



# 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 Wednesday, July 13, 2022, beginning at 6:30 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also in attendance is Ken Tharman superintendent. and Amber Brown Board Clerk.

## 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 Steven Whitney, Carried.

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

Yea: 4, Nay: 0, Absent: 2

## III. Approval of Minutes

5

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

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

Yea: 4, Nay: 0, Absent: 2

## IV. Approval of Bills

15

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

Shanna Hammond: Yea



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Christopher  
Rogers: Absent

Laquita Smith: Absent

Hilary Van  
Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

V. Hearing of Visitors

VI. Old Business

A. Faculty and Staff Handbook

47

Mr. Tharman reviewed the edits that had been made; mostly dates and personnel. I recommend the board approve the Faculty & Staff Handbook as presented. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Absent

Laquita  
Smith: Absent

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

B. Summer Work Update

Mr. Tharman reviewed the summer work projects: Norton Corrections finished up the tile floors (they look amazing) / Carpet One will be here on the 19th for the project in Long Island / LI kitchen cabinets are done / Almena classrooms and carpets are cleaned / GS gym repainted / Korey Cyr did a great job on gym doors, ag shop doors, and boiler room doors in addition to the A/C sealing and securing. A busy summer ... and we are not quite done yet.

C. Accreditation Notification

86

The school received the official certificate of accreditation. Amber has placed it in a frame for display. A continued thank you to all of those that have helped along this five - year process. We begin the next five - year cycle now.

D. Building Needs Assessment

88

The board reviewed the DLT's (District Leadership Team's) building needs assessment that was prepared. The board will use this document and the assessment scores in conjunction with the budget proposal.

VII. New Business

A. Mileage Rate

107

The state has raised the mileage reimbursement rate to 58.5 cents per mile.

B. Consent Calendar

108

The items contained in the consent calendar are approved yearly. The minimum meal prices have not been set yet, so the local rates have not been set. The board requested to have vendors contacted about price



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increases to help determine the need for possible increases in breakfast and lunch prices. This year, the schools are going back to charging for meals, unless individuals qualify for free meals. Those applications will be posted once available. I recommend the board approve the Consent Calendar as presented. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Absent

Laquita

Smith: Absent

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

C. Appointments: Professional Development, KASB Governmental Relations, Negotiations, and NCKSEC Interlocal #636

I make a motion to have board members retain the current positions: Mrs. Hammond on the Professional Development committee, Mr. Wenzl on the KASB Government Relations committee, Mrs. Van Patten Mr. Whitney, and Mrs. Smith on the Negotiations committee, Mr. Rogers on the NCKSEC Representative and to add to the Negotiations committee. This motion, made by Rich Wenzl and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Absent

Laquita

Smith: Absent

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

D. Revenue Neutral Rate

110

Mr. Tharman has completed the budget and will be taking it to Topeka for review. He does not think there is a need to exceed the Revenue Neutral Rate set by the county, but he will verify with the state. If needed, there is still time to meet the deadlines.

E. Long Island School Zone

117

Mr. Tharman had been asked to write a letter of support of the speed bumps in Long Island back in March. He agreed to do so and submitted it to the city council. Mr. Tharman took the position of supporting to keep the speed bumps but offered to help support the purchase of digital speed



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detectors/signs also. Mr. Tharman was contacted with further discussion on the speed bumps and thought it best to get the board's feedback on this topic. Those board members present were in agreement with the letter Mr. Tharman had sent to the Long Island city council.

## VIII. Personnel

### A. Staffing

I recommend the board go into executive session to discuss nonelected personnel 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 7:27 pm. This motion, made by Shanna Hammond and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Absent

Laquita

Smith: Absent

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 4, Nay: 0, Absent: 2

At 7:27 pm the meeting returned to open session, no action taken.

## IX. Administrative Reports

### A. Superintendent / 9-12 Principal Report

Mr. Tharman has a meeting in Topeka on Friday, July 15th / DLT meeting on July 20th / Training in Hays on July 27th / Enrollment is August 4th & 5th / Board meeting on August 8th. Summer is winding down fast.

### B. K-8 Principal Report

## X. Reports of Board Members

## XI. Adjournment

I make a motion to adjourn the meeting. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Absent

Laquita Smith:

Absent

Hilary Van

Patten: Yea

Rich Wenzl:

Yea

Steven Whitney:

Yea

Yea: 4, Nay: 0, Absent: 2



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

Also in attendance was Ken Tharman Superintendent/ HS Principal. Marvin Gebhard GS/MS Principal and Amber Brown Board Clerk. Guests Glenn Brands and Amy McKinney.

### 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 Steven Whitney, Carried.

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

Yea: 6, Nay: 0

### III. Approval of Minutes

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

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

Yea: 6, Nay: 0

### IV. Approval of Bills

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

Shanna Hammond: Yea  
Christopher Rogers: Yea



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

Yea: 6, Nay: 0

## V. Hearing of Visitors

Mrs. McKinney was present and shared that the yearbook pages are almost all submitted.

Mr. Brands presented the renewal quote for liability and property insurance for EMC Insurance. The board will review the information.

Mr. Brands also presented a concern for students and accommodations when overnight stays are required.

## VI. Old Business

### A. K - 12 Handbook

Mr. Tharman went over the changes/corrections that were highlighted in the handbook. I recommend the board approve the K - 12 Handbook with recommended changes. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### B. Summer Work Update

The tile floors in Long Island were almost complete and the workers will be moving to Almena next week. Carpet is to be installed this month sometime in Long Island. Classrooms are being cleaned, shampooed, and having paint touch up on window sills. Multiple projects are on-going and Korey Cyr is doing a great job with many of those.

### C. Transportation

Mr. Gebhard reviewed the end of the year bus check-ins and reported repair items. As of now ... all things look good.

### D. JH Practice Schedule

Mr. Gebhard shared the complexity of this issue and how it relates to classroom, court/field, PE, and shared space. It is always a challenge. The plan for this coming school year will include practices that sometimes overlap PE, but will also include after-school practice time, unless otherwise noted. Textcaster messages will be used to keep families informed.

### E. Kindergarten Readiness

Mr. Gebhard updated the board on the meeting that was held in May. Those members of the Kindergarten Readiness group have been instrumental in guiding the progress of our preschool and kindergarten classes.

## VII. New Business



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## A. Preschool

Kansas changed the school funding formula last year to now allow schools to count three-year preschoolers as .5 providing they attend a minimum of 456 hours per school year. This led to the district adding a fourth day to the three-year-old attendance. With this knowledge, the board agreed to waive the out-of-district fee, for the coming school year, for preschool aged students.

## B. Special Board Meeting

The KSDE audit and final Special Education funding numbers have been finalized and required the district to republish the budget in order to have the allowed spending authority. I recommend the board hold a special board meeting on June 27th at 6 PM in the HS Conference room for the purpose of the budget republishing and reviewing the property liability insurance options. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

## C. 2022 - 23 School Calendar

Mr. Brands departed. Due to the WKLL Forensics meet we are hosting on April 5th, the adopted school calendar needs to be adjusted. April 5th will be a teacher work day (was traded from May 19), and Friday, March 31 will be the day used (making a five day school week) to maintain the 152 day school year. I recommend the board approve the amended calendar for the 2022 - 23 school year. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

## D. Child Nutrition Operations

Please be aware that Congress did **NOT** extend the federal school meal waivers and school meals will no longer be available to all students free of charge effective at the start of the school year 2022-23.



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Secondly, the Household Economic survey used last year, cannot be used to provide the 30-day carryover for students this fall. Meaning, in order to qualify for the free or reduced meals this coming school year, an application will need to be filled out and submitted.

The 2020 Food Service audit is finally complete. Due to incorrect meal charges (free/reduced/pay), the amount of claims that were incorrect (approx. \$700) will be deducted from the next reimbursement payment.

### E. KASB Policy Updates

Mr. Tharman went over the recommended changes that KASB sent out. I recommend the board approve the June KASB policy updates as presented. This motion, made by Steven Whitney and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### F. Student Accident Insurance

I recommend the board approve the student insurance renewal with 1st Agency. This motion, made by Christopher Rogers and seconded by Laquita Smith, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### G. Worker's Compensation Insurance

I recommend the board approve the worker's compensation insurance renewal with First Dakota Indemnity. This motion, made by Shanna Hammond and seconded by Steven Whitney, Carried.

Shanna

Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea



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Smith:  
Hilary Van Yea  
Patten:  
Rich Yea  
Wenzl:  
Steven Yea  
Whitney:  
Yea: 6, Nay: 0

## VIII. Personnel

### A. Staffing

I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals, retaining Mr. Tharman and Mr. Gebhard and returning to open session in this room at 7:55 pm. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

At 7:55 pm, meeting returned to open session. I recommend the board go into executive session to discuss nonelected personnel matters to protect the privacy interests of the individuals, retaining Mr. Tharman and Mr. Gebhard and returning to open session in this room at 8:00 pm. This motion, made by Shanna Hammond and seconded by Christopher Rogers, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

At 8:00 pm, the meeting returned to open session. I recommend the board approve hiring Shelby Preston for the part-time Title position for the 2022 - 23 school year. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.



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Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### B. Classified Staffing

I recommend the board hire Sommer Yocum for MS Secretary and Kenzi Sheley for GS Secretary for this coming school year. This motion, made by Laquita Smith and seconded by Shanna Hammond, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0

### C. Supplemental Staffing

I recommend hiring Emily Lowry for the HS assistant volleyball coach, Jessie Thalheim for the Ladies Weightlifting sponsor and Amy McKinney for HS head teacher position. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna  
Hammond: Yea

Christopher  
Rogers: Yea

Laquita  
Smith: Yea

Hilary Van  
Patten: Yea

Rich  
Wenzl: Yea

Steven  
Whitney: Yea

Yea: 6, Nay: 0



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## D. Negotiations

I recommend the board go into executive session to discuss negotiations to protect the public interest in obtaining the property at a fair price, retaining Mr. Tharman and returning to open session in this room at 8:32 pm. This motion, made by Rich Wenzl and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Yea

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 6, Nay: 0

At 8:32 pm, the meeting returned to open session. I recommend the board approve the changes negotiated for the 2022 - 23 school year. This motion, made by Christopher Rogers and seconded by Shanna Hammond, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Yea

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea

Steven

Whitney: Yea

Yea: 6, Nay: 0

## E. Leave Request

I recommend the board approve the leave request for Noah Hansen as presented. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

Shanna

Hammond: Yea

Christopher

Rogers: Yea

Laquita

Smith: Yea

Hilary Van

Patten: Yea

Rich

Wenzl: Yea



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Steven Whitney: Yea

Yea: 6, Nay: 0

## IX. Administrative Reports

### A. Superintendent / 9-12 Principal Report

Mr. Tharman shared the report from Jim Cole on the driver's education class. All 10 students completed the program successfully. Mr. Tharman shared the design and cost of replacing the HS gym wall mats with an updated mascot. Still waiting to hear back from the design company on one possible change. Jessie Thalheim will be reaching out to area businesses and families to donate to this improvement, once it is finalized. With the passing of HB 2567, one of the additional requirements prior to adopting a budget, will be for the board to review a building needs assessment. Even though this process has been done in the past, there is now required documentation to verify the assessment was completed. Mr. Tharman shared a little about his recent attendance at the United School Administrator's conference in Wichita. Many good sessions were attended, including ones on teacher retention, teacher evaluations, effective walk-throughs, and school finance.

### B. K-8 Principal Report

Mr. Gebhard shared that 8th grade graduation went well. Fun day was well attended. Track meets at the end of the year went well and overall it was a successful year. Staff finished out the school year with a teacher in-service. Many of the topics covered/discussed were in preparation for the coming school year. Mr. Gebhard expressed kudos to the coaches for the summer practices, leagues, camps, and open gyms.

## X. Reports of Board Members

Mr. Wenzl updated the board on the completion of the preventative termite treatment for the district.

## XI. Adjournment

I move to adjourn this meeting. This motion, made by Shanna Hammond and seconded by Laquita Smith, Carried.

Shanna Hammond: Yea

Christopher Rogers: Yea

Laquita Smith: Yea

Hilary Van Patten: Yea

Rich Wenzl: Yea

Steven Whitney: Yea

Yea: 6, Nay: 0



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A Board Meeting of the Board of Trustees of Northern Valley Schools was held Monday, June 27, 2022, beginning at 6:00 PM in the Almena High School , 512 W Bryant Street, Almena, KS 67622.

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

Also in attendance, was Ken Tharman Superintendent, Visitors Chase Wells Conrade Insurance, Glenn Brands EMC insurance and Amber Brown Board Clerk.

## I. Call to Order

## II. Adoption of Agenda

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

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

Yea: 5, Nay: 0, Absent: 1

## III. Hearing of Republished Budget

Mr. Tharman shared that after the KSDE audit and the final payments figured for Special Education, there was an \$18,000 increase in funds available. The only way the district is able to spend those extra dollars is to republish the budget indicating the change. I recommend the board approve the budget as republished. This motion, made by Steven Whitney and seconded by Rich Wenzl, Carried.

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

Yea: 5, Nay: 0, Absent: 1

## IV. Liability Insurance

Chase Wells presented information in regards to KERMP (Kansas Educational Risk Management Pool, LLC). Glenn Brands updated the board on his proposal. Both individuals answered questions for the board. The board did ask Mr. Wells if he could share the financials and he was able to bring them up on his computer for review. After reviewing all of the information that EMC and KERMP brought to the meeting and after lengthy



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discussions, the board opted to reach out to two different current KERMP clients, in which they asked for their honest reviews. I recommend switching from EMC and transitioning to KERMP for liability insurance this year. This motion, made by Rich Wenzl and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 1

### V. Adjournment

I recommend the board adjourn. This motion, made by Laquita Smith and seconded by Steven Whitney, Carried.

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

Yea: 5, Nay: 0, Absent: 1

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 14 (08/01/2022 - 08/31/2022) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 7/12/2022 12:35:30 PM

| Year               |                                |                     |                       |                         |                      |                     |                     |                    |                     |
|--------------------|--------------------------------|---------------------|-----------------------|-------------------------|----------------------|---------------------|---------------------|--------------------|---------------------|
| Current            |                                |                     |                       |                         |                      |                     |                     |                    |                     |
| Fund               | Description                    | Beginning Balance   | Revenue               | Expenditure             | Other                | Ending Balance      | Encumbrances        | Liabilities        | Available           |
| 06                 | GENERAL FUND                   | \$407.22            | \$1,944,343.12        | (\$1,986,606.86)        | (\$10,195.16)        | (\$52,051.68)       | (\$287.16)          | \$10,195.16        | (\$42,143.68)       |
| 07                 | FEDERAL FUNDS                  | (\$2,892.74)        | \$144,206.29          | (\$128,725.27)          | \$0.00               | \$12,588.28         | \$0.00              | \$0.00             | \$12,588.28         |
| 08                 | SUPPLEMENTAL GENERAL FUND      | \$47,926.02         | \$497,706.32          | (\$521,443.08)          | (\$10.16)            | \$24,179.10         | (\$27.90)           | \$10.16            | \$24,161.36         |
| 11                 | FOUR YEAR OLD AT RISK FUND     | \$10,300.86         | \$70,000.00           | (\$56,615.35)           | \$0.00               | \$23,685.51         | \$0.00              | \$0.00             | \$23,685.51         |
| 13                 | K-12 AT RISK FUND              | \$9,153.60          | \$141,000.00          | (\$137,742.23)          | \$0.00               | \$12,411.37         | \$0.00              | \$0.00             | \$12,411.37         |
| 16                 | CAPITAL OUTLAY                 | \$150,285.88        | \$182,415.97          | (\$192,581.41)          | \$0.00               | \$140,120.44        | \$0.00              | \$0.00             | \$140,120.44        |
| 18                 | DRIVER TRAINING                | \$2,418.70          | \$5,609.00            | (\$4,085.93)            | \$0.00               | \$3,941.77          | \$0.00              | \$0.00             | \$3,941.77          |
| 24                 | FOOD SERVICE                   | \$29,721.78         | \$148,403.05          | (\$156,880.49)          | \$0.00               | \$21,244.34         | \$0.00              | \$0.00             | \$21,244.34         |
| 26                 | PROFESSIONAL DEVELOPMENT FUND  | \$9,974.95          | \$5,000.00            | (\$5,395.51)            | \$0.00               | \$9,579.44          | \$0.00              | \$0.00             | \$9,579.44          |
| 30                 | SPECIAL EDUCATION              | \$13,467.68         | \$293,878.61          | (\$278,100.87)          | \$0.00               | \$29,245.42         | \$0.00              | \$0.00             | \$29,245.42         |
| 34                 | VOCATIONAL EDUCATION           | \$11,483.24         | \$76,795.49           | (\$72,507.31)           | \$0.00               | \$15,771.42         | \$0.00              | \$0.00             | \$15,771.42         |
| 35                 | GIFTS/GRANTS                   | \$39,797.05         | \$23,374.00           | (\$33,887.66)           | \$0.00               | \$29,283.39         | \$0.00              | \$0.00             | \$29,283.39         |
| 51                 | KPERS RETIREMENT CONTRIBUTIONS | \$0.00              | \$0.00                | \$90.54                 | \$0.00               | \$90.54             | \$0.00              | \$0.00             | \$90.54             |
| 53                 | CONTINGENCY FUND               | \$225,000.00        | \$0.00                | \$0.00                  | \$0.00               | \$225,000.00        | \$0.00              | \$0.00             | \$225,000.00        |
| 55                 | TEXTBOOK RENTAL                | \$19,022.10         | \$23,227.43           | (\$1,209.86)            | \$0.00               | \$41,039.67         | \$0.00              | \$0.00             | \$41,039.67         |
| 81                 | LIBRARY GRANT                  | \$911.02            | \$0.00                | \$0.00                  | \$0.00               | \$911.02            | \$0.00              | \$0.00             | \$911.02            |
| 85                 | KS COORDINATED SCHOOL HEALTH   | \$1,958.14          | \$0.00                | \$0.00                  | \$0.00               | \$1,958.14          | \$0.00              | \$0.00             | \$1,958.14          |
| <b>Sub Total</b>   |                                | <b>\$568,935.50</b> | <b>\$3,555,959.28</b> | <b>(\$3,575,691.29)</b> | <b>(\$10,205.32)</b> | <b>\$538,998.17</b> | <b>(\$315.06)</b>   | <b>\$10,205.32</b> | <b>\$548,888.43</b> |
| Year               |                                |                     |                       |                         |                      |                     |                     |                    |                     |
| Prior              |                                |                     |                       |                         |                      |                     |                     |                    |                     |
| Fund               | Description                    | Beginning Balance   | Revenue               | Expenditure             | Other                | Ending Balance      | Encumbrances        | Liabilities        | Available           |
| 06                 | GENERAL FUND                   | \$0.00              | \$0.00                | \$0.00                  | \$0.00               | \$0.00              | (\$603.22)          | \$0.00             | (\$603.22)          |
| 24                 | FOOD SERVICE                   | \$0.00              | \$0.00                | \$0.00                  | \$0.00               | \$0.00              | (\$3,189.87)        | \$0.00             | (\$3,189.87)        |
| <b>Sub Total</b>   |                                | <b>\$0.00</b>       | <b>\$0.00</b>         | <b>\$0.00</b>           | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>(\$3,793.09)</b> | <b>\$0.00</b>      | <b>(\$3,793.09)</b> |
| <b>Grand Total</b> |                                | <b>\$568,935.50</b> | <b>\$3,555,959.28</b> | <b>(\$3,575,691.29)</b> | <b>(\$10,205.32)</b> | <b>\$538,998.17</b> | <b>(\$4,108.15)</b> | <b>\$10,205.32</b> | <b>\$545,095.34</b> |

# USD 212

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 01 (07/01/2021 - 07/31/2021) ; Ending Period: Period 14 (08/01/2022 - 08/31/2022) ; Show Prior Year Expense/Encumbrance: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: Yes; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 7/12/2022 12:35:32 PM

| Fund             | Description                    | Liabilities<br>(Beginning) | Liabilities (Ending) | Payments on PY<br>Expense | Cash Journal<br>Entries | Other Total      |
|------------------|--------------------------------|----------------------------|----------------------|---------------------------|-------------------------|------------------|
| 06               | GENERAL FUND                   | \$0.00                     | \$0.00               | \$0.00                    | \$0.00                  | \$0.00           |
| 07               | FEDERAL FUNDS                  | \$0.00                     | \$0.00               | \$0.00                    | \$0.00                  | \$0.00           |
| 08               | SUPPLEMENTAL GENERAL FUND      | \$0.00                     | (\$10.16)            | \$0.00                    | \$0.00                  | (\$10.16)        |
| 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           |
| 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           |
| <b>Sub Total</b> |                                | <b>\$0.00</b>              | <b>(\$10.16)</b>     | <b>\$0.00</b>             | <b>\$0.00</b>           | <b>(\$10.16)</b> |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2021 to 06/30/2022.

| Site ID<br>Group ID | Site Name<br>Group Name<br>Activity ID    Activity Name | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|---------------------|---|----------------|-----------|---------------|-------------|--------------|
| <b>NVHS</b>         | <b>Northern Valley High School</b>                      |                |           |               |             |              |
| <b>A</b>            | <b>ATHLETICS</b>  |                |           |               |             |              |
|                     | 1010    HIGH SCHOOL ATHLETICS                           | 3,245.05       | 16,544.76 | 18,521.01     | -479.88     | 788.92       |
|                     | <b>A Totals:</b>  | 3,245.05       | 16,544.76 | 18,521.01     | -479.88     | 788.92       |
| <b>B</b>            | <b>CLUBS &amp; ORGANIZATIONS</b>                        |                |           |               |             |              |
|                     | 2010    STUDENT COUNCIL                                 | 6,912.12       | 2,141.29  | 1,506.05      | 0.00        | 7,547.36     |
|                     | 2020    KAY   | 1,669.25       | 5,231.30  | 5,845.47      | 1,962.00    | 3,017.08     |
|                     | 2050    HUSKY MUSIC CLUB                                | 1,774.33       | 150.00    | 0.00          | 0.00        | 1,924.33     |
|                     | 2060    FFA   | 18,532.26      | 33,882.32 | 33,019.36     | 0.00        | 19,395.22    |
|                     | 2070    SCHOLARS BOWL                                   | 88.77          | 0.00      | 0.00          | 0.00        | 88.77        |
|                     | 2080    DANCE AND CHEER                                 | 8,470.18       | 8,914.62  | 10,251.92     | -1,763.12   | 5,369.76     |
|                     | 2090    FORENSICS                                       | 990.36         | 460.00    | 0.00          | 0.00        | 1,450.36     |
|                     | 3000    TECHNOLOGY CLUB                                 | 828.76         | 0.00      | 0.00          | 0.00        | 828.76       |
|                     | 3010    FCCLA   | 66.10          | 0.00      | 0.00          | 0.00        | 66.10        |
|                     | 3020    VOLLEYBALL CLUB                                 | 2,362.86       | 412.00    | 1,095.20      | 0.00        | 1,679.66     |
|                     | 3030    FACS  | 619.92         | 298.00    | 23.10         | 0.00        | 894.82       |
|                     | 3050    Interactive Media                               | 1,122.18       | 2,642.00  | 2,565.53      | 0.00        | 1,198.65     |
|                     | FA        FACS  | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
|                     | <b>B Totals:</b>  | 43,437.09      | 54,131.53 | 54,306.63     | 198.88      | 43,460.87    |
| <b>C</b>            | <b>GRADUATING CLASSES</b>                               |                |           |               |             |              |
|                     | 3114    CLASS OF 2014                                   | 2,838.60       | 0.00      | 0.00          | 0.00        | 2,838.60     |
|                     | 3115    CLASS OF 2015                                   | 1,341.17       | 0.00      | 0.00          | 0.00        | 1,341.17     |
|                     | 3116    CLASS OF 2016                                   | 27.50          | 0.00      | 0.00          | 0.00        | 27.50        |
|                     | 3117    CLASS OF 2017                                   | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
|                     | 3118    CLASS OF 2018                                   | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
|                     | 3119    CLASS OF 2019                                   | 2,003.91       | 0.00      | 0.00          | 0.00        | 2,003.91     |
|                     | 3120    CLASS OF 2020                                   | 0.00           | 0.00      | 349.90        | 349.90      | 0.00         |
|                     | 3121    CLASS OF 2021                                   | 1,747.30       | 0.00      | 2.71          | 23.00       | 1,767.59     |
|                     | 3122    CLASS OF 2022-SENIORS                           | 3,909.14       | 282.04    | 4,308.53      | 220.00      | 102.65       |
|                     | 3123    CLASS OF 2023-JUNIORS                           | 2,625.78       | 17,516.88 | 12,560.02     | -349.90     | 7,232.74     |
|                     | 3124    CLASS OF 2024-SOPHOMORES                        | 3,433.48       | 957.25    | 302.71        | 0.00        | 4,088.02     |
|                     | 3125    CLASS OF 2025-FRESHMEN                          | 0.00           | 1,750.00  | 135.61        | 0.00        | 1,614.39     |
|                     | <b>C Totals:</b>  | 17,926.88      | 20,506.17 | 17,659.48     | 243.00      | 21,016.57    |
| <b>D</b>            | <b>DISTRICT MONIES</b>                                  |                |           |               |             |              |
|                     | 4020    HIGH SCHOOL PETTY CASH                          | 1,125.00       | 0.00      | 0.00          | 0.00        | 1,125.00     |
|                     | <b>D Totals:</b>  | 1,125.00       | 0.00      | 0.00          | 0.00        | 1,125.00     |
| <b>E</b>            | <b>YEARBOOK</b>   |                |           |               |             |              |
|                     | 7000    YEARBOOK  | 15,915.43      | 6,308.00  | 5,668.11      | 0.00        | 16,555.32    |
|                     | <b>E Totals:</b>  | 15,915.43      | 6,308.00  | 5,668.11      | 0.00        | 16,555.32    |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2021 to 06/30/2022.

| Group ID                     | Site Name | Activity ID | Activity Name                  | Beginning Cash | Receipts   | Disbursements | Adjustments | Cash Balance |
|------------------------------|-----------|-------------|--------------------------------|----------------|------------|---------------|-------------|--------------|
| <b>MISC</b>                  |           |             |                                |                |            |               |             |              |
|                              | 7030      |             | GREENHOUSE                     | 41.47          | 0.00       | 0.00          | 0.00        | 41.47        |
|                              | 7060      |             | BOX TOPS FOR EDUCATION         | 2,366.52       | 4,157.70   | 3,959.89      | 0.00        | 2,564.33     |
|                              | 7102      |             | Unknown revenue from 2016-2017 | 0.00           | 0.00       | 0.00          | 0.00        | 0.00         |
|                              | 8011      |             | Interest Paid To Account       | 406.48         | 131.79     | 0.00          | 0.00        | 538.27       |
| <b>F Totals:</b>             |           |             |                                | 2,814.47       | 4,289.49   | 3,959.89      | 0.00        | 3,144.07     |
| <b>SALES TAX</b>             |           |             |                                |                |            |               |             |              |
|                              | 8010      |             | SALES TAX                      | -85.72         | 0.00       | -0.07         | 0.00        | -85.65       |
| <b>G Totals:</b>             |           |             |                                | -85.72         | 0.00       | -0.07         | 0.00        | -85.65       |
| <b>NVHS Activity Totals:</b> |           |             |                                | 84,378.20      | 101,779.95 | 100,115.05    | -38.00      | 86,005.10    |

|                            | Begin Balance | Transfers | Receipts   | Disbursements | Adjustments | End Balance |
|----------------------------|---------------|-----------|------------|---------------|-------------|-------------|
| NVHS Checking:             |               |           | 101,779.95 | 100,115.05    |             |             |
| NVHS Investment:           |               |           |            |               |             |             |
| <b>NVHS Bank Balances:</b> | 84,378.20     |           | 101,779.95 | 100,115.05    | -38.00      | 86,005.10   |

|                                |           |            |            |        |           |
|--------------------------------|-----------|------------|------------|--------|-----------|
| <b>Report Activity Totals:</b> | 84,378.20 | 101,779.95 | 100,115.05 | -38.00 | 86,005.10 |
|--------------------------------|-----------|------------|------------|--------|-----------|

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 06/14/2022; End Date: 07/08/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/8/2022.

| Voucher Number             | Bank Name                   | Account Number | Check Number      |
|----------------------------|-----------------------------|----------------|-------------------|
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63512             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| AFPLANSERV                 | 22-1803                     | 22053163020    | 06-2300-300-00-00 |
| <b>Sub Total</b>           |                             |                |                   |
| Voucher Number             | Bank Name                   | Account Number | Check Number      |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63513             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| Aidan Hammond              | 22-1782                     | 063022         | 35-1000-610-01-10 |
| <b>Sub Total</b>           |                             |                |                   |
| Voucher Number             | Bank Name                   | Account Number | Check Number      |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63514             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| Alan Brown                 | 22-1786                     | 063022         | 08-2600-430-00-01 |
| <b>Sub Total</b>           |                             |                |                   |
| Voucher Number             | Bank Name                   | Account Number | Check Number      |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63515             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| Amber Brown                | 22-1784                     | 063022         | 06-2300-890-00-00 |
| <b>Sub Total</b>           |                             |                |                   |
| Voucher Number             | Bank Name                   | Account Number | Check Number      |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63516             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| Bob Hawks Construction     | 22-1789                     | 2120           | 08-2600-300-00-01 |
| <b>Sub Total</b>           |                             |                |                   |
| Voucher Number             | Bank Name                   | Account Number | Check Number      |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174         | 63517             |
| Vendor                     | PO Number                   | Invoice #      | Account Code      |
| City Of Long Island        | 22-1793                     | 063022         | 08-2600-411-03-00 |
| City Of Long Island        | 22-1793                     | 063022         | 08-2600-412-03-00 |
| City Of Long Island        | 22-1793                     | 063022         | 08-2600-421-03-00 |
| <b>Sub Total</b>           |                             |                |                   |

|                                  |                             |                       |                     |
|----------------------------------|-----------------------------|-----------------------|---------------------|
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63518               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Dealers First Financial L.L.C.   | 22-1775                     | 168422                | 16-1000-700-01-00   |
| Dealers First Financial L.L.C.   | 22-1790                     | 168826 168827         | 16-1000-700-01-00   |
| Dealers First Financial L.L.C.   | 22-1790                     | 168826 168827         | 16-1000-700-02-00   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63519               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Downtown Car Wash                | 22-1778                     | 1509                  | 06-2720-890-00-04   |
| Downtown Car Wash                | 22-1778                     | 1509                  | 06-2720-890-00-18   |
| Downtown Car Wash                | 22-1778                     | 1509                  | 06-2720-890-00-19   |
| Downtown Car Wash                | 22-1778                     | 1509                  | 06-2720-890-00-22   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63520               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| F & A Sales Inc                  | 22-1795                     | 2501085 2492824       | 24-3100-630-03-00   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63521               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| First Dakota Indemnity Company   | 22-1781                     | 3668191               | 08-2300-522-00-00   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63522               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| First National Bank & Trust      | 22-1802                     | 063022                | 16-4700-450-02-00   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22       | First National Bank & Trust | 003174                | 63523               |
| <b>Vendor</b>                    | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Hinklel Termite and Pest Control | 22-1804                     | 063022                | 08-2600-425-00-00   |
| <b>Sub Total</b>                 |                             |                       |                     |
| <b>Voucher Number</b>            | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |

|                            |                             |                       |                     |
|----------------------------|-----------------------------|-----------------------|---------------------|
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63524               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Hop-A-Long IT Services     | 22-1785                     | 1107                  | 08-2200-300-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63525               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Iron Insurance Partners    | 22-1808                     | 265018                | 08-2300-522-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63526               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Jill Gebhard               | 22-1809                     | 063022                | 06-2300-300-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63527               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| KCs Home Improvement       | 22-1783                     | 979209                | 08-2600-300-00-01   |
| KCs Home Improvement       | 22-1805                     | 979210                | 08-2600-400-00-02   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63528               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Ken Tharman                | 22-1780                     | 063022                | 06-2300-810-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63529               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Kirsten Baird              | 22-1810                     | 063022                | 06-2300-300-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63530               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Kristen King               | 22-1787                     | 063022                | 35-1000-610-01-10   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |

|                              |                             |                       |                     |
|------------------------------|-----------------------------|-----------------------|---------------------|
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63531               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| KSHSAA                       | 22-1801                     | 5545                  | 08-3400-890-01-01   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63532               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Lou's Sporting Goods         | 22-1792                     | APC744550-AK08        | 08-3400-890-01-01   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63533               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Nex-Tech (Nex-Tech)          | 22-1812                     | 063022                | 06-2300-532-00-00   |
| Nex-Tech (Nex-Tech)          | 22-1812                     | 063022                | 06-2300-532-00-01   |
| Nex-Tech (Nex-Tech)          | 22-1812                     | 063022                | 06-2400-532-00-00   |
| Nex-Tech (Nex-Tech)          | 22-1812                     | 063022                | 06-2400-532-00-01   |
| Nex-Tech (Nex-Tech)          | 22-1812                     | 063022                | 06-2400-532-00-02   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63534               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Nex-Tech Wireless, LLC       | 22-1788                     | 9123109               | 06-2600-890-00-00   |
| Nex-Tech Wireless, LLC       | 22-1788                     | 9123109               | 06-2720-890-00-17   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63535               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Northwestern Office Supplies | 22-1777                     | 063022                | 08-1000-610-01-11   |
| Northwestern Office Supplies | 22-1777                     | 063022                | 08-1000-610-02-09   |
| Northwestern Office Supplies | 22-1777                     | 063022                | 08-1000-610-03-09   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22   | First National Bank & Trust | 003174                | 63536               |
| <b>Vendor</b>                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Norton Glass                 | 22-1811                     | 45766                 | 08-2600-430-00-01   |
| <b>Sub Total</b>             |                             |                       |                     |
| <b>Voucher Number</b>        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |

|                            |                             |                       |                     |
|----------------------------|-----------------------------|-----------------------|---------------------|
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63537               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Norton Telegram            | 22-1794                     | 063022                | 06-2300-590-00-02   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63538               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Phillips County Review     | 22-1776                     | 063022                | 06-2300-590-00-02   |
| Phillips County Review     | 22-1791                     | 63022                 | 06-2300-590-00-02   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63539               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Phillipsburg Homestore     | 22-1806                     | 063022                | 16-2600-700-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63540               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Sawyer's Ace Hardware      | 22-1797                     | 27622 28000           | 08-2600-430-00-02   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63541               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| School Mate                | 22-1798                     | 063022                | 06-1000-610-01-11   |
| School Mate                | 22-1799                     | 63022                 | 06-1000-610-02-09   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63542               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Smoky Hill ESC             | 22-1779                     | 22-001002             | 26-2200-501-00-00   |
| Smoky Hill ESC             | 22-1800                     | 22-01035              | 26-2200-501-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63543               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Staci Reimer               | 22-1807                     | 063022                | 06-2300-890-00-00   |
| <b>Sub Total</b>           |                             |                       |                     |

| <b>Voucher Number</b>      | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
|----------------------------|-----------------------------|-----------------------|---------------------|
| End of FY 22 Bills 6/30/22 | First National Bank & Trust | 003174                | 63544               |
| <b>Vendor</b>              | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| VISA (VISA1)               | 22-1796                     | 063022                | 06-2300-590-00-01   |
| VISA (VISA1)               | 22-1796                     | 063022                | 06-2300-810-00-00   |
| VISA (VISA1)               | 22-1796                     | 063022                | 06-2300-890-00-00   |
| VISA (VISA1)               | 22-1796                     | 063022                | 06-2720-626-00-05   |
| VISA (VISA1)               | 22-1796                     | 063022                | 06-2720-626-00-15   |
| VISA (VISA1)               | 22-1796                     | 063022                | 08-2600-430-00-01   |
| VISA (VISA1)               | 22-1796                     | 063022                | 08-2600-610-00-01   |
| VISA (VISA1)               | 22-1796                     | 063022                | 08-2600-700-00-02   |
| VISA (VISA1)               | 22-1796                     | 063022                | 08-3400-890-01-01   |
| VISA (VISA1)               | 22-1796                     | 063022                | 24-3100-700-00-00   |
| VISA (VISA1)               | 22-1796                     | 063022                | 35-1000-610-01-12   |
| <b>Sub Total</b>           |                             |                       |                     |
| <b>Grand Total</b>         |                             |                       |                     |

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| Payee   | Amount     | Type             |
|---|------------|------------------|
| AFPLANSERV  | \$16.00    | Accounts Payable |
| Description   | Issue Date | Amount           |
| Invoice number 22053163020.   | 06/30/2022 | \$16.00          |
|   |            | <b>\$16.00</b>   |
| Payee   | Amount     | Type             |
| Aidan Hammond   | \$500.00   | Accounts Payable |
| Description   | Issue Date | Amount           |
| Maxine Sebelius Scholarship   | 06/30/2022 | \$500.00         |
|   |            | <b>\$500.00</b>  |
| Payee   | Amount     | Type             |
| Alan Brown  | \$14.00    | Accounts Payable |
| Description   | Issue Date | Amount           |
| Reimbursement for mileage on 6/15/22. Went to Norton to get batteries | 06/30/2022 | \$14.00          |
|   |            | <b>\$14.00</b>   |
| Payee   | Amount     | Type             |
| Amber Brown   | \$16.80    | Accounts Payable |
| Description   | Issue Date | Amount           |
| Reimbursement for donuts bought for custodial meeting                 | 06/30/2022 | \$16.80          |
|   |            | <b>\$16.80</b>   |
| Payee   | Amount     | Type             |
| Bob Hawks Construction  | \$850.00   | Accounts Payable |
| Description   | Issue Date | Amount           |
| Invoice number 2120.  | 06/30/2022 | \$850.00         |
|   |            | <b>\$850.00</b>  |
| Payee   | Amount     | Type             |
| City Of Long Island   | \$124.57   | Accounts Payable |
| Description   | Issue Date | Amount           |
| Read date 6/1/22.   | 06/30/2022 | \$63.38          |
| Read date 6/1/22.   | 06/30/2022 | \$40.19          |
| Read date 6/1/22.   | 06/30/2022 | \$21.00          |
|   |            | <b>\$124.57</b>  |

| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
|---|-------------------|--------------------|
| Dealers First Financial L.L.C.                        | \$915.00          | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 168422.                                | 06/30/2022        | \$460.00           |
| Invoice numbers 168826 and 168827.                    | 06/30/2022        | \$325.00           |
| Invoice numbers 168826 and 168827.                    | 06/30/2022        | \$130.00           |
|   |                   | <b>\$915.00</b>    |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
| Downtown Car Wash                                     | \$49.76           | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 1509. Charges for May.                 | 06/30/2022        | \$2.18             |
| Invoice number 1509. Charges for May.                 | 06/30/2022        | \$10.44            |
| Invoice number 1509. Charges for May.                 | 06/30/2022        | \$17.14            |
| Invoice number 1509. Charges for May.                 | 06/30/2022        | \$20.00            |
|   |                   | <b>\$49.76</b>     |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
| F & A Sales Inc                                       | \$342.27          | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Payment for Service Club invoices 2501085 and 2492824 | 06/30/2022        | \$342.27           |
|   |                   | <b>\$342.27</b>    |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
| First Dakota Indemnity Company                        | \$9,220.00        | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Installment #1. Invoice number 3668191.               | 06/30/2022        | \$9,220.00         |
|   |                   | <b>\$9,220.00</b>  |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
| First National Bank & Trust                           | \$39,958.33       | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Loan payment-2nd payment.                             | 06/30/2022        | \$39,958.33        |
|   |                   | <b>\$39,958.33</b> |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |
| Hinklel Termite and Pest Control                      | \$72.10           | Accounts Payable   |
| <b>Description</b>                                    | <b>Issue Date</b> | <b>Amount</b>      |
| Service date 6/24/22 at Almena.                       | 06/30/2022        | \$72.10            |
|   |                   | <b>\$72.10</b>     |
| <b>Payee</b>  | <b>Amount</b>     | <b>Type</b>        |

|  |                   |                    |
|--|-------------------|--------------------|
| Hop-A-Long IT Services   | \$216.47          | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 1107.   | 06/30/2022        | \$216.47           |
|  |                   | <b>\$216.47</b>    |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| Iron Insurance Partners  | \$12,941.00       | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 265018. Policy renewal.   | 06/30/2022        | \$12,941.00        |
|  |                   | <b>\$12,941.00</b> |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| Jill Gebhard   | \$1,000.00        | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Mentor pay for Sarah Rudd.   | 06/30/2022        | \$1,000.00         |
|  |                   | <b>\$1,000.00</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| KCs Home Improvement   | \$5,300.00        | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 979209. Summer repair work at the high school and grade school. | 06/30/2022        | \$3,100.00         |
| Invoice number 979210. Removing and replacing exterior doors at Long Island.   | 06/30/2022        | \$2,200.00         |
|  |                   | <b>\$5,300.00</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| Ken Tharman  | \$40.00           | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Reimbursement for KSDE budget on 6/16/22.                                      | 06/30/2022        | \$40.00            |
|  |                   | <b>\$40.00</b>     |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| Kirsten Baird  | \$1,000.00        | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Mentor pay for Mitch Pugh.   | 06/30/2022        | \$1,000.00         |
|  |                   | <b>\$1,000.00</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |
| Kristen King   | \$500.00          | Accounts Payable   |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>      |
| Maxine Sebelius Scholarship  | 06/30/2022        | \$500.00           |
|  |                   | <b>\$500.00</b>    |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>        |

|  |                   |                   |
|--|-------------------|-------------------|
| KSHSAA   | \$217.00          | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Regionals and state track registrations. Statement number 5545 | 06/30/2022        | \$217.00          |
|  |                   | <b>\$217.00</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Lou's Sporting Goods   | \$598.79          | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice number APC744550-AK08.                                 | 06/30/2022        | \$598.79          |
|  |                   | <b>\$598.79</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Nex-Tech (Nex-Tech)  | \$1,272.68        | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Bill date 7/1/2022.  | 06/30/2022        | \$483.03          |
| Bill date 7/1/2022.  | 06/30/2022        | \$59.99           |
| Bill date 7/1/2022.  | 06/30/2022        | \$167.05          |
| Bill date 7/1/2022.  | 06/30/2022        | \$79.59           |
| Bill date 7/1/2022.  | 06/30/2022        | \$483.02          |
|  |                   | <b>\$1,272.68</b> |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Nex-Tech Wireless, LLC   | \$146.97          | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice number 9123109.  | 06/30/2022        | \$59.60           |
| Invoice number 9123109.  | 06/30/2022        | \$87.37           |
|  |                   | <b>\$146.97</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Northwestern Office Supplies                                   | \$838.11          | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 5/31/2022.                                      | 06/30/2022        | \$313.61          |
| Statement date 5/31/2022.                                      | 06/30/2022        | \$355.00          |
| Statement date 5/31/2022.                                      | 06/30/2022        | \$169.50          |
|  |                   | <b>\$838.11</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Norton Glass   | \$44.79           | Accounts Payable  |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice number 45766.  | 06/30/2022        | \$44.79           |
|  |                   | <b>\$44.79</b>    |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |

|  |                   |                   |
|--|-------------------|-------------------|
| Norton Telegram                                      | \$53.55           | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 6/15/22. Publication of budget.       | 06/30/2022        | \$53.55           |
|  |                   | <b>\$53.55</b>    |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Phillips County Review                               | \$113.19          | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Renew yearly subscription.                           | 06/30/2022        | \$32.50           |
| Affidavit of publication on 6/15/22.                 | 06/30/2022        | \$80.69           |
|  |                   | <b>\$113.19</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Phillipsburg Homestore                               | \$100.17          | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Closing date 6/20/22.                                | 06/30/2022        | \$100.17          |
|  |                   | <b>\$100.17</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Sawyer's Ace Hardware                                | \$112.78          | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice numbers 27622 and 28000.                     | 06/30/2022        | \$112.78          |
|  |                   | <b>\$112.78</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| School Mate  | \$1,185.00        | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| 22/23 Events Agenda Order Form                       | 06/30/2022        | \$705.00          |
| 22/23 Planner Quote                                  | 06/30/2022        | \$480.00          |
|  |                   | <b>\$1,185.00</b> |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Smoky Hill ESC                                       | \$230.00          | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice number 22-001002.                            | 06/30/2022        | \$115.00          |
| Invoice number 22-01035.                             | 06/30/2022        | \$115.00          |
|  |                   | <b>\$230.00</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>       |
| Staci Reimer   | \$150.00          | Accounts Payable  |
| <b>Description</b>                                   | <b>Issue Date</b> | <b>Amount</b>     |
| Payment for cupcakes for Hal's retirement reception. | 06/30/2022        | \$150.00          |
|  |                   | <b>\$150.00</b>   |

| <b>Payee</b>                      | <b>Amount</b>     | <b>Type</b>        |
|-----------------------------------|-------------------|--------------------|
| VISA (VISA1)                      | \$5,611.32        | Accounts Payable   |
| <b>Description</b>                | <b>Issue Date</b> | <b>Amount</b>      |
| Statement closing date 6/21/2022. | 06/30/2022        | \$23.12            |
| Statement closing date 6/21/2022. | 06/30/2022        | \$304.50           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$39.22            |
| Statement closing date 6/21/2022. | 06/30/2022        | \$250.44           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$331.07           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$743.96           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$160.41           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$325.49           |
| Statement closing date 6/21/2022. | 06/30/2022        | \$3,008.59         |
| Statement closing date 6/21/2022. | 06/30/2022        | \$48.91            |
| Statement closing date 6/21/2022. | 06/30/2022        | \$375.61           |
|                                   |                   | <b>\$5,611.32</b>  |
|                                   |                   | <b>\$83,750.65</b> |

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 06/14/2022; End Date: 07/08/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/8/2022 10:16:40 AM

| Check Date       | Check Number | Payee                            | Type             | Amount             |
|------------------|--------------|----------------------------------|------------------|--------------------|
| 06/30/2022       | 63512        | AFPLANSERV                       | Accounts Payable | \$16.00            |
| 06/30/2022       | 63513        | Aidan Hammond                    | Accounts Payable | \$500.00           |
| 06/30/2022       | 63514        | Alan Brown                       | Accounts Payable | \$14.00            |
| 06/30/2022       | 63515        | Amber Brown                      | Accounts Payable | \$16.80            |
| 06/30/2022       | 63516        | Bob Hawks Construction           | Accounts Payable | \$850.00           |
| 06/30/2022       | 63517        | City Of Long Island              | Accounts Payable | \$124.57           |
| 06/30/2022       | 63518        | Dealers First Financial L.L.C.   | Accounts Payable | \$915.00           |
| 06/30/2022       | 63519        | Downtown Car Wash                | Accounts Payable | \$49.76            |
| 06/30/2022       | 63520        | F & A Sales Inc                  | Accounts Payable | \$342.27           |
| 06/30/2022       | 63521        | First Dakota Indemnity Company   | Accounts Payable | \$9,220.00         |
| 06/30/2022       | 63522        | First National Bank & Trust      | Accounts Payable | \$39,958.33        |
| 06/30/2022       | 63523        | Hinklel Termite and Pest Control | Accounts Payable | \$72.10            |
| 06/30/2022       | 63524        | Hop-A-Long IT Services           | Accounts Payable | \$216.47           |
| 06/30/2022       | 63525        | Iron Insurance Partners          | Accounts Payable | \$12,941.00        |
| 06/30/2022       | 63526        | Jill Gebhard                     | Accounts Payable | \$1,000.00         |
| 06/30/2022       | 63527        | KCs Home Improvement             | Accounts Payable | \$5,300.00         |
| 06/30/2022       | 63528        | Ken Tharman                      | Accounts Payable | \$40.00            |
| 06/30/2022       | 63529        | Kirsten Baird                    | Accounts Payable | \$1,000.00         |
| 06/30/2022       | 63530        | Kristen King                     | Accounts Payable | \$500.00           |
| 06/30/2022       | 63531        | KSHSAA                           | Accounts Payable | \$217.00           |
| 06/30/2022       | 63532        | Lou's Sporting Goods             | Accounts Payable | \$598.79           |
| 06/30/2022       | 63533        | Nex-Tech (Nex-Tech)              | Accounts Payable | \$1,272.68         |
| 06/30/2022       | 63534        | Nex-Tech Wireless, LLC           | Accounts Payable | \$146.97           |
| 06/30/2022       | 63535        | Northwestern Office Supplies     | Accounts Payable | \$838.11           |
| 06/30/2022       | 63536        | Norton Glass                     | Accounts Payable | \$44.79            |
| 06/30/2022       | 63537        | Norton Telegram                  | Accounts Payable | \$53.55            |
| 06/30/2022       | 63538        | Phillips County Review           | Accounts Payable | \$113.19           |
| 06/30/2022       | 63539        | Phillipsburg Homestore           | Accounts Payable | \$100.17           |
| 06/30/2022       | 63540        | Sawyer's Ace Hardware            | Accounts Payable | \$112.78           |
| 06/30/2022       | 63541        | School Mate                      | Accounts Payable | \$1,185.00         |
| 06/30/2022       | 63542        | Smoky Hill ESC                   | Accounts Payable | \$230.00           |
| 06/30/2022       | 63543        | Staci Reimer                     | Accounts Payable | \$150.00           |
| 06/30/2022       | 63544        | VISA (VISA1)                     | Accounts Payable | \$5,611.32         |
| <b>Sub Total</b> |              |                                  |                  | <b>\$83,750.65</b> |

# USD 212

## Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 06/14/2022; End Date: 07/08/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/8/2022 10:16:41 AM

| Check Date | Check Number | Payee                            | Description          | Type             | Amount      |
|------------|--------------|----------------------------------|----------------------|------------------|-------------|
| 06/30/2022 | 63512        | AFPLANSERV                       | Inv: 22053163020     | Accounts Payable | \$16.00     |
| 06/30/2022 | 63513        | Aidan Hammond                    | Inv: 063022          | Accounts Payable | \$500.00    |
| 06/30/2022 | 63514        | Alan Brown                       | Inv: 063022          | Accounts Payable | \$14.00     |
| 06/30/2022 | 63515        | Amber Brown                      | Inv: 063022          | Accounts Payable | \$16.80     |
| 06/30/2022 | 63516        | Bob Hawks Construction           | Inv: 2120            | Accounts Payable | \$850.00    |
| 06/30/2022 | 63517        | City Of Long Island              | Inv: 063022          | Accounts Payable | \$124.57    |
| 06/30/2022 | 63518        | Dealers First Financial L.L.C.   | Inv: 168422          | Accounts Payable | \$460.00    |
| 06/30/2022 | 63518        | Dealers First Financial L.L.C.   | Inv: 168826 168827   | Accounts Payable | \$455.00    |
| 06/30/2022 | 63519        | Downtown Car Wash                | Inv: 1509            | Accounts Payable | \$49.76     |
| 06/30/2022 | 63520        | F & A Sales Inc                  | Inv: 2501085 2492824 | Accounts Payable | \$342.27    |
| 06/30/2022 | 63521        | First Dakota Indemnity Company   | Inv: 3668191         | Accounts Payable | \$9,220.00  |
| 06/30/2022 | 63522        | First National Bank & Trust      | Inv: 063022          | Accounts Payable | \$39,958.33 |
| 06/30/2022 | 63523        | Hinklel Termite and Pest Control | Inv: 063022          | Accounts Payable | \$72.10     |
| 06/30/2022 | 63524        | Hop-A-Long IT Services           | Inv: 1107            | Accounts Payable | \$216.47    |
| 06/30/2022 | 63525        | Iron Insurance Partners          | Inv: 265018          | Accounts Payable | \$12,941.00 |
| 06/30/2022 | 63526        | Jill Gebhard                     | Inv: 063022          | Accounts Payable | \$1,000.00  |
| 06/30/2022 | 63527        | KCs Home Improvement             | Inv: 979209          | Accounts Payable | \$3,100.00  |
| 06/30/2022 | 63527        | KCs Home Improvement             | Inv: 979210          | Accounts Payable | \$2,200.00  |
| 06/30/2022 | 63528        | Ken Tharman                      | Inv: 063022          | Accounts Payable | \$40.00     |
| 06/30/2022 | 63529        | Kirsten Baird                    | Inv: 063022          | Accounts Payable | \$1,000.00  |
| 06/30/2022 | 63530        | Kristen King                     | Inv: 063022          | Accounts Payable | \$500.00    |
| 06/30/2022 | 63531        | KSHSAA                           | Inv: 5545            | Accounts Payable | \$217.00    |
| 06/30/2022 | 63532        | Lou's Sporting Goods             | Inv: APC744550-AK08  | Accounts Payable | \$598.79    |
| 06/30/2022 | 63533        | Nex-Tech (Nex-Tech)              | Inv: 063022          | Accounts Payable | \$1,272.68  |
| 06/30/2022 | 63534        | Nex-Tech Wireless, LLC           | Inv: 9123109         | Accounts Payable | \$146.97    |
| 06/30/2022 | 63535        | Northwestern Office Supplies     | Inv: 063022          | Accounts Payable | \$838.11    |
| 06/30/2022 | 63536        | Norton Glass                     | Inv: 45766           | Accounts Payable | \$44.79     |
| 06/30/2022 | 63537        | Norton Telegram                  | Inv: 063022          | Accounts Payable | \$53.55     |
| 06/30/2022 | 63538        | Phillips County Review           | Inv: 063022          | Accounts Payable | \$32.50     |
| 06/30/2022 | 63538        | Phillips County Review           | Inv: 63022           | Accounts Payable | \$80.69     |
| 06/30/2022 | 63539        | Phillipsburg Homestore           | Inv: 063022          | Accounts Payable | \$100.17    |
| 06/30/2022 | 63540        | Sawyer's Ace Hardware            | Inv: 27622 28000     | Accounts Payable | \$112.78    |
| 06/30/2022 | 63541        | School Mate                      | Inv: 063022          | Accounts Payable | \$705.00    |
| 06/30/2022 | 63541        | School Mate                      | Inv: 63022           | Accounts Payable | \$480.00    |
| 06/30/2022 | 63542        | Smoky Hill ESC                   | Inv: 22-001002       | Accounts Payable | \$115.00    |
| 06/30/2022 | 63542        | Smoky Hill ESC                   | Inv: 22-01035        | Accounts Payable | \$115.00    |
| 06/30/2022 | 63543        | Staci Reimer                     | Inv: 063022          | Accounts Payable | \$150.00    |

|                  |       |              |             |                  |                    |
|------------------|-------|--------------|-------------|------------------|--------------------|
| 06/30/2022       | 63544 | VISA (VISA1) | Inv: 063022 | Accounts Payable | \$5,611.32         |
| <b>Sub Total</b> |       |              |             |                  | <b>\$83,750.65</b> |

# USD 212

## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 07/01/2022; End Date: 07/12/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/12/2022 9:26:09 AM

| Voucher Number                  | Bank Name                   | Account Number | Check Number      |
|---------------------------------|-----------------------------|----------------|-------------------|
| Bills for July Board Meeting.   | First National Bank & Trust | 003174         | 63548             |
| Vendor                          | PO Number                   | Invoice #      | Account Code      |
| City Of Almena                  | 23-1849                     | 070822         | 08-2600-411-01-00 |
| City Of Almena                  | 23-1849                     | 070822         | 08-2600-411-02-00 |
| City Of Almena                  | 23-1849                     | 070822         | 08-2600-412-01-00 |
| City Of Almena                  | 23-1849                     | 070822         | 08-2600-412-02-00 |
| City Of Almena                  | 23-1849                     | 070822         | 08-2600-421-01-00 |
| City Of Almena                  | 23-1849                     | 070822         | 34-2600-411-00-00 |
| <b>Sub Total</b>                |                             |                |                   |
| Voucher Number                  | Bank Name                   | Account Number | Check Number      |
| Bills for July Board Meeting.   | First National Bank & Trust | 003174         | 63552             |
| Vendor                          | PO Number                   | Invoice #      | Account Code      |
| Hop-A-Long IT Services          | 23-1846                     | 1136           | 16-1000-700-00-00 |
| <b>Sub Total</b>                |                             |                |                   |
| Voucher Number                  | Bank Name                   | Account Number | Check Number      |
| Bills for July Board Meeting.   | First National Bank & Trust | 003174         | 63553             |
| Vendor                          | PO Number                   | Invoice #      | Account Code      |
| KERMP                           | 23-1834                     | 070822         | 08-2200-300-00-00 |
| <b>Sub Total</b>                |                             |                |                   |
| Voucher Number                  | Bank Name                   | Account Number | Check Number      |
| Bills for July Board Meeting.   | First National Bank & Trust | 003174         | 63554             |
| Vendor                          | PO Number                   | Invoice #      | Account Code      |
| Kowpoke Supply                  | 23-1832                     | 070822         | 08-2600-430-00-01 |
| Kowpoke Supply                  | 23-1832                     | 070822         | 08-2600-430-00-02 |
| <b>Sub Total</b>                |                             |                |                   |
| Voucher Number                  | Bank Name                   | Account Number | Check Number      |
| Bills for July Board Meeting.   | First National Bank & Trust | 003174         | 63555             |
| Vendor                          | PO Number                   | Invoice #      | Account Code      |
| Long Island Feed and Grain, LLC | 23-1828                     | 070822         | 06-2600-626-00-02 |
| <b>Sub Total</b>                |                             |                |                   |
| Voucher Number                  | Bank Name                   | Account Number | Check Number      |

|  |                             |                        |                     |
|--|-----------------------------|------------------------|---------------------|
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63556               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| Lou's Sporting Goods                       | 23-1845                     | APC744719-AX04         | 06-1000-890-03-01   |
| Lou's Sporting Goods                       | 23-1825                     | 070822                 | 08-3400-890-01-01   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63557               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| McGraw Hill School Education Holdings, LLC | 23-1838                     | 123383310001           | 06-1000-610-02-01   |
| McGraw Hill School Education Holdings, LLC | 23-1839                     | 123383259001           | 06-1000-610-02-02   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63558               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| McGraw-Hill School Education               | 23-1840                     | 123383746001           | 06-1000-610-02-03   |
| McGraw-Hill School Education               | 23-1841                     | 123383007001           | 06-1000-610-02-04   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63559               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| NASSP                                      | 23-1817                     | 9001589258, 9001569073 | 06-1000-890-01-09   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63560               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| Nebraska College of Technical Agriculture  | 23-1833                     | 070822                 | 26-2200-501-00-00   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63561               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| Northwest Kansas Library System            | 23-1837                     | 2295                   | 06-2200-640-01-00   |
| <b>Sub Total</b>                           |                             |                        |                     |
| <b>Voucher Number</b>                      | <b>Bank Name</b>            | <b>Account Number</b>  | <b>Check Number</b> |
| Bills for July Board Meeting.              | First National Bank & Trust | 003174                 | 63562               |
| <b>Vendor</b>                              | <b>PO Number</b>            | <b>Invoice #</b>       | <b>Account Code</b> |
| Northwestern Office Supplies               | 23-1820                     | 070822                 | 08-1000-610-01-11   |
| Northwestern Office Supplies               | 23-1820                     | 070822                 | 08-1000-610-02-09   |
| <b>Sub Total</b>                           |                             |                        |                     |

|  |                             |                       |                     |
|--|-----------------------------|-----------------------|---------------------|
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63563               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Norton County Solid Waste                    | 23-1821                     | 60419                 | 08-2600-421-01-00   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63564               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Norton Telegram                              | 23-1818                     | 070822                | 06-2300-590-00-02   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63565               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| NWD KAAE                                     | 23-1848                     | 070822                | 34-1000-300-00-00   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63566               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Ostmeyer Inc dba Culligan Soft Water Service | 23-1823                     | 070822                | 08-2600-411-03-00   |
| Ostmeyer Inc dba Culligan Soft Water Service | 23-1824                     | 70822                 | 08-2600-411-02-00   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63567               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Pitney Bowes                                 | 23-1826                     | 070822                | 06-2300-590-00-01   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63568               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Prairie Land Electric Cooperative, Inc.      | 23-1842                     | 070822                | 06-2600-622-01-00   |
| Prairie Land Electric Cooperative, Inc.      | 23-1842                     | 070822                | 08-2600-622-03-00   |
| Prairie Land Electric Cooperative, Inc.      | 23-1842                     | 070822                | 34-2600-622-00-00   |
| <b>Sub Total</b>                             |                             |                       |                     |
|  |                             |                       |                     |
| <b>Voucher Number</b>                        | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.                | First National Bank & Trust | 003174                | 63569               |
| <b>Vendor</b>                                | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
|  |                             |                       |                     |

|                               |                             |                            |                     |
|-------------------------------|-----------------------------|----------------------------|---------------------|
| Sallie Hoover                 | 23-1847                     | 070822                     | 06-1000-110-01-00   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63570               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| Sawyer's Ace Hardware         | 23-1831                     | 28420                      | 08-2600-430-00-02   |
| Sawyer's Ace Hardware         | 23-1819                     | 070822                     | 08-2600-430-00-02   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63571               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| School Specialty              | 23-1816                     | 208130157966, 208130157964 | 06-1000-610-02-09   |
| School Specialty              | 23-1816                     | 208130157966, 208130157964 | 06-1000-610-03-09   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63572               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| Seesaw Learning, Inc.         | 23-1829                     | 2021-71189                 | 08-1000-610-00-00   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63573               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| Smith Irrigation & Equipment  | 23-1822                     | 22230                      | 08-2600-430-00-02   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63574               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| Advocate Of Phillips Co., The | 23-1827                     | 070822                     | 06-2300-590-00-02   |
| <b>Sub Total</b>              |                             |                            |                     |
| <b>Voucher Number</b>         | <b>Bank Name</b>            | <b>Account Number</b>      | <b>Check Number</b> |
| Bills for July Board Meeting. | First National Bank & Trust | 003174                     | 63575               |
| <b>Vendor</b>                 | <b>PO Number</b>            | <b>Invoice #</b>           | <b>Account Code</b> |
| Almena Lumber & Supply        | 23-1836                     | 070822                     | 06-2300-890-00-30   |
| Almena Lumber & Supply        | 23-1836                     | 070822                     | 06-2720-626-00-03   |
| Almena Lumber & Supply        | 23-1836                     | 070822                     | 06-2720-626-00-05   |
| Almena Lumber & Supply        | 23-1836                     | 070822                     | 06-2720-626-00-14   |

|                                |                             |                       |                     |
|--------------------------------|-----------------------------|-----------------------|---------------------|
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-626-00-15   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-629-00-20   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-629-00-22   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-730-00-13   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-730-00-14   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-730-00-19   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-730-00-20   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-730-00-22   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-890-00-13   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-890-00-14   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-890-00-19   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-890-00-20   |
| Almena Lumber & Supply         | 23-1836                     | 070822                | 06-2720-890-00-22   |
| <b>Sub Total</b>               |                             |                       |                     |
| <b>Voucher Number</b>          | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.  | First National Bank & Trust | 003174                | 63576               |
| <b>Vendor</b>                  | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Almena Market Inc.             | 23-1850                     | 070822                | 08-2600-610-00-01   |
| <b>Sub Total</b>               |                             |                       |                     |
| <b>Voucher Number</b>          | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.  | First National Bank & Trust | 003174                | 63577               |
| <b>Vendor</b>                  | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Dealers First Financial L.L.C. | 23-1843                     | 169307                | 16-1000-700-01-00   |
| <b>Sub Total</b>               |                             |                       |                     |
| <b>Voucher Number</b>          | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.  | First National Bank & Trust | 003174                | 63578               |
| <b>Vendor</b>                  | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| Endzone Sports & Office Supply | 23-1844                     | 070822                | 06-2400-890-00-00   |
| <b>Sub Total</b>               |                             |                       |                     |
| <b>Voucher Number</b>          | <b>Bank Name</b>            | <b>Account Number</b> | <b>Check Number</b> |
| Bills for July Board Meeting.  | First National Bank & Trust | 003174                | 63579               |
| <b>Vendor</b>                  | <b>PO Number</b>            | <b>Invoice #</b>      | <b>Account Code</b> |
| First National Bank & Trust    | 23-1815                     | 070822                | 16-4700-450-02-00   |
| <b>Sub Total</b>               |                             |                       |                     |
| <b>Grand Total</b>             |                             |                       |                     |

| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |
|--|-------------------|--------------------|
| City Of Almena                           | \$766.83          | Accounts Payable   |
| <b>Description</b>                       | <b>Issue Date</b> | <b>Amount</b>      |
| Read date 6/29/2022.                     | 07/08/2022        | \$73.61            |
| Read date 6/29/2022.                     | 07/08/2022        | \$126.40           |
| Read date 6/29/2022.                     | 07/08/2022        | \$70.11            |
| Read date 6/29/2022.                     | 07/08/2022        | \$140.63           |
| Read date 6/29/2022.                     | 07/08/2022        | \$250.00           |
| Read date 6/29/2022.                     | 07/08/2022        | \$106.08           |
|  |                   | <b>\$766.83</b>    |
| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |
| Hop-A-Long IT Services                   | \$500.00          | Accounts Payable   |
| <b>Description</b>                       | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 1136.                     | 07/08/2022        | \$500.00           |
|  |                   | <b>\$500.00</b>    |
| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |
| KERMP                                    | \$57,816.82       | Accounts Payable   |
| <b>Description</b>                       | <b>Issue Date</b> | <b>Amount</b>      |
| Payment for July 1, 2022 to July 1, 2023 | 07/08/2022        | \$57,816.82        |
|  |                   | <b>\$57,816.82</b> |
| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |
| Kowpoke Supply                           | \$1,488.46        | Accounts Payable   |
| <b>Description</b>                       | <b>Issue Date</b> | <b>Amount</b>      |
| Charges for June.                        | 07/08/2022        | \$958.58           |
| Charges for June.                        | 07/08/2022        | \$529.88           |
|  |                   | <b>\$1,488.46</b>  |
| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |
| Long Island Feed and Grain, LLC          | \$177.39          | Accounts Payable   |
| <b>Description</b>                       | <b>Issue Date</b> | <b>Amount</b>      |
| Charges for June.                        | 07/08/2022        | \$177.39           |
|  |                   | <b>\$177.39</b>    |
| <b>Payee</b>                             | <b>Amount</b>     | <b>Type</b>        |

|  |                   |                  |
|--|-------------------|------------------|
| Lou's Sporting Goods                       | \$912.00          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number APC744719-AX04.             | 07/08/2022        | \$620.91         |
| Statement date 6/27/2022.                  | 07/08/2022        | \$291.09         |
|  |                   | <b>\$912.00</b>  |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| McGraw Hill School Education Holdings, LLC | \$201.51          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 123383310001.               | 07/08/2022        | \$88.65          |
| Invoice number 123383259001.               | 07/08/2022        | \$112.86         |
|  |                   | <b>\$201.51</b>  |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| McGraw-Hill School Education               | \$205.20          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 123383746001.               | 07/08/2022        | \$102.60         |
| Invoice number 123383007001.               | 07/08/2022        | \$102.60         |
|  |                   | <b>\$205.20</b>  |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| NASSP                                      | \$480.00          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Order numbers 9001589258 and 9001569073.   | 07/08/2022        | \$480.00         |
|  |                   | <b>\$480.00</b>  |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| Nebraska College of Technical Agriculture  | \$499.00          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Ed Schurman-2022 Ag Teacher Bootcamp       | 07/08/2022        | \$499.00         |
|  |                   | <b>\$499.00</b>  |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| Northwest Kansas Library System            | \$42.05           | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 2295.                       | 07/08/2022        | \$42.05          |
|  |                   | <b>\$42.05</b>   |
| <b>Payee</b>                               | <b>Amount</b>     | <b>Type</b>      |
| Northwestern Office Supplies               | \$271.27          | Accounts Payable |
| <b>Description</b>                         | <b>Issue Date</b> | <b>Amount</b>    |
| Statement date 6/30/2022.                  | 07/08/2022        | \$213.70         |
| Statement date 6/30/2022.                  | 07/08/2022        | \$57.57          |
|  |                   | <b>\$271.27</b>  |

| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
|--|-------------------|-------------------|
| Norton County Solid Waste                    | \$26.55           | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Invoice number 60419.                        | 07/08/2022        | \$26.55           |
|  |                   | <b>\$26.55</b>    |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Norton Telegram                              | \$517.05          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 6/30/2022.                    | 07/08/2022        | \$517.05          |
|  |                   | <b>\$517.05</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| NWD KAAE                                     | \$428.00          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| KAAE and ACTE Membership Dues.               | 07/08/2022        | \$428.00          |
|  |                   | <b>\$428.00</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Ostmeyer Inc dba Culligan Soft Water Service | \$49.75           | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 6/30/2022.                    | 07/08/2022        | \$22.00           |
| Statement date 6/30/2022.                    | 07/08/2022        | \$27.75           |
|  |                   | <b>\$49.75</b>    |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Pitney Bowes                                 | \$202.68          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 6/26/2022.                    | 07/08/2022        | \$202.68          |
|  |                   | <b>\$202.68</b>   |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Prairie Land Electric Cooperative, Inc.      | \$2,331.17        | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |
| Statement date 07/06/2022.                   | 07/08/2022        | \$1,603.84        |
| Statement date 07/06/2022.                   | 07/08/2022        | \$589.80          |
| Statement date 07/06/2022.                   | 07/08/2022        | \$137.53          |
|  |                   | <b>\$2,331.17</b> |
| <b>Payee</b>                                 | <b>Amount</b>     | <b>Type</b>       |
| Sallie Hoover                                | \$738.15          | Accounts Payable  |
| <b>Description</b>                           | <b>Issue Date</b> | <b>Amount</b>     |

|  |                   |                  |
|--|-------------------|------------------|
| Pay back for insurance that should not have come out of check      | 07/08/2022        | \$738.15         |
|  |                   | <b>\$738.15</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| Sawyer's Ace Hardware  | \$352.75          | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 28420.  | 07/08/2022        | \$10.36          |
| Statement date 6/30/2022.  | 07/08/2022        | \$342.39         |
|  |                   | <b>\$352.75</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| School Specialty   | \$243.19          | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice numbers 208130157966 and 208130157964.                     | 07/08/2022        | \$44.54          |
| Invoice numbers 208130157966 and 208130157964.                     | 07/08/2022        | \$198.65         |
|  |                   | <b>\$243.19</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| Seesaw Learning, Inc.  | \$600.00          | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 2021-71189. License renewal for 2022-23 school year | 07/08/2022        | \$600.00         |
|  |                   | <b>\$600.00</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| Smith Irrigation & Equipment                                       | \$315.08          | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Invoice number 22230.  | 07/08/2022        | \$315.08         |
|  |                   | <b>\$315.08</b>  |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| Advocate Of Phillips Co., The                                      | \$15.00           | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Statement date 6/30/2022.  | 07/08/2022        | \$15.00          |
|  |                   | <b>\$15.00</b>   |
| <b>Payee</b>   | <b>Amount</b>     | <b>Type</b>      |
| Almena Lumber & Supply   | \$2,452.75        | Accounts Payable |
| <b>Description</b>   | <b>Issue Date</b> | <b>Amount</b>    |
| Charges for June.  | 07/08/2022        | \$127.47         |
| Charges for June.  | 07/08/2022        | \$36.43          |
| Charges for June.  | 07/08/2022        | \$355.54         |
| Charges for June.  | 07/08/2022        | \$196.93         |

|                                      |                   |                    |
|--------------------------------------|-------------------|--------------------|
| Charges for June.                    | 07/08/2022        | \$212.18           |
| Charges for June.                    | 07/08/2022        | \$46.14            |
| Charges for June.                    | 07/08/2022        | \$89.96            |
| Charges for June.                    | 07/08/2022        | \$105.00           |
| Charges for June.                    | 07/08/2022        | \$200.00           |
| Charges for June.                    | 07/08/2022        | \$140.00           |
| Charges for June.                    | 07/08/2022        | \$79.50            |
| Charges for June.                    | 07/08/2022        | \$79.50            |
| Charges for June.                    | 07/08/2022        | \$7.00             |
| Charges for June.                    | 07/08/2022        | \$519.46           |
| Charges for June.                    | 07/08/2022        | \$207.96           |
| Charges for June.                    | 07/08/2022        | \$16.99            |
| Charges for June.                    | 07/08/2022        | \$32.69            |
|                                      |                   | <b>\$2,452.75</b>  |
|                                      |                   |                    |
| <b>Payee</b>                         | <b>Amount</b>     | <b>Type</b>        |
| Almena Market Inc.                   | \$2.79            | Accounts Payable   |
| <b>Description</b>                   | <b>Issue Date</b> | <b>Amount</b>      |
| Charges for June.                    | 07/08/2022        | \$2.79             |
|                                      |                   | <b>\$2.79</b>      |
|                                      |                   |                    |
| <b>Payee</b>                         | <b>Amount</b>     | <b>Type</b>        |
| Dealers First Financial L.L.C.       | \$460.00          | Accounts Payable   |
| <b>Description</b>                   | <b>Issue Date</b> | <b>Amount</b>      |
| Invoice number 169307.               | 07/08/2022        | \$460.00           |
|                                      |                   | <b>\$460.00</b>    |
|                                      |                   |                    |
| <b>Payee</b>                         | <b>Amount</b>     | <b>Type</b>        |
| Endzone Sports & Office Supply       | \$17.95           | Accounts Payable   |
| <b>Description</b>                   | <b>Issue Date</b> | <b>Amount</b>      |
| Charges for June.                    | 07/08/2022        | \$17.95            |
|                                      |                   | <b>\$17.95</b>     |
|                                      |                   |                    |
| <b>Payee</b>                         | <b>Amount</b>     | <b>Type</b>        |
| First National Bank & Trust          | \$1,748.18        | Accounts Payable   |
| <b>Description</b>                   | <b>Issue Date</b> | <b>Amount</b>      |
| Interest payment for Lease Purchase. | 07/08/2022        | \$1,748.18         |
|                                      |                   | <b>\$1,748.18</b>  |
|                                      |                   | <b>\$73,861.57</b> |

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## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 07/01/2022; End Date: 07/12/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/12/2022 9:26:10 AM

| Check Date       | Check Number | Payee  | Type             | Amount             |
|------------------|--------------|--|------------------|--------------------|
| 07/08/2022       | 63548        | City Of Almena                               | Accounts Payable | \$766.83           |
| 07/08/2022       | 63552        | Hop-A-Long IT Services                       | Accounts Payable | \$500.00           |
| 07/08/2022       | 63553        | KERMP  | Accounts Payable | \$57,816.82        |
| 07/08/2022       | 63554        | Kowpoke Supply                               | Accounts Payable | \$1,488.46         |
| 07/08/2022       | 63555        | Long Island Feed and Grain, LLC              | Accounts Payable | \$177.39           |
| 07/08/2022       | 63556        | Lou's Sporting Goods                         | Accounts Payable | \$912.00           |
| 07/08/2022       | 63557        | McGraw Hill School Education Holdings, LLC   | Accounts Payable | \$201.51           |
| 07/08/2022       | 63558        | McGraw-Hill School Education                 | Accounts Payable | \$205.20           |
| 07/08/2022       | 63559        | NASSP  | Accounts Payable | \$480.00           |
| 07/08/2022       | 63560        | Nebraska College of Technical Agriculture    | Accounts Payable | \$499.00           |
| 07/08/2022       | 63561        | Northwest Kansas Library System              | Accounts Payable | \$42.05            |
| 07/08/2022       | 63562        | Northwestern Office Supplies                 | Accounts Payable | \$271.27           |
| 07/08/2022       | 63563        | Norton County Solid Waste                    | Accounts Payable | \$26.55            |
| 07/08/2022       | 63564        | Norton Telegram                              | Accounts Payable | \$517.05           |
| 07/08/2022       | 63565        | NWD KAAE                                     | Accounts Payable | \$428.00           |
| 07/08/2022       | 63566        | Ostmeyer Inc dba Culligan Soft Water Service | Accounts Payable | \$49.75            |
| 07/08/2022       | 63567        | Pitney Bowes                                 | Accounts Payable | \$202.68           |
| 07/08/2022       | 63568        | Prairie Land Electric Cooperative, Inc.      | Accounts Payable | \$2,331.17         |
| 07/08/2022       | 63569        | Sallie Hoover                                | Accounts Payable | \$738.15           |
| 07/08/2022       | 63570        | Sawyer's Ace Hardware                        | Accounts Payable | \$352.75           |
| 07/08/2022       | 63571        | School Specialty                             | Accounts Payable | \$243.19           |
| 07/08/2022       | 63572        | Seesaw Learning, Inc.                        | Accounts Payable | \$600.00           |
| 07/08/2022       | 63573        | Smith Irrigation & Equipment                 | Accounts Payable | \$315.08           |
| 07/08/2022       | 63574        | Advocate Of Phillips Co., The                | Accounts Payable | \$15.00            |
| 07/08/2022       | 63575        | Almena Lumber & Supply                       | Accounts Payable | \$2,452.75         |
| 07/08/2022       | 63576        | Almena Market Inc.                           | Accounts Payable | \$2.79             |
| 07/08/2022       | 63577        | Dealers First Financial L.L.C.               | Accounts Payable | \$460.00           |
| 07/08/2022       | 63578        | Endzone Sports & Office Supply               | Accounts Payable | \$17.95            |
| 07/08/2022       | 63579        | First National Bank & Trust                  | Accounts Payable | \$1,748.18         |
| <b>Sub Total</b> |              |  |                  | <b>\$73,861.57</b> |

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## Check Listing Report

Accounting Cycle: FY 22-23; Begin Date: 07/01/2022; End Date: 07/12/2022; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/12/2022 9:26:10 AM

| Check Date       | Check Number | Payee  | Description                     | Type             |
|------------------|--------------|--|---------------------------------|------------------|
| 07/08/2022       | 63574        | Advocate Of Phillips Co., The                | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63575        | Almena Lumber & Supply                       | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63576        | Almena Market Inc.                           | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63548        | City Of Almena                               | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63577        | Dealers First Financial L.L.C.               | Inv: 169307                     | Accounts Payable |
| 07/08/2022       | 63578        | Endzone Sports & Office Supply               | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63579        | First National Bank & Trust                  | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63552        | Hop-A-Long IT Services                       | Inv: 1136                       | Accounts Payable |
| 07/08/2022       | 63553        | KERMP  | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63554        | Kowpoke Supply                               | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63555        | Long Island Feed and Grain, LLC              | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63556        | Lou's Sporting Goods                         | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63556        | Lou's Sporting Goods                         | Inv: APC744719-AX04             | Accounts Payable |
| 07/08/2022       | 63557        | McGraw Hill School Education Holdings, LLC   | Inv: 123383259001               | Accounts Payable |
| 07/08/2022       | 63557        | McGraw Hill School Education Holdings, LLC   | Inv: 123383310001               | Accounts Payable |
| 07/08/2022       | 63558        | McGraw-Hill School Education                 | Inv: 123383007001               | Accounts Payable |
| 07/08/2022       | 63558        | McGraw-Hill School Education                 | Inv: 123383746001               | Accounts Payable |
| 07/08/2022       | 63559        | NASSP  | Inv: 9001589258, 9001569073     | Accounts Payable |
| 07/08/2022       | 63560        | Nebraska College of Technical Agriculture    | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63561        | Northwest Kansas Library System              | Inv: 2295                       | Accounts Payable |
| 07/08/2022       | 63562        | Northwestern Office Supplies                 | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63563        | Norton County Solid Waste                    | Inv: 60419                      | Accounts Payable |
| 07/08/2022       | 63564        | Norton Telegram                              | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63565        | NWD KAAE                                     | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63566        | Ostmeyer Inc dba Culligan Soft Water Service | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63566        | Ostmeyer Inc dba Culligan Soft Water Service | Inv: 70822                      | Accounts Payable |
| 07/08/2022       | 63567        | Pitney Bowes                                 | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63568        | Prairie Land Electric Cooperative, Inc.      | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63569        | Sallie Hoover                                | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63570        | Sawyer's Ace Hardware                        | Inv: 070822                     | Accounts Payable |
| 07/08/2022       | 63570        | Sawyer's Ace Hardware                        | Inv: 28420                      | Accounts Payable |
| 07/08/2022       | 63571        | School Specialty                             | Inv: 208130157966, 208130157964 | Accounts Payable |
| 07/08/2022       | 63572        | Seesaw Learning, Inc.                        | Inv: 2021-71189                 | Accounts Payable |
| 07/08/2022       | 63573        | Smith Irrigation & Equipment                 | Inv: 22230                      | Accounts Payable |
| <b>Sub Total</b> |              |  |                                 |                  |

| <b>Amount</b>      |
|--------------------|
| \$15.00            |
| \$2,452.75         |
| \$2.79             |
| \$766.83           |
| \$460.00           |
| \$17.95            |
| \$1,748.18         |
| \$500.00           |
| \$57,816.82        |
| \$1,488.46         |
| \$177.39           |
| \$291.09           |
| \$620.91           |
| \$112.86           |
| \$88.65            |
| \$102.60           |
| \$102.60           |
| \$480.00           |
| \$499.00           |
| \$42.05            |
| \$271.27           |
| \$26.55            |
| \$517.05           |
| \$428.00           |
| \$22.00            |
| \$27.75            |
| \$202.68           |
| \$2,331.17         |
| \$738.15           |
| \$342.39           |
| \$10.36            |
| \$243.19           |
| \$600.00           |
| \$315.08           |
| <b>\$73,861.57</b> |

Northern Valley USD#212



2020~~21~~ - 2023~~21~~  
Faculty & Staff Handbook

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## **Mission Statements**

### **NORTHERN VALLEY HIGH SCHOOL MISSION STATEMENT**

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

### **LONG ISLAND MIDDLE SCHOOL MISSION STATEMENT**

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

### **ALMENA ELEMENTARY SCHOOL MISSION STATEMENT**

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

### **EQUAL OPPORTUNITY EMPLOYER**

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

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

### **HANDBOOK PURPOSE**

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

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

### **INCLUSION STATEMENT**

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

## STAFF NAMES

### Administration

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

### High School

Mitch Pugh .....JH/ HS Social Science, HS  
Scholars Bowl, Golf, & HS Girls  
BB

Amy McKinney.....Accounting, Business, HS  
Computers, FACS, Yearbook &  
Student Council

TBDHannah Mongeau .....HS English, HS VB, & NHS  
Jessie Thalheim .....6 – 12 MS Science, HS AD / JH  
VB Activities Director

Ed SchurmanAlissa Krafft .....Vo-Ag &, FFA, & FACS  
Sarah Rudd .....K – 4 Music, HS Band/Vocal,  
SSC, KAY

### Middle School

Jim Cole.....K – 12 Physical Education, F-  
ball, Boys BB, Track, & Drivers  
Ed., JH Athletic Dir.

Emily Lowry .....6 – 12 JH & HS Mathematics, &  
JH BB, JH Track, & NHS

Cindy Mordecai.....JH Language Arts & K 5 – 8  
Vocal / Band

Kirsten Baird .....Fifth Grade

Kelli Hueneke .....5 – 7 Title / MS Social Studies

Sarah Rudd .....HS Music, 5 – 12 Band, HS  
Technology

### Elementary School

Angie Knuth .....Kindergarten, Cross Country, HS  
Asst. Track

Tammy Vincent.....First Grade

Katie Grote .....Second Grade & Forensics

Jill Gebhard .....Third Grade

Amy Chandler .....Fourth Grade

Kelli Hueneke .....K – 7 Title / 6<sup>th</sup> Grade

### Elem. continued

Cindy Wright.....Pre-K Teacher Aide

Tami Dubois.....K – 4 Interrelated Teacher

Sandra Dole .....Preschool

Terry Logemann .....5 – 12 Interrelated Teacher

Shelby Preston .....K – 4 Title

John Vincent.....Library/Media

### Clerical Staff

Amber Brown.....Board Clerk

Kinze Cox .....Treasurer/ HS Sec

Kenzi Sheley Sheri Sammons .....ES Secretary  
Sommer Yocum.....MS Secretary/ Dep. Clerk

### Custodial Staff

Alan BrownHal Hansen ..ES Custodian

Julie HilburnLaurie Alsdurf .....MS Custodian

Kassandra Speer .....MS Custodian

Noah Hansen .....HS Custodian / Almena Maint.

### Kitchen Staff

Becky Delimont.....Head Cook, Jr. Class Sponsor,  
HS Cheer & Dance

Jacque Horacek .....Almena Cook

Monica Bach .....Long Island Cook, JH Service  
Club, JH Cheer

### Special Assignment

Phillips County Health Dept. - Nurse

### Bus Drivers

Randy Husted

Chris Cochran Julie Hilburn

Cindy Fischer

Nancy Hogan

Jim Winchell



# STAFF NAMES

## Administration

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

## High School

Rebecca Lawhorn.....JH Social Science, HS Computer  
Amy McKinney.....Accounting, Business, HS  
Computers, FACS, Yearbook &  
Student Council

Hannah Imm (Mongeau).....English & HS Asst. Track

Brent Orme.....HS Social Science, FACS,  
Activities Director

Alissa Krafft.....Vo Ag, FFA, HS Scholars Bowl,  
FACS

## Middle School

Jim Cole.....K-8 Physical Education, F-ball,  
Boys BB, Track, & Drivers Ed.,  
JH Athletic Dir.

Emily Lowry.....JH & HS Mathematics, JH BB,  
JH VB

Cindy Mordecai.....JH Language Arts

Kirsten Baird.....Fifth Grade

Kathryn Whitney.....K-12 Music, 5-12 Band

## Elementary School

Angie Knuth.....Kindergarten, Cross Country, HS  
Asst. Track

Tammy Vincent.....First Grade

Katie Grote.....Second Grade, Forensics, Head  
HS VB

Jill Gebhard.....Third Grade, NHS

Amy Chandler.....Fourth Grade

Kelli Hueneke.....K-7 Title / 6<sup>th</sup> Grade

## Elem. continued

Cindy Wright.....Pre-K Teacher Aide

Tami Dubois.....K-4 Interrelated Teacher

Sandra Dole.....Preschool

Terry Logemann.....5-12 Interrelated Teacher

John Vincent.....Library/Media

## Clerical Staff

Lidia Knapp.....Board Clerk

Nicole Simeon.....Treasurer/HS Sec

Sheri Sammons.....ES Secretary

Sommer Yocum.....MS Secretary/Dep. Clerk

## Custodial Staff

Hal Hansen.....ES Custodian

Julie Hilburn.....MS Custodian

Noah Hansen.....HS Custodian / Almena Maint.

## Kitchen Staff

Becky Delimont.....Head Cook, Jr. Class Sponsor,  
HS Cheer & Dance

Jacque Horacek.....Almena Cook

Monica Bach.....Long Island Cook, JH Service  
Club, JH Cheer

## Special Assignment

Phillips County Health Dept.—Nurse

## Bus Drivers

Randy Husted

Julie Hilburn

Cindy Fischer

Cindy Wright

# GENERAL INFORMATION TEACHING AND LEARNING

## CURRICULUM

~~Staff shall develop and implement instruction programs in accordance with~~ The staff, as the basis for developing and implementing instruction programs, shall do State Education Standards and board-approved district goals and learning objectives ~~and State Education Standards.~~

## INSTRUCTIONAL MATERIALS

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

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

## LESSON PLANS

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

## HOMEWORK

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

## GRADES

Northern Valley Schools will utilize a 4-point grade system.  
A = 4 points, B = 3 points, C = 2 points, D = 1 point and F or I = 0 points.

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

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

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

## MAKE-UP WORK

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

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

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

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

## REPORTS

### *Progress Reports*

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

### *Report Cards*

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

### *Weekly Grade Reporting*

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

### *Attendance (Student)*

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

### *Accidents*

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

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

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

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

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

### *Child Abuse*

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

### *Vandalism*

Employees shall report any vandalism to their immediate supervisor.

## **LUMP SUM PAYMENT**

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

## **WORKERS COMPENSATION**

### *Notice of Accidents*

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

### *Coverage*

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

## **CALENDAR**

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

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

## **LEAVE**

### *Paid Time Off (PTO)*

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

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

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

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

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

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

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

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

### *Absentee Forms*

All teachers are required to complete an absentee form request and have the sheet signed it approved by the administrator-approving the absenee. In the event of an unforeseen absence, the office in your building will fill out the request sheet and put it in your mailbox. You will need to sign the form upon your return and return it to your building secretary. Refer to References.

### *Funeral and Bereavement Leave*

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

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

### *Annual Leave Accounting*

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

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

0-2 hours = .25 day

2-4 hours = .50

4-5 hours = .75

6-8 hours = 1 day

### *Jury Duty*

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

### *Professional Leave*

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

### *Military Leave*

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

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

~~All teachers are required to complete an absentee form and have the sheet signed by the administrator approving the absence. In the event of an unforeseen absence, the office in your building will fill out the sheet and put it in your mailbox. You will need to sign the form upon your return and return it to your building secretary. Refer to References.~~

## **RECORDS**

### *Personnel Records*

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

### *Required Records*

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

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

## **CERTIFICATE**

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

## **ADDRESS CHANGES**

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

## **STUDENT RECORDS**

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

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a

student. At NO time are teachers to make public student test scores, classroom grades, or report card grades.

## **GIFTS**

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

## **SOLICITATIONS**

### *Solicitation of Employees*

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

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

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

## **TUTORING FOR PAY**

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

## **ABSENCES/SUBSTITUTES**

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

## **SUBSTITUTE FOLDERS**

Substitute folders need to contain the following materials.

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

## **DRESS CODE**

The board encourages appropriate dress for all district employees.

## **COMMUNICATIONS**

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

## **FIELD TRIPS**

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

Advance requests for field trips, including transportation, shall be submitted by the teacher to the principal at least two weeks prior to the requested trip. Once the trip is approved, it is expected that the teacher

notify staff/students of the planned trip and the list of students going at least one week prior to the trip. The teacher shall notify parent/guardian of a forthcoming field trip using forms designated by the principal.

## **FUND-RAISING**

All students' sales projects or student fund-raising shall require the principal's prior approval.

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

## **PEER GRADING**

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

## **INTERROGATION AND INVESTIGATION OF STUDENTS**

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

## **SEARCHES OF STUDENTS AND PROPERTY**

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

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

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

## **RELEASE OF STUDENTS FROM SCHOOL DURING THE DAY**

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

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

## **HALL PASSES**

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

## **DISTRIBUTION OF MATERIALS**

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

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

## **ORIENTATION**

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

## **PERSONAL PROPERTY**

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

## **USE OF PERSONAL VEHICLE**

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

## **TELEPHONE USE**

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

## **MAINTENANCE REQUESTS**

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

## **ANIMALS AND PLANTS**

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

## **SAFETY AND SECURITY** **SAFETY RULES**

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

## **SAFETY UNITS**

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

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

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

# DRILLS AND EVACUATIONS

## FIRE DRILLS

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

## TORNADO DRILLS

The intermittent ringing of the classroom bells will signal Tornado drills. You are to form a single line and proceed quickly and quietly to the basement hallway. It is important that you be quiet, so that you may hear any instructions that may be given.

You may return quietly to the classroom only when the Superintendent, ~~or~~ Principal, or their designee has released the entire student body, ~~or in their absence, a designated teacher.~~

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

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

## EMERGENCY CLOSINGS

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

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

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

## SAFETY PRACTICES

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

## SECURITY

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

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

It is recommended the building administrator also be notified.

## SECURING WORK AREA

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

### *Keys and Access Cards*

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

~~Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.~~

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

### *Crisis Plan*

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

## **HAZING**

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

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

Individuals may also be referred to law enforcement officials.

## **EQUIPMENT AND SUPPLIES**

### **APPROPRIATE USE OF EQUIPMENT AND SUPPLIES**

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

#### *Computers*

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

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

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

#### *No Right to Privacy*

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

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

### *Ownership*

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

### *Secure Files*

All employees must secure files containing confidential student information.

### *Internet*

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

### *Copying and Duplication*

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

### *Request for Purchases*

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

### *Vehicle Request*

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

## **CONFLICT OF INTEREST**

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

## **OUTSIDE EMPLOYMENT**

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

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

## **CRIMINAL CONVICTIONS**

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

## DISTRICT PROCEDURES

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

### *Board Policy*

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

### *Recruitment*

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

### *Contract Procedure*

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

### *Resignation*

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

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

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

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

### *Evaluations*

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

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

### *Staff Development*

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

### *Professional Development Council*

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

## COMPLAINTS/GRIEVANCES

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

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

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

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

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

# CONDUCT

## *Drug Free Schools and Communities Act/Drug Free Workplace*

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction, or before their first day of duty following said conviction or diversion, whichever comes first.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

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

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

## *Tobacco Free Campus*

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

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

The following definitions apply to this policy:

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

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

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

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

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

### *Relations with Students*

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

### *Supervision of Students*

Activities sponsored by the school shall include appropriate supervision.

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

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. ~~Activities sponsored by the school shall include appropriate supervision.~~

## **CONFIDENTIALITY**

### *Student Information*

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

### *Personnel Information*

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

## **SEXUAL HARASSMENT**

### *General Policy*

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

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

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

### *Definition*

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

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

Sexual harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful.

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

### *Reporting Incidents*

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

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

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

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

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

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

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

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

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

required for a matter to be formally investigated. Formal sexual harassment complaints will be in accordance with the district's discrimination complaint procedure.

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

## **DISCRIMINATION COMPLAINTS**

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

## **HEALTH**

### *School Nurse*

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

### *Blood Borne Pathogens*

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

### *Communicable Diseases*

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

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

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

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

### *Health Examinations*

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

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

# MEDICATIONS, ADMINISTERING

## Supervision of Medication

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

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

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

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

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

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

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

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

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

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

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

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

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

## Student Self-Administration of Medications

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine.

Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

### *Eligible to Self-Administer Medication*

An eligible student shall meet all the following requirements:

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

### *Authorization Required*

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

### *Employee Immunity*

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

### *Waiver of Liability*

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

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

### *Additional Requirements*

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

## HAZARDOUS WASTE

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

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

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

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

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

### *Asbestos*

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

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

### *Pest Control*

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

## SPECIAL EDUCATION INFORMATION

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

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

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

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

disciplinary evaluations, and provision of services in the least restrictive environment of most normal setting to the maximum extent appropriate.

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

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, information obtained pursuant to Department of Children and Families interventions, social security number information, and professional misconduct background checks.

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

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

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

## **STUDENT LIST FOR ATHLETICS AND/OR SCHOOL SPONSORED ACTIVITIES**

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

**NORTHERN VALLEY USD #212: CALENDAR REQUEST FORM**

TRAINING/CONFERENCE \_\_\_\_\_

DATE REQUEST SUBMITTED \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

VEHICLE NEEDED: VAN \_\_\_\_\_ CAR \_\_\_\_\_ SUBURBAN \_\_\_\_\_ BUS \_\_\_\_\_

LEAVING TIME \_\_\_\_\_ REQUESTED BY \_\_\_\_\_

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

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

I WILL NOT BE STAYING OVERNIGHT

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

I MADE MY OWN HOTEL RESERVATION (INCLUDE HOTEL INFORMATION)

PRINCIPAL'S SIGNATURE \_\_\_\_\_

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

APPROVED

DENIED

REASON FOR DENIAL \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_

BUDGET CODE \_\_\_\_\_

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

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

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

**USD #212 ABSENTEE FORM**

NAME: \_\_\_\_\_  
 DATE/DATES OF ABSENCE: \_\_\_\_\_  
 TOTAL NUMBER OF DAYS: \_\_\_\_\_

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

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

Gone From: \_\_\_\_\_ O'clock Until: \_\_\_\_\_ O'clock **less 30 minute lunch**

*If you are gone during your normal 30 minute lunch period, you do not need to count that time in leave used.*

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

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

I will need a **Substitute** to cover from: \_\_\_\_\_ O'clock to: \_\_\_\_\_ O'clock

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

**Reason for Absence (check one)**

Paid Time Off (PTO): \_\_\_\_\_

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

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

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

Inservice: \_\_\_\_\_ Event: \_\_\_\_\_

**(requires an Appendix C form)**

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

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

Sub contracted for: 1/2 day    3/4 day    all day    by: \_\_\_\_\_

**(For Sub Teachers only - Secretaries circle one)** Secretary signature

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

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NORTHERN VALLEY SCHOOL**  
**REQUEST FOR PURCHASE ORDER**

TEACHER \_\_\_\_\_

DATE \_\_\_\_\_

Items Requested:

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

Have items been ordered/purchased:      Yes      No

Cost:

Department:

Check made payable to:

Payment due by:

---

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

Account Code \_\_\_\_\_

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



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

Name of Student \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Medication (s): \_\_\_\_\_

Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Time of day medication is to be given: \_\_\_\_\_

\_\_\_\_\_



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

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Parent or Guardian

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

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

Name of Student \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Medication (s): \_\_\_\_\_

Dosage: \_\_\_\_\_ Date Started: \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

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

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health Care Provider

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

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

School: \_\_\_\_\_

Medication(s) to be Given at School

Name of Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

Medication(s): \_\_\_\_\_ Prescribed by: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time to be Given: \_\_\_\_\_

Duration of Orders: \_\_\_\_\_

---

| Date  | Time  | Dosage | Administered by<br>(signature) | Comments |
|-------|-------|--------|--------------------------------|----------|
| _____ | _____ | _____  | _____                          | _____    |
| _____ | _____ | _____  | _____                          | _____    |
| _____ | _____ | _____  | _____                          | _____    |
| _____ | _____ | _____  | _____                          | _____    |
| _____ | _____ | _____  | _____                          | _____    |
| _____ | _____ | _____  | _____                          | _____    |

# NORTHERN VALLEY USD #212: ACCIDENT REPORT FORM

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

Employer:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

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

Did you report this injury to your supervisor?

If not, why not?

Date reported:

Supervisor's Name:

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

If not, please explain?

Were there any witnesses?

If yes, who?

Did you go to the hospital or clinic?

Address of the hospital/clinic:

Name of treating physician:

Additional comments:

Date:

Signature:

**NORTHERN VALLEY USD #212: INCIDENT REPORT**

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

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Telephone Contact: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Student/Teacher Conference: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Parent/Student/Teacher Conference: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

Response: \_\_\_\_\_  
\_\_\_\_\_



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www.ksde.org

|                               |                            |                                  |                          |                             |
|-------------------------------|----------------------------|----------------------------------|--------------------------|-----------------------------|
| Janet Waugh<br>District 1     | Melanie Haas<br>District 2 | Michelle Dombrosky<br>District 3 | Ann E. Mah<br>District 4 | Jean Clifford<br>District 5 |
| Dr. Deena Horst<br>District 6 | Ben Jones<br>District 7    | Betty Arnold<br>District 8       | Jim Porter<br>District 9 | Jim McNiece<br>District 10  |

## SUMMARY OF THE JUNE 2022 STATE BOARD OF EDUCATION MTG

### Action

- Approved public school district ESSER II change requests and ESSER III expenditure plans as recommended by the Task Force for use of federal COVID-19 relief funds (fully approved 16 ESSER II change requests - 26 ESSER III applications).
- Approved the recommendations of the Accreditation Review Council and awarded the status of accredited to USD 108 Washington County, USD 207 Ft. Leavenworth, **USD 212 Northern Valley,** USD 227 Hodgeman County Schools, USD 268 Cheney, USD 272 Waconda, USD 320 Wamego, USD 348 Baldwin City, USD 380 Vermillion, USD 395 LaCrosse, USD 417, Morris County, USD 430 South Brown County, USD 434 Santa Fe Trail, USD 440 Halstead, USD 452 Stanton County, USD 457 Garden City, USD 458 Basehor-Linwood, USD 459 Bucklin, USD 498 Valley Heights, Z0029-9897 Resurrection Catholic School and Holy Spirit Catholic School.
- In two separate votes, the Board approved recommendations of the Professional Practices Commission (one denial, one grant).
- In two separate votes, the Board approved all items on the consent agenda, including the addition of consent agenda item (t) appointing Barbara Hughes as the new Executive Secretary to the Kansas State Board of Education.
- Approved TLA's recommendation to again declare a time of emergency allowing any person holding a five-year substitute teaching license OR an emergency substitute teaching license or certificate with a baccalaureate degree may teach through June 30, 2023.
- Approved TLA's recommendation to modify the qualifications of the emergency substitute license to include high school diploma, completion of an online substitute training component, and verification of hire in a state accredited local education agency and be limited to no more than 15 consecutive days in the same assignment. This provision expires, December 31, 2022.

### Reports and Discussions

- Members received an update on the Mental Health Intervention Team Program from John Calvert, Director of the Safe and Secure Schools Unit, which started from a grant as a pilot program with 9 school districts in 2018-2019, funded 45 mental health liaisons, and served 1,708 students. As of December 2021, 55 districts were participating with 126 liaisons serving a total number of 4,252 students (including 457 students in foster care). Many "success stories" were shared, including parents and guardians feeling better supported and more students asking for help at the highschool level after seeing their peers benefiting from these services. After the State Board's recommendation, the Governor's budget added an additional \$3 million to expand into new districts for the 2022-2023

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school year and also fund a third-party to evaluate the effectiveness of the program and provide further recommendations.

- Members received a report on updated financial literacy standards from KSDE program staff. The 2021 National Standards for Personal Finance are a collaborative effort of Council for Economic Education and Jump\$tart. The 2021 standards replace previous separate standards from both organizations, including National Standards in K-12 Personal Finance Education which were adopted by the Kansas State Department of Education. These include: earning income, spending, saving, investing, managing credit and managing risk. A group of Kansas teachers, higher education specialists, and professional organizations from across the state came together to create a new crosswalk document, teacher resources and plan for future professional development opportunities.
- Members received a report and recommendations from members of the Graduation Requirements Task Force; this was a continued discussion from the May 2022 Board Meeting. This month the Task Force looked at the realities and needs of today's students from across the country. It is their opinion that the flexibility and authority already exists to work within the framework of the graduation we already have. Discussion began on the topic of shortening Fine Arts credit to .5 vs 1 credit and also how to add Financial Literacy. Task Force and Board Member Jim McNeice stated that many schools are including financial literacy into current courses and that demonstrating mastery of skills and competencies can be a way to evaluate delivery of that curriculum vs "seat time".
- Members received a Cybersecurity Update from IT leadership that included an overview providing the results of a recent K-12 District Technology Survey of USDs that was collected in May to identify their most critical information technology needs. Most significant reported barriers districts are reporting include items such as district budget constraints, lack of training/professional development opportunities, and district recognition of the importance of strong security controls. Survey data will assist IT staff in determining current activities and the next steps to prioritize professional development opportunities.
- Members received a report from the Safe and Secure Schools Unit leadership of how their Unit assists school districts to ensure the safety of students and staff. The legislature recently passed HB 2567 to provide a total of \$5 million to school districts for School Safety and Security grants in FY2023 [\$4 million (state funds) plus \$1 million (Federal COVID Relief Funds)]. These grant funds are a \$1 to \$1 match and project oriented. It will allow school districts to use these grant funds for wages and salaries for newly created school resource officer positions, in addition to existing allowable purposes.
- Craig Neuenswander, Deputy Commissioner; John Hess, Fiscal Services and Operations Director; and Dale Brungardt, School Finance Director, began discussion of the FY2024 and FY2025 budget recommendations, which focused heavily on special education state aid options, and possible changes to transportation requirements for district funding. Other programs and/or legislative initiatives that affect funding include: Kansas Safe and Secure Schools and the Mental Health Intervention Team Pilot Program.
- Members received a presentation from the Kansas Music Educators Association (KMEA) where they provided information who the group is and why they exist as well as their 2021-2023 Strategic Plan which includes ensuring access to music education, student involvement opportunities, professional development, and advocacy. They also shared the importance of the providing All-State ensembles and provided examples of their organization's work over the past year.

**Next Regular Meeting** – Tuesday, July 12 and Wednesday, June 13 in Topeka.

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# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage

### INCORPORATING INTO THE BUDGET PROCESS

Section 12 of 2022 Senate Sub for HB 2567 amends K.S.A. 72-1163 starting July 1, 2022, and each year after, as follows:

- the USD board of education shall publish the conducted needs assessment and state assessment review to the USD website; a copy of both should be kept on file at the USD administrative offices.
- The required notice to be published per K.S.A. 79-2929 (Code 99), and amendments thereto, shall now also include a statement that the needs assessment and state assessment review is on file at the USD administrative offices.
- In the minutes of the meeting at which the USD board of education approves its annual budget, the following shall also be included:
  - that the needs assessment was provided to the USD board of education
  - that the needs assessment was evaluated by the USD board of education
  - how the USD board of education used the needs assessment in the approval of the USD budget.
- The USD board of education shall review state assessment results and, as a part of the review, shall document the following:
  - The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on state assessments.
  - any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove barriers identified in (A)
  - the amount of time the USD board of education estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



**Guidance & Budget Usage**  
INCORPORATING INTO THE BUDGET PROCESS

## Building Needs Assessment

### Requirements

The USD board of education must complete a needs assessment of each attendance center within the USD. A tracking document should be used (may use KSDE template) and should include important questions to monitor the data and progress of the building, evaluate curriculum, staffing and facility needs as well as other important items to consider for the continued growth of the school. Per K.S.A. 72-1163, the needs assessment should also track the progress of the attendance center to meet the goal set forth in K.S.A. 72-3218(c) (State Board of Education's Outcomes and Educational Capacities aka Rose Capacities).

The Needs Assessment for each school must be used by the USD board of education when approving the annual Budget and must be available at the USD administrative offices and posted to the USD website.

The minutes of the meeting at which the board approves the annual Budget, should include that each building's needs assessments that the needs assessment was provided to, and evaluated by, the USD board of education and how the USD board of education used the needs assessment in the approval of the USD budget

### Suggestions

Leadership at each attendance center should evaluate their needs assessment through usual district procedures (i.e. Teacher Leadership Teams, Site Councils, Building Leadership Teams, Professional Learning Communities, etc.) and submit to district leadership for consideration. District leadership will use the needs assessment completed by each attendance center to create the USD official needs assessment by building that may then be shared with the USD board of education.

---

**CAUTION:** If using local data, be sure there is no personally identifiable information within the needs assessment.

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### Resources

KSDE's Data Central will be the best resource. Please also reference the "Resources" tab on the Excel Template for more resources.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



**Guidance & Budget Usage**  
INCORPORATING INTO THE BUDGET PROCESS

## State Assessments Review

### Requirements

The USD board of education should review state assessment results and document the following:

- (A) The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on state assessment.
- (B) any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove barriers identified in (A).
- (C) the amount of time the USD board of education estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessment if such budget actions are implemented.

The USD board of education should review data on student performance and then consider the curriculum, staffing, building, student, family and community needs.

The State Assessments Review must be posted on the USD website and a copy should be kept on file at the USD administrative offices.

### Suggestions

Leadership at each attendance center may evaluate their buildings state assessments through normal district procedures (i.e. Teacher Leadership Teams, Site Councils, Building Leadership Teams, Professional Learning Communities, etc.) and submit to district leadership for consideration. District leadership will use the state assessments review from each attendance center to create the USD official state assessments review that may be shared with the USD board of education. The board will then adopt the USD official state assessment review.

### Resources

[KSDE's Data Central](#) will be the best resource, specifically the [Performance Accountability Report](#). Please refer to the "Resources" tab on the Excel Template for a list of all resources.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



**Guidance & Budget Usage**  
INCORPORATING INTO THE BUDGET PROCESS

## Templates

KSDE has created a template for districts to use in order to help make these new requirements as easy as possible. USDs can download the template in [Excel](#) (Word & PDF coming soon). There are two parts to each template: Building Needs Assessment & State Assessments Review.

**Note:** If using the [Excel Template](#), users can fill out information on the District Info tab, which will fill-in throughout the template.

## Building Needs Assessment

The questions within the KSDE template are suggestions only, however, the following questions with a light green background are specifically mentioned in [K.S.A. 72-1163 \(3\)](#) as stated above. KSDE also suggests including the questions below with a light red/pink background to support Section 12, paragraph (2) (B) of [2022 Senate Sub for HB 2567](#). Otherwise, USDs can use some or all of the questions in the templates or may continue to use a Building Needs Assessment template they are already using.

- o. Reviewing state assessment data, what steps are you taking for all students to maximize their scores?**
- p. Have you set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments?**
- c. Is every child in your school provided at least the following capacities?**
  1. Sufficient oral and written communication skills to enable students to function in complex and rapidly changing civilization.
  2. Sufficient knowledge of economic, social, and political systems to enable students to make informed choices.
  3. Sufficient understanding of governmental processes to enable the student to understand the issues that affect his or her community, state and nation.
  4. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.
  5. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.
  6. Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently.
  7. Sufficient levels of academic or vocational skills to enable students to compete favorably with their counterparts in surrounding states, in academics or in job market.

Each attendance center within the district must have a needs assessment. If using the [Excel template](#), there will need to be a Needs Assessment worksheet tab for each school.

**Tip:** On the [Excel template](#), it's suggested to edit the "Needs Assessment" tab to suit USD preference and then make a copy of the tab for each school.

# BUILDING NEEDS ASSESSMENT & STATE ASSESSMENTS REVIEW



## Guidance & Budget Usage INCORPORATING INTO THE BUDGET PROCESS

### State Assessment Review

The KSDE template has fields to enter the attendance center name, grade levels served, barriers, budget actions and time for students to achieve. As suggested above, the leadership team at each building may organize their own state assessments review. The [Excel template](#) includes "Bldg 1 State Assessments Review", which may be filled out by building leadership in order to help USD leadership complete the official State Assessments Review ("BOE State Assessments Review" tab on [Excel template](#)).

**Tip:** For Excel template, you may copy the "Bldg 1 State Assessments Review" tab so there is a separate tab for all attendance centers within the USD.

**Note:** Only one state assessment review report is **REQUIRED** to be completed by the USD board of education (this is the "BOE State Assessments Review" tab on the Excel template). It is up to the USD to decide if they want each buildings leadership team to complete a building level state assessments review ("Bldg 1 State Assessments Review" tab on Excel template) for district leadership to use when creating the USD official state assessments review ("BOE State Assessments Review" tab on the Excel template).

For more information, contact:

Dale Brungardt  
Director of School Finance

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[dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)



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**SECTION 9: C**

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# 2021-2022 School Year Building Needs Assessment

## Elementary / Middle / High Schools

Consider the following questions as you complete the needs assessment for your building.

### Student Needs

Student Headcount

Percentage of students with an active IEP

Percentage of students enrolled in English Language Learner (ELL) services

Percentage of students identified as At-Risk (Free lunch)?

Pupil-Teacher Ratio Average

Are there gaps in student success among race/ethnicity student subgroups?

Is there a tiered system of support to target reading growth?

Is there a tiered system of support to target math growth?

Are there local assessments to measure reading growth?

Are there local assessments to measure math growth?

Reviewing state assessment data, what steps are you taking for all students to maximize their scores?

Are there set targets/goals to move students out of proficiency Levels 1 and 2 on state assessments?

### State Board of Education Outcomes (please utilize your district KESA (accreditation) and Star Recognition)

How is social/emotional growth being measured?

What are the targets/goals related to social/emotional growth?

How do you determine students are ready for Kindergarten? (only if building serves Kindergarteners)

What are the targets/goals related to Kindergarten Readiness? (only if building serves Kindergarteners)

How are successes of Individual Plans of Study being measured?

What are the targets/goals related to postsecondary completion/attendance? (only if building serves Grade 12)

How are you ensuring students are civically engaged?

### Curriculum Needs

What extended learning opportunities are provided (after school programs, summer school programs, etc.)?

Are there appropriate and adequate instructional materials?

Is current technology appropriate? If no, what technology is needed to support the curriculum?

### Professional Development Capacities (pursuant to K.S.A. 72-3218)

Subjects and areas of instruction necessary to meet the graduation requirements adopted by the state board of education are taught. (only if building serves Grade 12)

Is every child in your school provided at least the following capacities?

1. Sufficient oral and written communication skills to enable students to function in complex and rapidly changing civilization.
2. Sufficient knowledge of economic, social, and political systems to enable students to make informed
3. Sufficient understanding of governmental processes to enable the student to understand the issues that affect his or her community, state and nation.
4. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.
5. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.
6. Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently.
7. Sufficient levels of academic or vocational skills to enable students to compete favorably with their counterparts in surrounding states, in academics or in job market.

#### **Staff Needs**

Is there adequate personnel/staff to meet the needs of the school and the needs of students under ESEA guidelines, which requires every classroom to contain an educator who is certified in the content area being taught in said classroom, and meet the goals of the school?

How many classified support staff are currently employed?

How many classified support staff are needed?

Are there enough appropriately licensed support personnel such as counselors, librarians, nurses, etc.?

What staff development is necessary for teachers to support student success and meet the school improvement goals?

Is there adequate space for student learning?

Are there necessary repairs and/or adjustment to the existing space that need to be made?

Are additional School Buses needed or any additional Routes needed?

### Family Needs/Community Relations

Do you have regular events to engage parents with teachers?

What types of caregiver training programs (teaching guardians how to give students help with homework, use technology that students will be required to use, etc.) are provided?

Do you have an active Site Council?

Do you have active PTO, PTA, Booster Club, or other organizations with parent leadership?

What types of communication exists with families? Is it adequate?

What types of communication/social media exists with your community? Is it adequate?

### School Data

Building Attendance Rate

District Chronic Absenteeism Rate

District Graduation Rate

District Dropout Rate

### 8A: High School Needs (buildings with grades 10 through 12 only)

a. What is our building graduation rate

b. What is our building dropout rate?

c. What is our average comprehensive ACT score?

**Other Data**

Based on the building leadership team's analysis, what are the barriers your school faces with non-assessment related issues?

1. Can these be achieved with additional resources?

## Report for 2022-2023 Budget Considerations

|  |                       |
|--|-----------------------|
| <b>Bldg #</b>                          | <b>Grades Served:</b> |
| <b>0404 (ES) /0408 (MS) /0406 (HS)</b> | <b>PreK - 12</b>      |

|                                 | Notes   |
|---------------------------------|---|
| ES - 75 / MS - 41 / HS - 45     |   |
| ES - 20% / MS - 21% / HS - 12%  |   |
| N/A                             | There are no students enrolled in ELL services  |
| ES - 37% / MS - 46% / HS - 20%  |   |
| ES - 7:1 / MS - 10:1 / HS - 9:1 |   |
| No                              |   |
| Yes                             | Multi - Tiered Systems of Support for grades K - 8  |
| Yes                             | Multi - Tiered Systems of Support for grades K - 8  |
| Yes                             | Aims-Web for grades K - 8   |
| Yes                             | Aims-Web for grades K - 8   |
| Yes                             | Curriculum aligned with state standards and continued opportunities for professional development. |
| No                              | None currently. Reestablishing goals with KESA 2022.  |

| Initiation plans/rubrics)  | Notes |
|--|-------|
| MS - behavior points / HS - Office referrals                               |       |
| A more positive and open internal and external environment.                |       |
| ASQ / ASQE / Recommendation of PreK teacher                                |       |
| Make sure kids are ready for kindergarten                                  |       |
| IPS progress presented at spring student-led conferences for grades 6 - 8. |       |
| Follow-up to determine individual post-secondary success.                  |       |
| Teachers provide a variety of opportunities at all grade levels.           |       |

|   | Notes  |
|---|--|
| Teachers are available before and after school, students can set up appointments on Friday (no School on Fridays), and summer school for some IEP students. |  |
| Yes   |  |
| Yes   | One - to - one district wide Chromebook or iPads |

|  | Notes |
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| Yes | <p>Requirements for Graduation from Northern Valley High School Starting with the class of 2020.</p> <p>In order to receive a Northern Valley High School Diploma, students must now earn 25 units. Minimum requirements for graduation from Northern Valley High School will reflect standards set by the Kansas State Department of Education and by the Board of Education of Northern Valley Unified District #212 as outlined below:</p> <ol style="list-style-type: none"> <li>1. Four (4) units of English language arts, three units will be in English.</li> <li>2. Three (3) units of Social Studies is required which must include: United States History, World History, and one unit of United States Government including the constitution of the United States.</li> <li>3. Three (3) units of Science, including one unit as a laboratory course. Earth Science and Biology plus one (1) unit of any of the following: Physics, Chemistry, Environmental Science, Anatomy and Physiology, Plant Science, Food Science, or Plant and Animal Science.</li> <li>4. Three (3) units of Math. Prerequisite class Business Essentials to be completed prior to Accounting classes.</li> <li>5. One (1) unit of Physical Education, which will include one-half unit of health, safety, first aid, or physiology.</li> <li>6. Two (2) units of a technology based course including Computer Applications. The second unit chosen from Emerging Technology, Web Design, Video Production or Advanced Computer Applications.</li> <li>7. One (1) unit of Fine Arts</li> <li>8. Two (2) units of Career Exploration, Business</li> </ol> |
|     | Required classes that incorporate the following  |
| Yes | English Language Arts  |
| Yes | Social Studies / Current Events / Business Essentials  |
| Yes | Government / Social Studies / Current Events   |
| Yes | Physical Education / Wellness / Family and Consumer Science classes  |
| Yes | Music / Band / Art / Social Studies  |
| Yes | Family and Consumer Science classes / Agriculture classes / Agriculture Business classes / Science classes.  |
| Yes | Business classes / Entrepreneurship & Leadership classes / FACS / Ag classes / Ag Business classes / Science classes   |
|     | <b>Notes</b>   |
| Yes | We have a low student / teacher ratio.   |

|   |   |
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| Certified - 20 / Classified - 20                      |   |
| Depends on the student population and needs           |   |
| Yes   | Many of these services are provided one day a week through our Co-op.   |
| Yearly in-service and collaboration.                  |   |
|   | <b>Notes</b>  |
| Yes   |   |
| Yes   | In need of weather proofing. Still working on leaks through the bricks.   |
| Yes   | Several are closing in on their expiration dates.   |
|   | <b>Notes</b>  |
| Yes   | Fall & Spring conferences, Open House, Fun Day, Awards Banquets, Concerts, Community Pep Rallies, etc.  |
| Kansa Reads to Preschoolers / Week of the Young Child |   |
| Yes   | They meet a minimum of two times per year.  |
| Yes   | Booster Club, Post Prom   |
| Yes it is adequate                                    | Website, Textcasters, Facebook, SeeSaw, Email   |
| Yes it is adequate                                    | Facebook, and local newspapers  |
|   | <b>Notes</b>  |
| 97.1%   |   |
| 5.3%  |   |
| 57.1%   | The high school graduation data for FY 2021 is inaccurate due to PowerSchool EOYA report being inaccurate when it was uploaded. Due to inconsistent work days (Covid restrictions), our staff erred with our PowerSchool data system. Two years ago, grade override was used to transition students from one school year to another. The following year, that was not corrected, which caused Juniors to appear in the graduation section. KSDE and PowerSchool representatives were contacted and made aware of this error. After several hours of troubleshooting, it was determined the correction would appear in next year's graduation report, thus the remaining incorrect data. The actual 2021 graduation rate was 100%. |
| 2.9%  |   |
|   | <b>Notes</b>  |
|   |   |

|                            |              |
|----------------------------|--------------|
|                            |              |
|                            |              |
|                            |              |
|                            |              |
| Teacher Retention / Hiring | <b>Notes</b> |
| Additional Funding         |              |

s. 8. On and after July 1, 2021, K.S.A. 72-1163 is hereby amended to read as follows: 72-1163. (a) Each board of education of a school district shall conduct an assessment of the educational needs of each attendance center in the district. Information obtained from such needs-assessment shall be used by the board when preparing the budget of the school district to ensure improvement in student academic performance. The budget of the school district shall allocate sufficient moneys in a manner reasonably calculated such that all students may achieve the goal set forth in K.S.A. 72-1163(c), and amendments thereto. The board also shall prepare a summary of the budget for the school district. Such budgets and summary shall be in the form prescribed by the director pursuant to K.S.A. 79-2926, and amendments thereto.

Director's Office  
401 SW Topeka Blvd., Suite 2  
Topeka, KS 66603-3105



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[dol.ks.gov](http://dol.ks.gov)

Amber Shultz, Secretary

Laura Kelly, Governor



# NOTICE

## MILEAGE REIMBURSEMENT RATE

### **58.5 CENTS PER MILE EFFECTIVE JULY 1, 2022**

Travel to obtain medical services on or after July 1, 2022, shall be reimbursed at the rate of 58.5 cents per mile.

The mileage reimbursement rate for state officers and employees is 58.5 cents per mile effective July 1, 2022. K.S.A. 44-515(a) provides that mileage to obtain medical services is reimbursed at the rate prescribed for state officers and employees pursuant to K.S.A. 75-3203a. K.A.R. 51-9-11 provides that all round trips of over five miles to obtain medical services are reimbursable as medical mileage as provided by K.S.A. 44-515(a).

## CONSENT CALENDAR JULY 13<sup>th</sup>, 2022

1. Adopt the resolution to hold Board Meetings for the 2022 - 23 term as stated, the second Monday each month.
2. Appoint the following District Officers –
  - a. Clerk, Amber Brown
  - b. Deputy Clerk, Sommer Yocum
  - c. Treasurer, Kinze Cox
  - d. Attorney, Use KASB
  - e. Truancy Officers, Marvin Gebhard, Pre K-8  
Ken Tharman, 9-12
  - f. KPERS Designated Agent, Amber Brown
  - g. ADA Compliance Coordinator, Ken Tharman
  - h. Freedom of Information Officer, Ken Tharman
  - i. Point of Contact for Background Checks, Ken Tharman
  - j. Reporting Truant Children, (K.S.A.72-3121) Ken Tharman (HS) / Marvin Gebhard (Pre K-8 Principal)
  - k. Homeless Children Liaison, Ken Tharman
  - l. Foster Care Liaison, Ken Tharman
  - m. Title IX Coordinator, Ken Tharman
3. Designate Depositories for District Funds – All banks of Norton and Phillips Counties with Equity Bank and the First National Bank of Long Island as principal depositories. Bank Signature Holders – Hilary Van Patten, Amber Brown, Kinze Cox, & Ken Tharman (K.S.A.9 – 1401)
4. Official Newspaper for the district shall be the Phillips County Review. (K.S.A. 64-101)
5. Request the right to waive GAAP-prescribed financial statements and General Fixed assets accounting for the 2022- 23 terms. (K.S.A. 75-1120a)
6. Appoint the following officials for School Food Service Program & all Federal Programs for 2022 - 23.  
  
Authorized Representative – Becky Delimont  
Free & Reduced Meal Applications –
  1. Determining Official – Marvin Gebhard
  2. Hearing Official – Ken Tharman
7. Authorize participation in the School Food Service Program for school lunches, breakfast, Cash or Commodities and Bonus Commodities.
8. Adopt the 1,116-hour school term for the 2022 - 23 school year.

9. Approve passes for Senior Citizens (age 65 to qualify) who are residents of USD 212.
10. Set district mileage rate at 58.5 cents per mile for reimbursement to employees for use of personal vehicles for authorized district business. (K.S.A. 75-3203)
11. Approve application for Title I, Title II, Title IV, Title V, and Students At Risk Funds for the 2022 - 23 school term. (local consolidated plan)
12. Petty cash funds will include LIPC at \$750, HSPC at \$1125, HSPC #2 at \$875 for a total of petty cash funds of \$2750. (K.S.A. 72-1177)
13. Follow early payment request policy (K.S.A. 12-105b)
14. Authorize the principals to oversee the gate receipts. (K.S.A. 72-1178)
15. Approve the Fees Schedule (K.S.A. 72-3353) for Textbook Rentals (K.S.A. 72-3346).

# REVENUE NEUTRAL RATE INFORMATION



## New Publication Requirements for USDs due to SB13 & Sub for HB2104

The timelines for budget preparation will be different beginning in the 2021-22 school year due to SB 13 and Senate Sub for HB 2104. This bill has been signed by the Governor. It tightens the timeline for completing the funds with tax levies to July 20.

With normal increases in local assessed valuation, this new process and procedure will likely apply to all USDs.

| Revenue Neutral Rate – Summary of Timelines        |   | SB 13 and Senate Sub HB 2104 |
|--|---|------------------------------|
| Timeline   | Action  |                              |
| June 15  | County Clerk notifies district of Revenue Neutral Rate  |                              |
| July 20  | District notifies County Clerk of tax rate for new year, if exceeding the Revenue Neutral Rate. This tax rate becomes the maximum for the district. |                              |
| Begins in 2022                                     | County Clerk notifies individual tax payers of new tax levy.  |                              |
| Minimum of 10 days between publication and hearing | District publishes notice to exceed Revenue Neutral Rate<br>Concurrent with Budget publication  |                              |
| Aug 20 – Sept 20                                   | District holds hearing to exceed Revenue Neutral Rate<br>Concurrent with Budget hearing   |                              |
| September 20 on or before                          | District submits budget to Kansas State Department of Education   |                              |
| On or before October 1                             | District certifies levy to county clerk   |                              |

### Notes:

- USDs not exceeding the Revenue Neutral Rate would follow the old law dates for publication and hearing and submit their budget to the county clerk and KSDE by August 25.
- The board of education should approve exceeding the Revenue Neutral Tax Rate prior to submitting the taxes to be levied form to the county clerk on or before July 20, 2021.
- If a district does not notify the county clerk they are exceeding the Revenue Neutral Rate and the assessed valuation decreases from the previous year, the taxes levied would be less than the previous year.
- Based on the State Department of Administration, Office of Accounts and Reports, recreation commissions will be computed separately and will not be included in the school district's Revenue Neutral Rate.

**Revenue Neutral Rates (excerpts from SB 13 and Senate Sub for HB 2104)**

1. County Clerk will provide to taxing subdivisions on or before June 15 of each year their revenue neutral rate and include said rate on the notice of the estimated assessed valuation provided to each taxing subdivision for budget purposes.
2. No tax rate in excess of the revenue neutral rate shall be levied by the governing body of any taxing subdivision unless a resolution or ordinance has been approved by the governing body according to the following procedures:
3. At least 10 days in advance of the public hearing, the governing body shall publish notice of its proposed intent to exceed the revenue neutral rate by publishing notice:
  - (A) On the website of the governing body, if the governing body maintains a website; and
  - (B) in a weekly or daily newspaper of the county having a general circulation therein. The notice shall include, but not be limited to, its proposed tax rate, its revenue neutral rate and the date, time and location of the public hearing.
4. On or before July 20, the governing body shall notify the county clerk of its proposed intent to exceed the revenue neutral rate and provide the date, time and location of the public hearing and its proposed tax rate.
5. The public hearing to consider exceeding the revenue neutral rate shall be held not sooner than August 20 and not later than September 20. The governing body shall provide interested taxpayers desiring to be heard an opportunity to present oral testimony within reasonable time limits and without unreasonable restriction on the number of individuals allowed to make public comment. The public hearing may be conducted in conjunction with the proposed budget hearing pursuant to K.S.A. 79-2929, and amendments thereto, if the governing body otherwise complies with all requirements of this section. Nothing in this section shall be construed to prohibit additional public hearings that provide additional opportunities to present testimony or public comment prior to the public hearing required by this section.
6. A majority vote of the governing body, by the adoption of a resolution or ordinance to approve exceeding the revenue neutral rate, shall be required prior to adoption of a proposed budget that will result in a tax rate in excess of the revenue neutral rate. Such vote of the governing body shall be conducted at the public hearing after the governing body has heard from interested taxpayers. If the governing body approves exceeding the revenue neutral rate, the governing body shall not adopt a budget that results in a tax rate in excess of its proposed tax rate as stated in the notice provided pursuant to this section.
7. Any governing body subject to the provisions of this section that does not comply with subsection (b) shall refund to taxpayers any property taxes over-collected based on the amount of the levy that was in excess of the revenue neutral rate. The provisions of this subsection shall not be construed as prohibiting any other remedies available under the law.
8. If the governing body of a taxing subdivision must conduct a public hearing to approve exceeding the revenue neutral rate under this section, the governing body of the taxing subdivision shall certify, on or before October 1, to the proper county clerk the amount of ad valorem tax to be levied.
9. After the first two years, in the event that a county clerk incurred costs of printing and postage that were not reimbursed pursuant to section 7, and amendments thereto, such county clerk may seek reimbursement from all taxing subdivisions required to send the notice. Such costs shall be shared proportionately by all taxing subdivisions that were included on the same notice based on the total property tax levied by each taxing subdivision. Payment of such costs shall be due to the county clerk by December 31.

The following resolution must be approved by the board of education in order to exceed the Revenue Neutral Rate.

SAMPLE RESOLUTION NO. \_\_\_\_\_

*A resolution expressing the property taxation policy of USD 000  
[district name] with respect to exceeding the Revenue Neutral Tax Rate  
for financing the annual budget for 2021-2022*

Whereas, 2021 SB 13 and Senate Sub for HB 2104, provides that a levy of property taxes to finance the 2021-2022 budget of USD 000 exceeds the Revenue Neutral Tax Rate to finance the 2021-2022 budget of USD 000, be authorized by a resolution.

NOW, THEREFORE, BE IT RESOLVED by USD 000 that the 2021-2022 budget with a levy of property taxes exceeding the Revenue Neutral Tax Rates calculated for 2021-2022, as adjusted pursuant to 2021 SB 13 and Senate Sub for HB 2104 is hereby adopted.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021 by USD 000 [county name] County, Kansas.

Board Clerk

Board President

[District name]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Suggested procedures for determining tax levies for 2021-22 for the Revenue Neutral Tax Rate.

Levies must be determined for each Tax Levy fund needed for the 2021-22 school year. There will be a separate Revenue Neutral Rate for General, Capital Outlay, Bond & Interest and all other levies will be combined into one rate.

|                                     |   |
|-------------------------------------|---|
| General                             | Special Assessment                      |
| Capital Outlay                      | Temporary Note                          |
| Bond and Interest #1                | Historical Museum                       |
| Bond and Interest #2 (If necessary) | Public Library Board                    |
| Supplemental General (LOB)          | Public Library Board- Employee Benefits |
| Adult Education                     | Extraordinary Growth Facilities         |
| Special Liability Expense           | Cost of Living                          |
| No Fund Warrant                     |   |

### Process to determine taxes needed for the 2021-22 school year.

1. Most school districts will levy taxes for General, Supplemental General (LOB) and Capital Outlay.
2. The county clerk will provide the estimated assessed valuation and the Revenue Neutral Rate by June 15 for General fund, Capital Outlay, Bond & Interest and another assessed valuation and the Revenue Neutral Rate for all other funds.
3. For General fund, multiply 20 mills times the General fund assessed valuation provided by the county clerk.
4. For Capital outlay, multiply the Capital outlay assessed valuation (if provided) times the mill rate the district plans to use.
5. For the bond and interest levy, determine the taxes needed using code 62 in the budget software to determine the amount necessary to meet the bond and interest payments.
6. The other tax levies can be determined based on completing those funds in the budget software.
7. The tax levies needed for the Historical Museum and Public Library will need to be determined on the budget software.
8. As noted, the Recreation Commission levies are **not** part of the school districts calculation for the Revenue Neutral Tax Rate and is the responsibility of those entities to provide their tax levy amounts to the county clerk by July 20.

#### IMPORTANT:

**The District's Planned Tax Rate must be certified to the county clerk on or before July 20, 2021.**

- If a district fails to meet that deadline, the district will have the same taxes from 2020-21 or they could be lower if the assessed valuation decreases from the previous year.
- If a district certifies a higher amount of taxes needed to the county clerk, the amount can be lowered prior to publishing the budget or it can be reduced by the board of education after having their public hearing.

School districts can publish Code 99 hearing and Revenue Neutral Rate hearing on the same page and hold the hearings together.

When the board adopts the budget, they should have a motion to adopt both forms.

**Notice of Hearing 2021-2022 Budget**

The governing body of Unified School District will meet on the day of 2021 at at , , KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at and will be available at this hearing.

The Amount of 2021 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2021-2022 Budget. The 'Est. Tax Rate' (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.

|                                       | Code<br>99<br>Line | 2019-2020 Actual              |                              | 2020-2021 Actual              |                               | 2021-2022 Proposed Budget |  |                             |
|---------------------------------------|--------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|---------------------------|--|-----------------------------|
|                                       |                    | Actual<br>Expenditures<br>(1) | Actual<br>Tax<br>Rate<br>(2) | Actual<br>Expenditures<br>(3) | Actual<br>Tax<br>Rate*<br>(4) | Expenditures<br>(5)       | Amount of<br>2021 Tax to<br>be Levied<br>(6) | Est.<br>Tax<br>Rate*<br>(7) |
| <b>OPERATING</b>                      |                    |                               |                              |                               |                               |                           |  |                             |
| General                               | 06                 |                               |                              |                               |                               |                           |  | 20.000                      |
| Supplemental General (LOB)            | 08                 |                               |                              |                               |                               |                           |  |                             |
| <b>SPECIAL REVENUE</b>                |                    |                               |                              |                               |                               |                           |  |                             |
| Federal Funds                         | 07                 |                               |                              |                               |                               |                           |  |                             |
| Adult Education                       | 10                 |                               |                              |                               |                               |                           |  |                             |
| Preschool-Aged At-Risk                | 11                 |                               |                              |                               |                               |                           |  |                             |
| Adult Supplemental Education          | 12                 |                               |                              |                               |                               |                           |  |                             |
| At Risk (K-12)                        | 13                 |                               |                              |                               |                               |                           |  |                             |
| Bilingual Education                   | 14                 |                               |                              |                               |                               |                           |  |                             |
| Virtual Education                     | 15                 |                               |                              |                               |                               |                           |  |                             |
| Capital Outlay                        | 16                 |                               |                              |                               |                               |                           |  |                             |
| Driver Training                       | 18                 |                               |                              |                               |                               |                           |  |                             |
| Declining Enrollment                  | 19                 |                               | 0.000                        |                               | 0.000                         |                           |  |                             |
| Extraordinary School Program          | 22                 |                               |                              |                               |                               |                           |  |                             |
| Food Service                          | 24                 |                               |                              |                               |                               |                           |  |                             |
| Professional Development              | 26                 |                               |                              |                               |                               |                           |  |                             |
| Parent Education Program              | 28                 |                               |                              |                               |                               |                           |  |                             |
| Summer School                         | 29                 |                               |                              |                               |                               |                           |  |                             |
| Special Education                     | 30                 |                               |                              |                               |                               |                           |  |                             |
| Cost of Living                        | 33                 |                               |                              |                               |                               |                           |  |                             |
| Career and Postsecondary Education    | 34                 |                               |                              |                               |                               |                           |  |                             |
| Gifts and Grants                      | 35                 |                               |                              |                               |                               |                           |  |                             |
| Special Liability Expense Fund        | 42                 |                               |                              |                               |                               |                           |  |                             |
| School Retirement                     | 44                 |                               | 0.000                        |                               | 0.000                         |                           |  |                             |
| Extraordinary Growth Facilities       | 45                 |                               |                              |                               |                               |                           |  |                             |
| Special Reserve Fund                  | 47                 |                               |                              |                               |                               |                           |  |                             |
| KPERS Special Retirement Contribution | 51                 |                               |                              |                               |                               |                           |  |                             |
| Contingency Reserve                   | 53                 |                               |                              |                               |                               |                           |  |                             |
| Textbook & Student Material Revolving | 55                 |                               |                              |                               |                               |                           |  |                             |
| Activity Fund                         | 56                 |                               |                              |                               |                               |                           |  |                             |
| <b>DEBT SERVICE</b>                   |                    |                               |                              |                               |                               |                           |  |                             |
| Bond and Interest #1                  | 62                 |                               |                              |                               |                               |                           |  |                             |
| Bond and Interest #2                  | 63                 |                               |                              |                               |                               |                           |  |                             |
| No-Fund Warrant                       | 66                 |                               |                              |                               |                               |                           |  |                             |
| Special Assessment                    | 67                 |                               |                              |                               |                               |                           |  |                             |
| Temporary Note                        | 68                 |                               |                              |                               |                               |                           |  |                             |
| <b>COOPERATIVES<sup>1</sup></b>       |                    |                               |                              |                               |                               |                           |  |                             |
| Special Education                     | 78                 |                               |                              |                               |                               |                           |  |                             |
| <b>TOTAL USD EXPENDITURES</b>         | 100                |                               |                              |                               |                               |                           |  |                             |
| Less: Transfers                       | 105                |                               |                              |                               |                               |                           |  |                             |
| <b>NET USD EXPENDITURES</b>           | 110                |                               |                              |                               |                               |                           |  |                             |
| <b>TOTAL USD TAXES LEVIED</b>         | 115                |                               |                              |                               |                               |                           |  |                             |

1. Sponsoring District Only

\*Tax Rates are expressed in Mills

REVENUE NEUTRAL RATE INFORMATION

|  |            |                  |           |                    |           |                           |               |
|--|------------|------------------|-----------|--------------------|-----------|---------------------------|---------------|
| State of Kansas                          |            | USD #            |           |                    |           |                           |               |
| Budget Form USD-A                        |            | 2021-2022        |           |                    |           |                           |               |
|  |            | 2019-2020 Actual |           | 2020-2021 Actual   |           | 2021-2022 Proposed Budget |               |
|  | Code       | Actual           | Actual    | Actual             | Actual    | Amount of                 | Est.          |
|  | 99         | Expenditures     | Tax       | Expenditures       | Tax       | Tax to                    | Tax           |
|  | Line       | (1)              | Rate* (2) | (3)                | Rate* (4) | Expenditures (5)          | be Levied (6) |
|  | (7)        |                  |           |                    |           |                           |               |
| <b>OTHER</b>                             |            |                  |           |                    |           |                           |               |
| Historical Museum                        | 80         |                  |           |                    |           |                           |               |
| Public Library Board                     | 82         |                  |           |                    |           |                           |               |
| Public Library Board Employee Benefits   | 83         |                  |           |                    |           |                           |               |
| Recreation Commission                    | 84         |                  |           |                    |           |                           |               |
| Rec Comm Emp Benefits & Spec Liab        | 86         |                  |           |                    |           |                           |               |
| <b>TOTAL OTHER</b>                       | <b>120</b> |                  |           |                    |           |                           |               |
| <b>TOTAL TAXES LEVIED</b>                | <b>125</b> |                  |           |                    |           |                           |               |
| Assessed Valuation - General Fund        | 128        |                  |           |                    |           |                           |               |
| Assessed Valuation - All Other Funds     | 130        |                  |           |                    |           |                           |               |
| Assessed Valuation - Capital Outlay      | 129        |                  |           |                    |           |                           |               |
| <b>Outstanding Indebtedness, July 1</b>  |            | 2019             |           | 2020               |           | 2021                      |               |
| General Obligation Bonds                 | 135        |                  |           |                    |           |                           |               |
| Capital Outlay Bonds                     | 140        |                  |           |                    |           |                           |               |
| Temporary Note                           | 145        |                  |           |                    |           |                           |               |
| No-Fund Warrant                          | 150        |                  |           |                    |           |                           |               |
| Lease Purchase Principal                 | 153        |                  |           |                    |           |                           |               |
| <b>TOTAL USD DEBT</b>                    | <b>155</b> |                  |           |                    |           |                           |               |
| <i>*Tax Rates are expressed in Mills</i> |            |                  |           |                    |           |                           |               |
| Board President                          |            |                  |           | Clerk of the Board |           |                           |               |

| Exceeding the Revenue Neutral Tax Rate for the 2021-2022 School Year   |                   |                 |                    |                      |                    |
|--|-------------------|-----------------|--------------------|----------------------|--------------------|
| The governing body of Unified School District will meet on the ____ day of _____ 2021 at _____ PM at _____, _____, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at _____ and will be available at this hearing. |                   |                 |                    |                      |                    |
| Revenue Neutral Tax Rate   |                   |                 |                    |                      |                    |
|  | 2020-2021         |                 |                    | 2021-2022            |                    |
|  | Actual Tax Levied | Actual Tax Rate | Neutral Tax Rate   | Estimated Tax Levied | Estimated Tax Rate |
| General  | \$0               | #N/A            | #N/A               | \$0                  | 20.000             |
| Capital Outlay   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Bond and Interest #2   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| <b>ALL OTHER FUNDS</b>   |                   |                 |                    |                      |                    |
| Supplemental General (LOB)   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Adult Education  | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Cost of Living   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Special Liability Expense Fund   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Extraordinary Growth Facilities  | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Bond and Interest #1   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| No-Fund Warrant  | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Special Assessment   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Temporary Note   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Historical Museum  | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Public Library Board   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| Public Library Board Employee Benefits   | \$0               | #N/A            | #N/A               | \$0                  | 0.000              |
| <b>Sub Total - All Other Funds</b>   | <b>\$0</b>        | <b>#N/A</b>     | <b>#N/A</b>        | <b>\$0</b>           | <b>0.000</b>       |
| Board President  |                   |                 | Clerk of the Board |                      |                    |

This sample form has been made available to county clerks in order to provide the required information to USDs by June 15<sup>th</sup>. Counties may be using their own form.

### Revenue Neutral Tax Rate (sample)

| Allen   |                                   | 258 Humboldt        |                  |                               |                          |
|---|-----------------------------------|---------------------|------------------|-------------------------------|--------------------------|
| County  |                                   | USD #               |                  |                               |                          |
|   |                                   | 2020-2021           |                  | 2021-2022                     |                          |
|   |                                   | Actual Taxes Levied | Actual Mill Rate | Estimated Assessed Valuation* | Revenue Neutral Tax Rate |
| <b>1</b>  | <b>General</b>                    | \$1,095,000         | 20.000           | \$55,300,000                  | 19.801                   |
| <b>2</b>  | <b>Capital Outlay</b>             | \$459,000           | 8.000            | \$58,500,000                  | 7.846                    |
| <b>3</b>  | <b>Bond and Interest #2</b>       | \$200,000           | 6.300            | \$32,500,000                  | 6.154                    |
| <b>ALL OTHER FUNDS</b>                              |                                   |                     |                  |                               |                          |
| 4   | Supplemental General (LOB)        | \$938,000           | 16.348           | xxxxxxxxxxx                   | xxxxxxxxx                |
| 5   | Adult Education                   |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 6   | Cost of Living                    |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 7   | Special Liability Expense Fund    |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 8   | Extraordinary Growth Facilities   |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 9   | Bond and Interest #1              |                     | 10.333           | xxxxxxxxxxx                   | xxxxxxxxx                |
| 10  | No-Fund Warrant                   |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 11  | Special Assessment                |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 12  | Temporary Note                    |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 13  | Historical Museum                 |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 14  | Public Library Board              |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| 15  | Public Library Board Emp Benefits |                     |                  | xxxxxxxxxxx                   | xxxxxxxxx                |
| <b>TOTAL - All Other Funds (lines 4 through 15)</b> |                                   | \$938,000           | 26.681           | \$58,000,000                  | 16.172                   |

\* Line 3: Only use if this fund has a different Assessed Valuation then "All Other Funds".

Line 9: Include in "All Other Funds" only if it has the same Assessed Valuation as All Other Funds.

Date

County Clerk

For more information, contact:  
 Director, School Finance  
 (785) 296-3872



Kansas State Department of Education  
 900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)

May 2021



ALMENA

## NORTHERN VALLEY SCHOOLS USD 212

DISTRICT OFFICE  
512 WEST BRYANT PO BOX 217  
ALMENA KS 67622

PHONE (785) 669-2445



LONG ISLAND

March 9, 2022

To the Long Island City Council,

It was shared that a request was made to remove the speed bump and hump on the south end of town. I would like to put in my two cents .... If I may.

I was not in on the original conversation to install those a couple of years ago. I will say that the initial speed bumps were very rough ... even on my cushy bottom. 😊

However, they had the intended result, which was to slow the traffic down and that is what I would like to address.

The speed hump on the south end as well as the wear on the north speed bump have made this much improved ... and the traffic is still slowed.

I feel that the safety of those boarding and unloading from buses, those crossing the street for events (ie. football games, spelling bees, etc), and during outdoor recess is more secure since the installation. I would have spoken in favor of them at the beginning if I had been asked and I am still an advocate for them.

If there was a change to be made .... I would suggest replacing the north end bumps ... with humps ... to allow a less jarring transition.

I respectfully ask that the speed bump/humps remain in place .... And if there is a desire to add a solar speed detection device to alert drivers of their speed, Northern Valley Schools would be willing to assist with this.

Thank you,

Ken Tharman  
Superintendent / HS Principal  
Northern Valley Schools