northern Valley Crisis Plan binder.

Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Norton County EMS (785) 877 - 5784

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: Ken Tharman
(Superintendent HS Principal / AEMT)

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

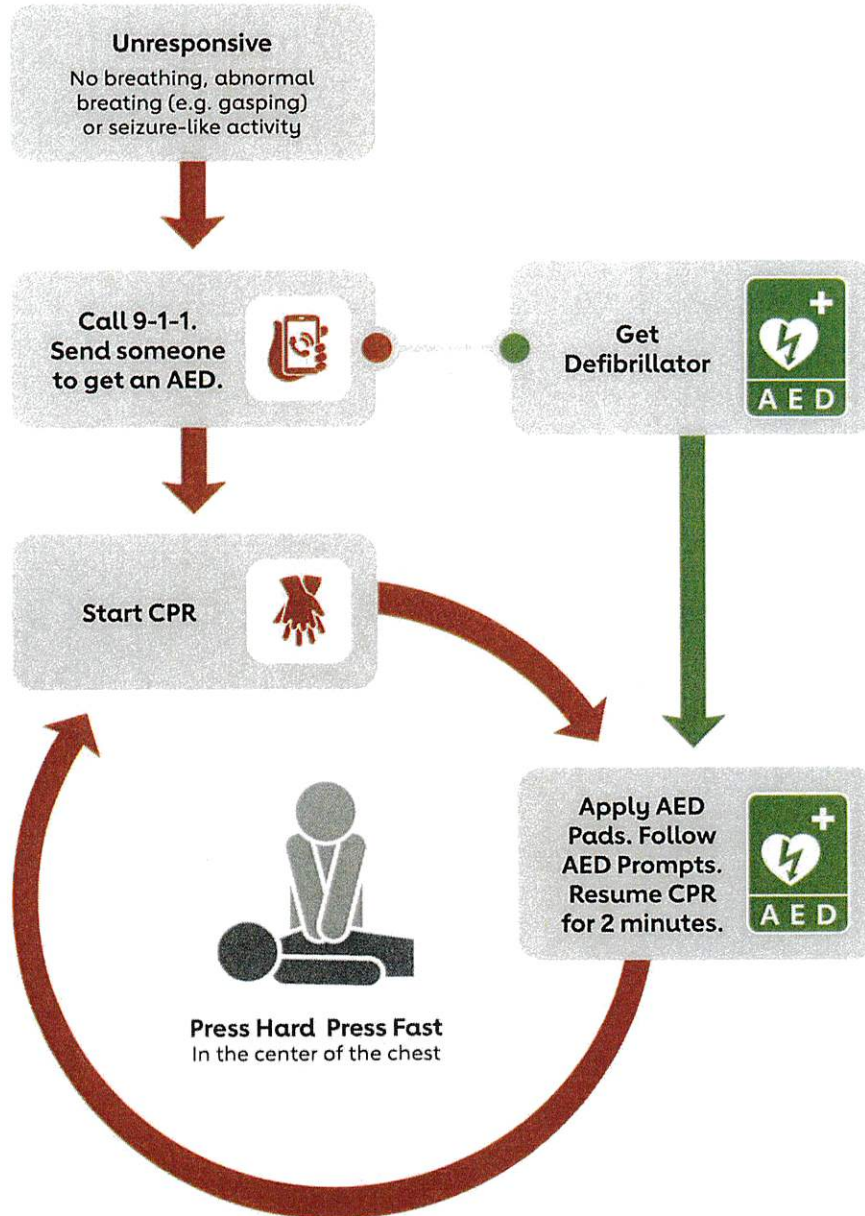
If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

Tips

This document should be posted everywhere, and everyone should be familiar with this as it summarizes the Cardiac Emergency Response Protocol.

Act Now. Save a Life.

Follow these steps to take action.



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Cardiac Emergency Response Plan (CERP) Summary **USD #212 Northern Valley High School**

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Amy McKinney
- Ross Cole
- Jessie Thalheim

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: By the girls' bathroom in the cafeteria

Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

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Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Norton County EMS (785) 877 - 5784

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: Ken Tharman
(Superintendent HS Principal / AEMT)

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

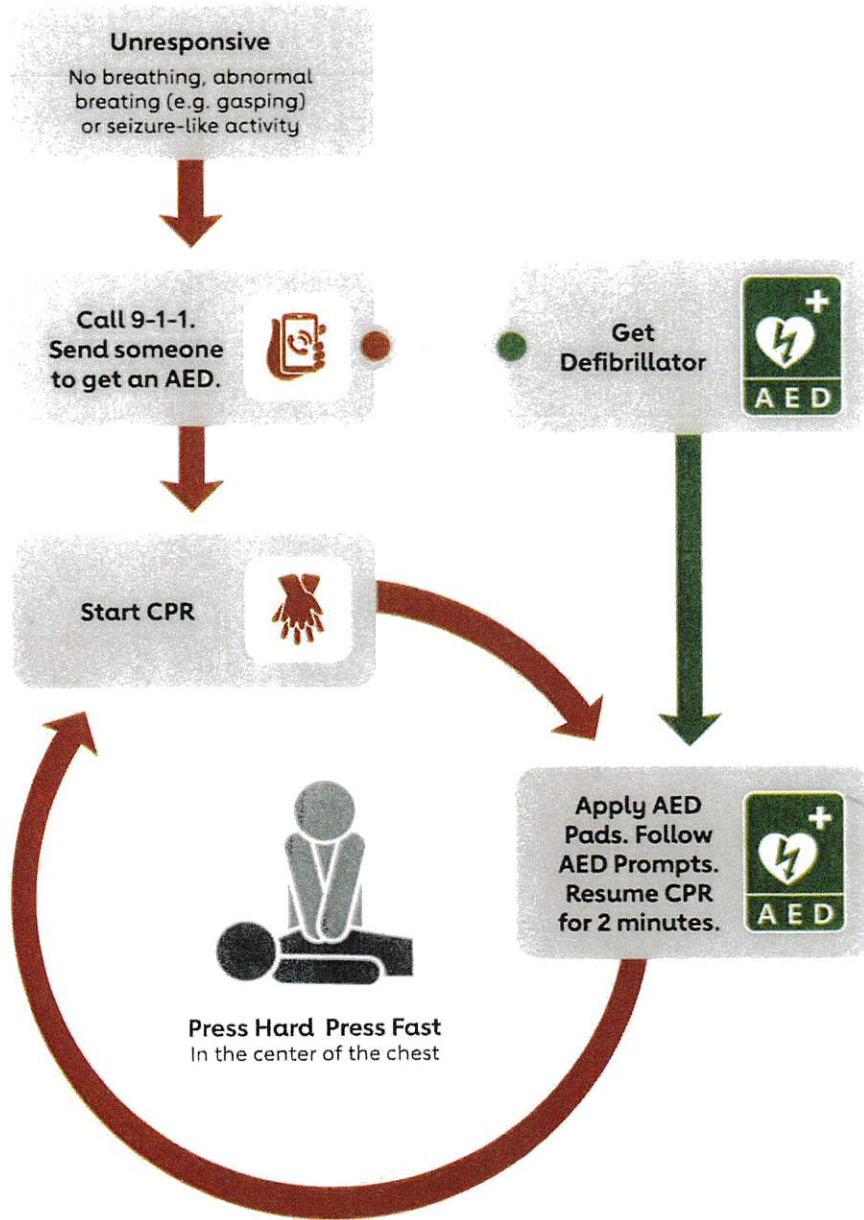
If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

Tip

This document should be posted everywhere, and everyone should be familiar with this as it summarizes the Cardiac Emergency Response Protocol.

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Cardiac Emergency Response Plan (CERP) Summary **USD #212 Northern Valley Middle School**

Who is responsible for leading the efforts of cardiac emergency response in the organization? The Cardiac Emergency Response Team (CERT) is a group of staff members who have current CPR and AED training and are designated to respond to and provide basic life support during a cardiac emergency. They also plan, implement, and evaluate the Cardiac Emergency Response Plan (CERP).

CERT Coordinator: Ken Tharman (Superintendent / HS Principal / AEMT)

CERT Members:

- Marvin Gebhard
- Emily Lowry
- Max Boehler

Where are the Automatic External Defibrillators (AEDs) Located?

An automated external defibrillator (AED) is a portable device that helps people who have a sudden cardiac arrest. AEDs save lives. They are an important part of responding to cardiac arrest. There should be an AED within 3 minutes of any location.

Your Cardiac Emergency Response Team (CERT) and other staff or volunteers are trained and certified on how to use an AED. The CERT also coordinates the AED placement and maintenance.

The nearest AED to this location is: Across the hall from the office

Other AEDs are located:

- In the HS office, unless there is an away game (they take it with them)

Where can I find the complete Cardiac Emergency Response Plan?

The CERP is available to all staff annually and when updates are made. Please review the plan to be ready to respond to sudden cardiac arrest.

The complete Cardiac Emergency Response Plan and summary can be found here: Northern Valley Crisis Plan binder.

You can learn how to act and save a life with the posters located here:

- Northern Valley Crisis Plan binder.

Who should be trained and certified to do CPR and use an AED?

Everyone can save a life! Some staff or volunteers are trained in cardiopulmonary resuscitation (CPR) and in the use of an AED, such as the members of the Cardiac Emergency Response Team, but anyone can learn how to act during a cardiac emergency.

Person responsible for coordinating CPR and AED use staff training and certification: Ken Tharman (Superintendent HS Principal / AEMT)

If you are not trained and certified in CPR and AED use, below are some steps you can take to prepare for a cardiac emergency:

- Get to know the members of the Cardiac Emergency Response Team.
- Participate In scheduled drills.
- If you are required to, maintain your CPR and AED use certification.
- If you are not required to, be ready to act by calling 9-1-1 and pushing hard and fast in the center of the chest.

What local Emergency Medical Services Agency will help us respond to a cardiac emergency?

Emergency Medical Services (EMS), like fire or ambulance services, can quickly help in a cardiac emergency. They can also talk to other emergency responders, like fire, and police, to make the response more coordinated and efficient. Involving EMS in creating, practicing, and evaluating a cardiac emergency response plan makes the response to cardiac emergencies better and faster.

Our EMS partner: Phillips County EMS (785) 543 - 6805

How do we practice our response to a cardiac emergency?

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. As many people as possible will be included once a year in practice drills.

If you would like more information about the upcoming drill, please contact the district office: (785) 669 - 2445.

How can we find ways to improve our plan to respond to a cardiac emergency?

Evaluating the cardiac emergency response is a crucial step to ensure that the plan is effective and up to date. We conduct an annual assessment that includes reviewing drills and response to cardiac emergencies during the year. By doing this, we can see what we are good at and what we can do better. If you have any suggestions on how to improve the organization's response, please contact the person below.

Person or team responsible for evaluation and documentation: Ken Tharman
(Superintendent HS Principal / AEMT)

What do I do when a cardiac emergency happens?

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to act. If you are part of the Cardiac Emergency Response Team, please be familiar with the Cardiac Emergency Response Protocol.

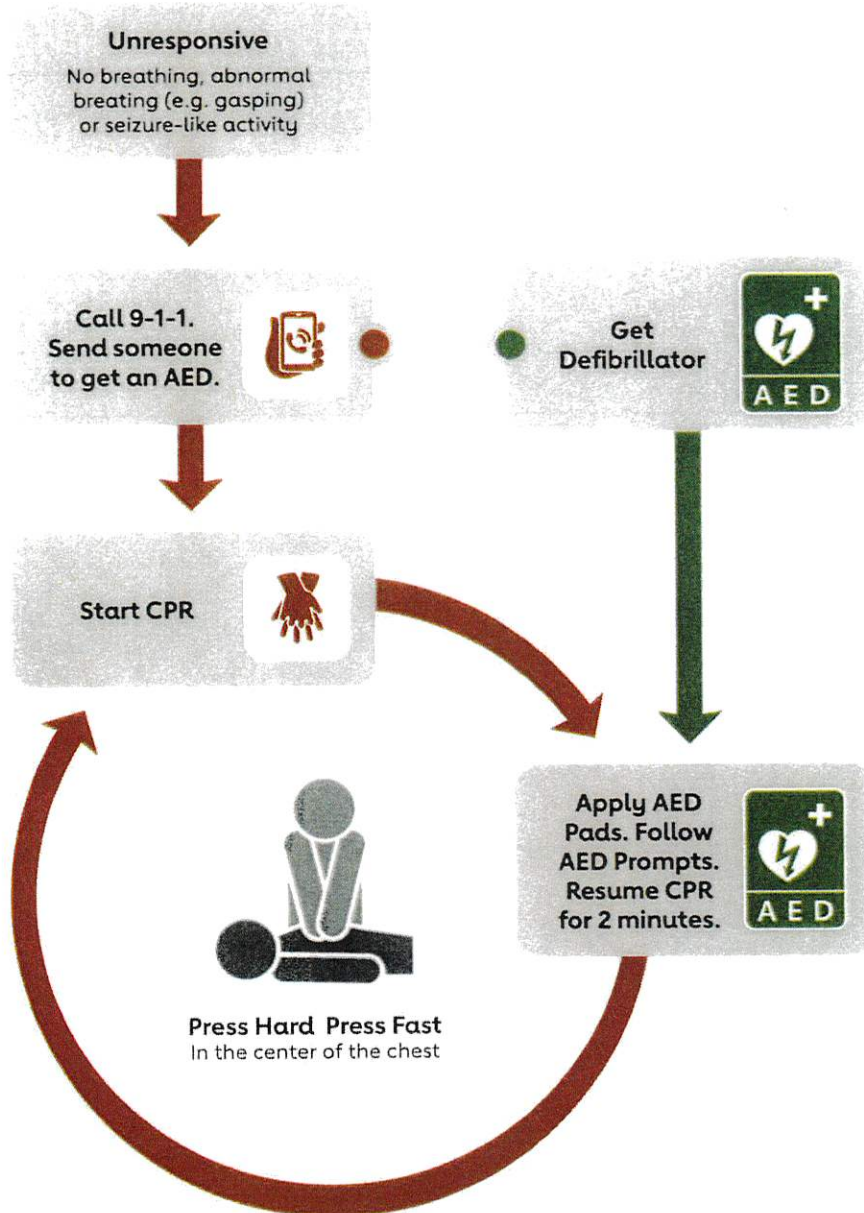
If you're not part of the Cardiac Emergency Response Team, please follow the steps in the next page.

Tips

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Checklist to fulfill the requirements of

KSA 72-6284. Jason Flatt Act

This checklist contains recommendations for consideration.

Local Board of Education:

- Provides suicide awareness and prevention programming to all school staff.
- All school staff receives at least one hour of state board of education approved training each calendar year, which may be through independent self-review of suicide prevention training material.
- Notifies the parents or legal guardians of students enrolled that the training materials are available to them.
- Each school building maintains a building crisis plan which includes the following in their district plan:
 - School mental health team
 - Steps for recognizing suicide ideation (Prevention);
 - Appropriate methods of interventions and reintegration; and
 - A crisis recovery plan (Postvention).

KSDE has guidance and templates that may assist you in creating your local suicide prevention plan for your board to approve. Your local, board-approved plan must be submitted to KSDE. The templates may be found here:



ALMENA

NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE
512 WEST BRYANT PO BOX 217
ALMENA KS 67622

PHONE (785) 669-2445



LONG ISLAND

November 10, 2025

The Board of Education of Northern Valley Schools, U.S.D. #212, believes that each individual child should be provided with an educational program that is best suited to meet the needs and interests of that individual, and provide opportunity for learning experiences designed to promote behavioral change and maturation that will effect continuing satisfactory adjustment to life.

Northern Valley Staff who engage with students have been trained in at least one hour of suicide prevention training that addresses risk and protective factors for prevention signaling, screening protocols and expectations, safe reintegration practices and postvention measures.

Each building in the district has identified members who are primary and secondary contacts as well as contacts available for mental health interventions and consultations.

The district has a plan for prevention, intervention, reintegration, and postvention approved by the local Board of Education and available, either in print or electronically, for parents to view.

Please find the link here: [Jason Flatt training and crisis plan.pdf](#)

Ken Tharman
Superintendent / HS Principal

leave before thanksgiving

From Amber Brown <abrown@nvhuskies.org>

Date Tue 11/4/2025 1:09 PM

To Ken Tharman <ktharman@nvhuskies.org>

I will be taking the Wednesday before thanksgiving off.

Thanks in advance.

Amber Brown

Board Clerk

USD 212

NV Schools

To whom it may concern,

I Kacie Yocum, am needing to take the Wednesday before thanksgiving off due to not having daycare.

Thank you for your time,

A handwritten signature in blue ink that reads "Kacie Yocum". The signature is written in a cursive style with a long, sweeping tail on the "m".

Kacie Yocum

USD # 212
Evaluation of Board / Administration / Policy

The personnel of USD 212 shall perform an evaluation of the board, administration, and school policy. **Everyone shall complete an evaluation form and return it to Kacie Yocum by Wednesday, December 3rd, 2025.** Kacie shall prepare a summary of the individual responses for Mr. Tharman and the board. The board would like explanations, reasons, or examples on items marked with a 2 or a 1 so evaluation and improvement can be made.

NO administrator or board member will see the individual evaluations. They will only be provided with the summary!

Personnel will rate the board, administration, and school policy on each item on a scale of 1 to 5.

Mark only the sections that apply to you.

- | | |
|-----------------------|---------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | NA – Not Applicable |

A. Board Evaluation

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

B. Administration

Superintendent: Ken Tharman

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

Pre-K-8 Principal: Marvin Gebhard

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

9-12 Principal: Ken Tharman

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

Technology Director: Ryan Hopkins

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

Activities Director: Jessie Thalheim

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

C. Policy and Attitude

- | | |
|---|--------------|
| 1. The policy and activity manuals of USD #212 accurately reflect the values and priorities of our community. | 5 4 3 2 1 NA |
| 2. The board and administration can deal with difficult problems and decisions. | 5 4 3 2 1 NA |
| 3. USD #212 places proper emphasis on: | |
| Sports | 5 4 3 2 1 NA |
| Band & Vocal | 5 4 3 2 1 NA |
| Clubs & organizations | 5 4 3 2 1 NA |
| Academics | 5 4 3 2 1 NA |
| Vocational training | 5 4 3 2 1 NA |
| 4. USD #212 is a progressive, viable school system. | 5 4 3 2 1 NA |

Thank you for your time and input to this survey. Any additional comments you have are appreciated and can be added.